Application: Brooklyn Laboratory Charter School

Eric Tucker - eric@brooklynlaboratoryschool.org
Annual Reports

Summary

ID: 0000000351
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover age

Completed Sep 29 2020

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 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, 2020)** or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN LABORATORY CHARTER CHOOL 331300861063

a1. Popular School Name

(No response)

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

d. DATE OF INITIAL CHARTER

12/2013

e. DATE FIRST OPENED FOR INSTRUCTION

9/2014

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

MISSION TATEMENT

Brooklyn Laboratory Charter chool (LAB) prepares students with the academic foundation, digital literacy, and leadership skills necessary to excel n college and professional life as they grow as ethical leaders.

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

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

KDE 1	Rigorous, college preparatory curriculum: LAB will offer a college preparatory liberal arts and STEM program of study in mathematics, English language arts (ELA), science, and social studies that fosters n students the desire and capacity to learn independently, think critically, and communicate proficiently so they are fully prepared to succeed n postsecondary studies. LAB's curriculum privileges the CCLS3, the Next Generation Science Standards, and the skills students must master in order to succeed in college and beyond.
KDE 2	Effective instruction: Teachers are the key to our scholars' growth and achievement. Research shows effective instruction s the most cost effective investment schools can make. We nvest n recruiting, training, retaining, and Supporting master teachers who can transform our students' lives, and who nfuse joy and rigor into every lesson. LAB's curriculum, instructional approach, and professional development (PD) serve and enhance teacher contribution to learning.

KDE 3	Focus on college level reading and writing: Literacy is the cornerstone academic skill upon which all future skill and knowledge acquisition rests. We provide 195 minutes of literacy focused nstruction in a typical day to ensure that students can read with comprehension and insight and analyze and effectively respond to texts across disciplines. Our approach is grounded in scientifically based research and grows from the NYS P 12 CCLS, which focus on building knowledge through content rich nonfiction, reading and writing grounded in textual evidence, and regular practice with complex text and academic language. LAB embraces responsibility for literacy in the classroom, prioritizes quality literature and nformational texts, emphasizes text dependent questions and tasks, and privileges writing and research that analyze sources and evidence.
KDE 4	Extending learning time: LAB leverages blended instruction to focus human capital and extend the school day, week, and year. LAB will operate sustainably on the public dollar and extending learning time s an effective way for us to deliver exceptional learning without exceptional costs. School days run from 8:00am 5:15pm. Students attend classes at least 195 days each year, and LAB will offer additional Summer and aturday Academies. Between 6th and 12th grades, this adds up to over half a decade of additional learning. LAB makes extended days feasible using high dosage tutoring and blended instruction: students will spend two hours each day with STEM AmeriCorps tutors in the LAB Corps and at least an hour each day n enrichment courses in the 360Lab, which blend small group or 1:1 work with technology delivered adaptive learning nstruction. 360Lab instructional time s overseen by teachers and supported by LAB Corps tutors.
KDE 5	Entrepreneurial learning: LAB's goal s to cultivate entrepreneurial learners. Schools today must prepare students to succeed in jobs and ndustries we can hardly magine: the exponential rate of

	digital nnovation is rapidly reordering the contours of both knowledge and work. In his book, Too Big to Know, Harvard's David Weinberg argues that we are moving from a world where knowledge meant facts from books and experts to a world of ubiquitous free information. In this era, John Seely Brown argues that "good questions are more important than answers." Thus, students must learn to craft meaningful questions and assess the quality, sufficiency, and relevance of claims and evidence. LAB will offer experiences that foster interest driven learning and instill n students a sense of awe and curiosity n the face of challenges. Working with designers and entrepreneurs, LAB gives scholars opportunities to explore new challenges and learn from others.
KDE 6	Building productive, engaged, and active citizens: At LAB, we believe that great education produces productive, engaged, and active citizens who contribute to the community in positive ways. LAB students will have service learning opportunities as part of the curriculum to nstill and reflect our core values of volunteerism, service, and respect for the community.
KDE 7	High expectations school culture: Our culture and mission reject the dea that students' circumstances limit their potential. Our school culture sets uncompromising standards for timely arrival, homework completion, behavior, and participation, and s founded on an unrelenting insistence that every student, given proper support, s capable of college success. We set high expectations and establish structure to guide classroom behavior and professional norms, and we expect all of our students to work hard, behave well, and succeed. We will do whatever t takes to make sure all of our students are prepared for academically rigorous colleges. We will create a joyful and engaging learning environment in which achievement s continuously celebrated. School culture s reinforced by earned enrichment opportunities and ncentives. School leaders and

	faculty have ntensive training in high expectations culture and expectations, and how to foster a joyous yet structured learning environment that respects and nurtures students.
KDE 8	Data driven nstruction: LAB commits to continuous, data driven mprovement in each classroom and for each student. At LAB, assessment exists to serve, inform, and enhance teaching and learning processes and outcomes. LAB teachers are united by a relentless improvement ethic and employ aried, real time diagnostic data to inform their practice. All teachers and tutors are provided regular time for data review n order to improve nstruction at the 360Lab, classroom, and whole school level. Evidence centered instruction allows LAB to meet students' needs by giving teachers and tutors the tools they need to help students learn best. LAB uses the highest quality formative and nterim assessment tools to provide a dynamic, validated picture of student growth and skills gaps. Formative assessments are "a process used by teachers and students during nstruction that provides feedback to adjust ongoing teaching and learning." Amplifying the daily "Exit T cket" mini assessment, LAB's learning management systems will provide students, teachers, tutors, and parents with actionable feedback about students' persistence and skills mastery.
KDE 9	Next generation learning and assessment: Informed by data and real time diagnostic assessments, master teachers use the 360Lab to interact with students in small group tutoring scenarios while using digital resources. LAB will use adaptive courseware to deliver progressive digital challenges, continuously tailoring modules to fit students' needs. Our digital courseware tools ntegrate into a recommendat on eng ne that searches online depositories of high quality multimedia and networks of educators to guide teachers and students toward discrete, quality, CCLS aligned open educational resources (OER) matched to students' learning needs and skill

	levels. tudents use both the LAB game based adaptive learning courseware and a ariety of OER to work at their own pace. As students complete activities, embedded assessments track progress and give real time feedback and badges to motivate students and give them a sense of ownership. Next generation assessments enable LAB to meet the needs of diverse learners, including ELLs, Special education students, and students behind grade level. To meet individual needs, teachers use the results of frequent embedded formative assessments to personalize instruction (e.g., targeting small group nstruction to similarly situated students). 360Lab will provide extra practice or intensive intervention for some, while for others it will offer an opportunity to move ahead at their own pace.
KDE 10	Family partnership: At LAB, our students' families are critical to their success and ours and that success can be achieved by developing positive and communicative relationships. All of our families will receive regular communication, both digitally and offline, about their students' academic and behavioral progress using data from formative and summative assessments as benchmarks for discussion. A parent and Family Association composed of parents/guardians will also serve as a liaison to school leadership. We will ask teachers and tutors to call or visit each student's home at the start of the year and to devote three to five hours per week to family calls. LAB will be open to all students on the basis of available space, with a preference given to residents of CSD 13.

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.brooklynlaboratoryschool.org

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

865

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

533

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

Grades Served	6, 7, 8, 9, 10, 11

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	Yes, 3 s tes

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	77 Sands Street, Brooklyn NY 11201	[redacted]	NYC CSD 13	6-12	6-12

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker	[redacted]		eric@brooklynlaboratoryschool.org
Operational Leader	Aaron Daly			aaron@brooklynlaboratoryschool.org
Compliance Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
Complaint Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
DA A Coordinator	Lora Gr eco			lgrieco@brooklynlaboratoryschool.org
Phone Contact for After Hours Emergencies	Eric Tucker			eric@brooklynlaboratoryschool.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a opy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For s hools that are not in district space (NYC o-locations), provide a copy of a urrent and non-expired certificate of occupancy, and a copy of the urrent annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

77 ANDS - TCO 9.pdf

Filename: 77 ANDS - TCO 9.pdf **Size:** 37.0 kB

Site 1 Fire Inspection Report

F re Inspection.pdf

Filename: F re Inspection.pdf **Size:** 377.6 kB

School Site 2

m2. SCHOOL SITES

Please provide nformation on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	240 Jay Street Brooklyn, NY 11201	[redacted]	NYC CSD 13	6-12	6-12

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker	[redacted]		eric@brooklynlaboratoryschool.org
Operational Leader	Aaron Daly			aaron@brooklynlaboratoryschool.org
Compliance Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
Complaint Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
DA A Coordinator	Lora Gr eco			lgrieco@brooklynlaboratoryschool.org
Phone Contact for After Hours Emergencies	Eric Tucker			eric@brooklynlaboratoryschool.org

m2b. Is site 2 in public (co-located) space or in private space?

Private Space

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

m2d. Upload a urrent Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a opy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For s hools that are not in district space (NYC o-locations), provide a copy of a urrent and non-expired certificate of occupancy, and a copy of the urrent annual fire inspection results, which should be dated on or after July 1, 2020.

Site 2 Certificate of Occupancy (COO)

240 JAY STREET - TCO 14.pdf

Filename: 240 JAY TREET - TCO 14.pdf **Size:** 37.3 kB

Site 2 Fire Inspection Report

240 Jay st K 20.pdf

Filename: 240 Jay st K 20.pdf **Size:** 189.6 kB

School Site 3

m3. SCHOOL SITES

Please provide nformation on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be erved at ite for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	25 Chapel Street A/K/A 40 Flatblush Ave Extension 10th Floor Brooklyn NY 11201	[redacted]	NYC CSD 13	6-12	6-12

m3a. Please provide the contact information for Site 3.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker	[redacted]		eric@brooklynlaboratoryschool.org
Operational Leader	Aaron Daly			aaron@brooklynlaboratoryschool.org
Compliance Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
Complaint Contact	Eric Tucker			eric@brooklynlaboratoryschool.org
DA A Coordinator	Lora Gr eco			lgrieco@brooklynlaboratoryschool.org
Phone Contact for After Hours Emergencies	Eric Tucker			eric@brooklynlaboratoryschool.org

m3b. Is site 3 in public (co-located) space or in private space?

Private Space

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

m3d. Upload a urrent Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 3 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a opy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For s hools that are not in district space (NYC o-locations), provide a copy of a urrent and non-expired certificate of occupancy, and a copy of the urrent annual fire inspection results, which should be dated on or after July 1, 2020.

Site 3 Certificate of Occupancy (COO)

25 CHAPEL 10TH FL - TCO 12.pdf

Filename: 25 CHAPEL 10TH FL - TCO 12.pdf **Size:** 36.8 kB

Site 3 Fire Inspection Report

25 Chapel str K.pdf

Filename: 25 Chapel str K.pdf **Size:** 188.7 kB

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Reduce the authorized enrollment from 909 students to 770 students beginning in the 2020-2021 school year	12/2/2019	4/23/2020
2				
3				
4				
5				

More revisions to add?

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

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

Yes

ATTESTATION

p. Individual Primarily Responsible for Submitting the Annual Report.

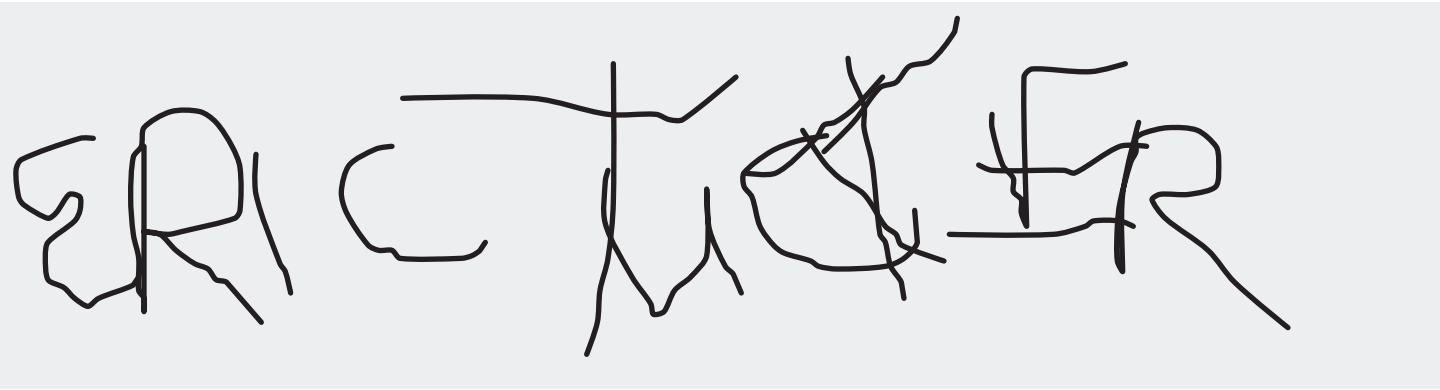
Name	Eric Tucker
Position	Executive Director
Phone/Extension	[redacted]
Email	eric@brooklynlaboratoryschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information ontained herein is truthful and accurate and that this charter school is in compliance with all aspects of its harter, 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 ave been deliberately misrepresented, that will onstitute grounds for the revocation of our harter. Check YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Date

Aug 3 2020

Thank you.

Entry 2 NYS School Report Card

Completed Sep 29 2020 Hidden from applicant

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/) . This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

BROOKLYN LABORATORY CHARTER SCHOOL 331300861063

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/).

(Charter schools ompleting year one will not yet ave a School Report Card or link to one. Please type "URL is not available" in the space provided.)

https://data.nysed.gov/profile.php?instid=800000082484

Entry 3 Progress Toward Goals

Completed Nov 2 2020

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

For the 2019-2020 school year, any academic or organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide nformation for all goals no later than November 2, 2020.

For the 2019-2020 school year, any academic goals that cannot be evaluated due to school closure resulting in a lack of data and hanges in testing, surveying, and other usual practices should be reported as “N/A”.

2019-20 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Atta nment 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	As measured by New York tate ELA and Math 6 8 assessments, 100% of LAB grade levels met or outperformed the statewide proficiency average at corresponding grade levels.	NYS ELA and Math Assessments	Unable to Assess	N/A
	As measured by New York tate ELA and Math 6 8 assessments, targeted LAB sub groups will meet or outperform the New York City			

Academic Goal 2	proficiency average for like sub groups. Sub groups are students who are economically disadvantaged, students with disbilities (SWDs), and English Language Learners (ELLs).	NYS ELA and Math Assessments	Unable to Assess	N/A
Academic Goal 3	As measured by NWEA Measures of Acem c Progrss (MAP) or the PSAT, 60% of LAB scholars achieve at least one year of growth or perform at or above grade level on these exams	NWEA MAP or P AT	Unable to Assess	N/A
Academic Goal 4	A erage nterim assessment (course unit eam) scores show a 10% increase in baseline proficiency from the previous Spring New York State exam, with no grade level average pass rate below tate equivalence.	Interim Assessments	Unable to Assess	N/A
Academic Goal 5	0.6 average growth classrooms on each of the Acedemic Ownership look	Academ c Ownership look fors	Unable to Assess	N/A

	fors.			
Academic Goal 6	75% of educators and administrators use qualitative and quantitative data to understand individual skills, gaps, strnghts, weaknesses, interests, and aspirations of each student, and use that information to personalize learning exper ences.	Observations	Unable to Assess	N/A
Academic Goal 7	At least 80% of instructional staff (fellows, teacher leaders, deans, and school directors) make at least 0.6 po nts of growth on their aligned performance rubics in particular the (1) TNTP Blended Core Teaching Rubric; or (2) TNTP PLU Leadersh p Rub c.	TNTP	Unable to Assess	N/A
Academic Goal 8	75% of educators or administrators collaboratively, transparently, and proactively seek out feeback from students, parents, and colleagues to improve instruction and	Observations	Unable to Assess	N/A

	teaching pratices.			
Academic Goal 9	75% of educators enage n nquiry through problem solving through planning, designing, testing, evaluation, and recal brat on of teaching methods.	Observations	Unable to Assess	N/A
Academic Goal 10				

2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2019-2020 school year, any organization goals that annot be evaluated due to school closure resulting in a lack of data and hanges in testing, surveying, and other usual practices should be reported as “N/A”.

2019-2020 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	At all t mes throughout the year, the LAB leadership Team maintains a base of identified potential new academic and operations leaders of at least 5 who are currently emerging leaders.	At least 5 staff are emerging leaders.	Met	
Org Goal 2	LAB Leadersh p team members each meet at least 90% of their individual scorecard goals as measured by performance against key scorecard metrics.	Leadership team meets at least 90% of their scorecard goals.	Not Met	100% of Leadership Team members did not each meet at least 90% of their individual scorecard goals.
Org Goal 3	65% of LAB staff identify as people of color, with no gaps by level or function.	65% of LAB staff identify as people of color, with no gaps by level or function.	Met	
Org Goal 4	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for WDs and economically disafvantaged students	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs and economically disafvantaged students	Met	
	The chool shall be, and shall rema n, n			

Org Goal 5	compliance with all local, state, federal laws and regulation relating to the operation of the chool. These requirements include, but are not limited to, maintaining daily student attendance records, discipline incidents records, academic transcripts records and requirements for grade promotion and graduation, documenting annual retention rates, maintaining a four year graduation rate and ensuring students get appropiate credit hours.	The school is in compliance with applicable laws.	Met	
Org Goal 6	Complete post "water damage" renovation of 77 Sands campus such that the facility passes the facilities readiness audit, including passing all environmental tests.	The facilities readiness audit is passed by August 20, 2019.	Met	
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

6. FINANCIAL GOALS

2019-2020 Progress Toward Attainment of Financial Goals

	F nancial 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.
F nancial Goal 1	Maintain at least 75 days of cash on hand and begin building an operating reserve that totals 30 days of cash on hand by year end.	75 days of cash on hand and 30 days of operating reser e cash on hand.	Met	
F nancial Goal 2	Clean audited financials delivered to the Board no later than November 1, 2020.	Audited financials delivered to the Board.	Met	
F nancial Goal 3	The chool will complete and submit the post flood claims for construction, business interruption, and furniture and fixtures y September 15, 2019.	Post flood insurance claims completed.	Met	
F nancial Goal 4				
F nancial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability lan rogress Reports

Incomplete Hidden from applicant

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized harter schools must download an Accountability Plan Progress Report template. After completing, schools must upload the document into the by September 15, 2020.

Entry 7 Disclosure of Financial Interest Form

Completed Sep 29 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more harter schools for any period during the 2019-2020 school year must complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** Disclosure of Financial Interest Form
- **SUNY- Authorized Charter Schools**: Trustee Financial Disclosure Form

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

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

All LAB financial disclosures

Filename: All AB financial disclosures.pdf **Size:** 1.7 MB

Entry 8 BOT Membership Table

Completed Sep 29 2020

Instructions

Required of All harter schools

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

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide nformation 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.

BROOKLYN LABORATORY CHARTER SCHOOL 331300861063

1. 2019-2020 Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Pos t on on the Board	Committ ee Affiliation s	Vot ng Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/ YYYY)	End Date of Current Term (MM/DD/ YYYY)	Board Meetings Attended During 2019-2020
1	Tokumbo Shobowal e	Trustee/M ember	Real Estate Subcom mittee	Yes	2	07/01/20 20	07/01/20 21	10
2	Adr en	Treasurer	F nance/A udit	Yes	5	07/01/20	07/01/20	9

	Siegfried		Committee			20	22	
3	Martha Re enaugh	Chair	"Executive Committee, F nance/Audit Committee"	Yes	4	07/01/2020	07/01/2022	11
4	Gary Wood	Trustee/Member	Real Estate Subcommittee	Yes	5	07/01/2020	07/01/2021	8
5	Nadine Augusta	Secretary	Executive Committee, Board Development and Nomination Committee	Yes	3	07/01/2020	07/01/2022	9
6	Walter Loughlin	Trustee/Member	Real Estate Subcommittee	Yes	4	07/01/2020	07/01/2021	11
7	Sujata Rajpurohit	Trustee/Member	Academ c Committee	Yes	2	07/01/2020	07/01/2021	11
8								
9								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	7
b.Total Number of Members Added During 2019-2020	0
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

3. Number of Board meetings eld during 2019-2020

11

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Sep 29 2020

Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 ombined file. Board meeting minutes must be submitted by August 3, 2020.

FY19-20 Board Minutes

Filename: FY19 20 Board Minutes ECrIxJi.pdf **Size:** 1.5 MB

Entry 10 Enrollment & Retention

Completed Sep 29 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual earners (ELLs/MLLs), 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 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made n 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets n 2020-2021.

BROOKLYN LABORATORY CHARTER SCHOOL 331300861063

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts n 2019-2020	Describe Recruitment Plans n 2020-2021
	We continued our work with parent advocacy groups and bolster student recruitment through our partnerships with community institutions like MOUSE, Brooklyn Public Library, the HIVE Network, and local religious organizations. LAB	

Economically Disadvantaged	continued to publicize the school to prospective families of the highest need. We uses extensive multilingual advertising and a range of media, ncluding email blasts, online news sites, social media, paper flyers and brochures, the school's website, and direct mail to share nformat on about LAB. LAB remained committed to ensuring that LAB's programs and facilities are accessible to all members of the public. When recruiting or admitting students, we did not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, English language proficiency, or prior academic achievement.	In 2020-2021, we will continue the described efforts to ncrease enrollment of economically disadvantaged students. New key strategies include provision of technology supplies and internet access to support hybrid instruction and a family support fund to provide financial assistance for basic needs.
	To recruit ELLs, LAB distributed application nformation and materials n a variety of forms to reach the broadest scope of families, ncluding non English speakers and those with limited internet access. LAB uses a variety of methods, ncluding: Assigning extra staff time to recruit ELL students; Requesting an adjustment to LAB's lottery weighting to preference ELLs this fall; Conducting outreach to ELL communities, coordinators and advocates, therapists, Immigrant centers, and other social service providers, including at local houses of worship for non/limited English speaking families and community agencies such as Catholic migration services;	LAB has implemented extensive recruitment strategies and program services to attract and retain English language learners. BLCS uses a ariety of methods, including: Translating school information

English Language Learners/Multilingual Learners	Reaching out to families of ELLs currently on charter waitlists; Hosting fairs and nformation sessions at public and private venues frequented by families; Providing translation services for all promotional materials and in person interaction; Advertising our lottery in non English local newspapers, radio, and television stations; Distributing mailings and bilingual information to district residents, including residents n low income and mixed ncome communities; Dropping bilingual flyers and posters n public housing complexes, local businesses, supermarkets, and community centers; and Asking Brooklyn politicians for support reaching out to limited English speaking families.	into multiple languages. Hosting multilingual post-lottery enrollment days Application collection improvements Programs to attract and retain English language learner High-Dosage Academic Tutoring, Personalized Systems of upport for Learners Co-teaching
Students with Disabilities	Organizing frequent open houses and information sessions, including ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes. Contacting counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families.	New key strategies include outreach to and meetings with political and community leaders, public information sessions, and further outreach to scholars on charter waitlists. In addition, targeted advertising online (e.g. Facebook ads n parent and community groups) and featured articles in SPED resources and national forums like Understood.org will increase the dialogue about LAB's mission and drive additional recruitment

	Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families.	of students with disabilities.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts n 2019-2020	Describe Retention Plans n 2020-2021
Economically Disadvantaged	LAB enrolls and retains scholars who are economically disadvantaged at far higher rates than the sending district. The percentage of students who are economically disadvantaged also now outpaces the district by 15%, compared to just 2% four years ago. LAB's strong increase in the recruitment of economically disadvantaged students is due to successful implementation of several Strategies. These efforts nclude: Reaching out to counselors, social workers, parents, special education coordinators, and other administrators at high need public schools. Organizing frequent open houses and information sessions, including ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes. Contacting counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled	New key strategies include provision of technology supplies and internet access to support hybrid instruction and a family support fund to provide financial assistance for basic needs.

	families, with a focus on recruiting economically disadvantaged families. Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families.	
English Language Learners/Multilingual Learners	LAB s focused on continuing to provide a successful academic option for ELL students. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant nvestment n high dosage tutoring, which is effective for English Language Learners. LAB tracks each student's academic and character development. Interim assessments also help to identify which students are struggling and how they can be better Supported. LAB also surveys students who do not re enroll. This helps us adapt our programs to better retain all students, including those who are English Language Learners.	To ensure that our ELL students are retained and are master English expeditiously, we provide trained staff, specialized curricular materials, extra time, tutoring, and n class services for students requiring extra support. All teachers and fellows receive PD in communicating with ELLs, understanding cultural heritage, and applying appropriate instructional methodology. Through ntensive small group nstruction, co teaching, and 1:1 academic tutoring, LAB strives to meet the academic needs of all of our students, all days.
	LAB s focused on continuing to provide a successful academic option for complex learners. From our staffing model to our	LAB enrolls and retains scholars with disabilities at far higher rates than the sending district. We have enrolled scholars with IEPs at considerably higher rates since

Students with Disabilities	classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant nvestment n high dosage tutoring, which is effective for low income students. LAB also Surveys students who do not re enroll. This helps us adapt our programs to better retain all students, including those with disabilities.	our founding. To ensure that our students with disabilities are retained and supported, LAB designs and mplements interventions and supports for complex learners. LAB s committed to inclusion and supporting students in the least restrictive environment possible. To achieve this, LAB uses a multi tiered system of support to design interventions for students in the bottom quartile of academics and behavior.

Entry 12 ercent of Uncertified Teachers

Completed Sep 29 2020

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: **BROOKLYN LABORATORY CHARTER SCHOOL 331300861063**

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	5.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	15

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	42

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not nclude paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	57

Thank you.

Entry 13 Organization Chart

Completed Sep 29 2020

Instructions

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

Upload the 2019-2020 **Organization Chart.** The organization hart should include position titles and reporting relationships. Employee names should not appear on the chart.

LAB Organizational Chart 2020_School Level

Filename: LAB Organizational Chart 2020 School Level.pdf **Size:** 61.8 kB

Entry 14 School Calendar

Completed Sep 29 2020

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the minimum instructional requirements adopted by the Board of Regents in 2018.

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

school-calendar-2020-2021-portrait-rolling final

Filename: school alendar 2020 2021 portrait rol xs31vHL.pdf **Size:** 83.1 kB

Entry 15 Links to Critical Documents on School Website

Completed Sep 29 2020

Instructions

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

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

1. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo);
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

Form for Entry 15 Links to Critical Documents on School Website

School Name: Brooklyn Laboratory Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://www.brooklynlaboratoryschool.org/board-of-trustees
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.brooklynlaboratoryschool.org/board-of-trustees
3. Link to NYS chool Report Card	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
4. Most Recent Lottery Notice Announcing Lottery	https://brooklynlaboratorycharterschool.schoolmint.net/welcomeback
5. Authorizer-Approved DASA Policy	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
6. District-wide afety Plan	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
7. Authorizer-Approved FOIL Policy	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
8. Subject matter list of FOIL records	https://www.brooklynlaboratoryschool.org/reporting-and-compliance
9. Link to School Reopening Plan	https://www.brooklynlaboratoryschool.org/reopening-plan

Thank you.

Entry 16 COVID 19 Related Information

Completed Sep 29 2020

Instructions

Required of ALL charter schools

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name: Brooklyn Laboratory Charter School

TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day nstruction was provided within physical school facilities and the number of students participating in rtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day nstruction was provided within physical school facilities	Number of students attending nstruction on the last day instruction was provided within physical school facilities	Number of students participating n virtual programming on the last day such programming was offered for the 2019-20 school year
	533	506	533

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

	NYSED Office of State English State Exam	✖	✖	✖	✖	✖	✖	✔	✔	✔	✖	✖	✖	✖	
	NYSED Office of State High School English Language Arts CollegB	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✔	✖	✖	

oard PSAT 8/9	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖	✖	✖
Collegboard AP World History PSAT 10	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖	✖
NYSED Office of State Regents Exams in Global History	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖	✖
Collegboard: AP English Language													

Composition	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖
AP US History													
AP Seminar													
SAT													
NYSED Office of State US History	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖
NYSED Office of State Assessment Math	✖	✖	✖	✖	✖	✖	✔	✔	✔	✖	✖	✖	✖
State Exam													
NYS													

NYSED Office of State Assessment Algebra 1 Regents	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖	✖	✖	✖
NYSED Office of State Assessment Living Environment Regents	✖	✖	✖	✖	✖	✖	✖	✖	✔	✔	✖	✖	✖
NYSED Office of State Assess													

ment													
Geometry Regents	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖	✖
Algebra II Regents													
Chemistry Regents													
NYSED Office of State Assessment Physics Regents	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖
Collegboard: AP Biology	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖
Collegboar													

d: AP Living Environment	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✔	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖
Total													0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Sep 29 2020

INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the Staff Roster.

Employee Listing

Filename: Employee Listing.xls **Size:** 73.2 kB

DocuSign Envelope ID: 53188A56-B818-4F31-A50E-5B4002308804

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

Name:

Adrien Siegfried

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

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

Treasurer

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

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

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

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

No

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

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

No

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

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

No

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

____Yes _X__No

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

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

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

DocuSign Envelope ID: 53188A56-B818-4F31-A50E-5B4002308804

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

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

DocuSigned by:
Adrien Siegfried
16F05E4F6CE54FC...

7/30/2020

Signature Date

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

[redacted]

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DocuSign Envelope ID: 407FC172-E200-4D8A-A965-5CAE08ED26CC

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

Name:

Walter Loughlin

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

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

Board Trustee

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

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

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

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

No

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

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

No

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

no

DocuSign Envelope ID: 407FC172-E200-4D8A-A965-5CAE08ED26CC

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

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

____**Yes** ____**No** (X)

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

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

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

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

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

Please write "None" if applicable. Do not leave this space blank.

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7/31/2020

Signature Date

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

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

Name:

Nadine Augusta

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

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

Board Trustee

2. Are you an employee of any school operated by the education corporation?
____Yes __X__No

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

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

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

No

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

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

No

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

No

DocuSign Envelope ID: CC58C54F-A3A0-457E-9407-62AEFD1DC91A

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

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

____**Yes** ____**No**

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

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

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

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

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

DocuSigned by:
Nadine Augusta
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Signature

8/3/2020
Date

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

[redacted]

DocuSign Envelope ID: CC58C54F-A3A0-457E-9407-62AEFD1DC91A

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

Name:
Sujata Rajpurohit

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

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

Trustee

Academic Committee member

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

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

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

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

No

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

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

No

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

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

No

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

Yes x **No**

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

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

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

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

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

Sujata Rajpurohit

8/3/2020

Signature Date

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[redacted]

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

Name: Gary L. Wood

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

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

   Board

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

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

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

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

   NO

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

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

   NO

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

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

   NO

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

____**Yes** __X__**No**

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

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

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

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

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

Gary L. Wood 7/27/2020

Signature Date

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

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

Name:

Mickey (Martha) J Revenaugh

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

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

Board President

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

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

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

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

No.

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

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

No.

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

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

No.

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

Yes X **No**

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

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

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

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

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

Mickey Revenaugh

Signature

July 31, 2020

Date

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

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

Name:
Olatokumbo Shobowale

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

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

Board member

2. Are you an employee of any school operated by the education corporation?
____Yes _X__**No**

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

3. Are you related, by blood or marriage, to any person employed by the school?
No
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
No
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

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

No

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

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

____**Yes** _X__**No**

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

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

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

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

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

Olatokunbo Shobowale 07/27/2020

Signature Date

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

[redacted]

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
June 18, 2020

Due to the COVID19 Pandemic this Board Meeting is being held via Zoom on June 18, 2020 at 6:00 PM ET.

Remote Board participants include:
Nadine Augusta, Adrien Siegfried, Mickey Revenaugh, Walter Loughlin, Tokumbo Shobowale, Gary Wood, Sujata Rajpurohit

Other Remote participants include:
Eric Tucker, Sheryl Gomez, Aaron Daly, Jonathan Flynn, Sarah Pactor

Meeting called to order.
Mickey Revenaugh called the meeting to order at 6:02pm. Gary Wood seconded. The Board voted unanimously to call the meeting to order.

Governance
Board Adoption of the May 2020 Board Meeting Minutes
The Board considers the recommended resolutions reviewed and deliberated during the May 2020 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the May 2020 Board meeting.

Adrien moved to adopt the May 2020 Board Meeting Minutes. Nadine seconded the motion.

Update from the Governance Committee
The members of the Governance Committee report back from the June 17, 2020 working session and outline priorities for the Committee for FY21.

Board Resolution Affirming the the Charge of the Governance Committee
WHEREAS, the governance committee of the Board of Trustees is responsible for maintaining proper board composition and ensuring that the board governs effectively. This committee drives a comprehensive board self-assessment process, fosters the development of new and existing board members, manages board member recruitment, and nominates candidates for officer positions. The governance committee includes the board chair and at least three other members, one of whom serves as the committee chair. The Executive Director will serve as an ex-officio member of this committee.

WHEREAS, the governance committee holds itself accountable for monitoring and maintaining board-wide adherence to governance best practices

- Conducts a board self-assessment every two years
- Assesses the school's governance needs by periodically reviewing the board's size, strategic composition, and committee structure; and recommends changes as needed
- In partnership with the school leader and board chair, creates an annual board calendar for approval by the full board
- Reviews and recommends changes to bylaws and board policies every two years
- Articulates the responsibilities of individual board members by creating a board member agreement that is signed annually by each board member
- Monitors board member performance in relation to the board member agreement, and supports board chair in ensuring all members uphold their board commitments

WHEREAS, the governance committee holds itself accountable for onboarding and training new and existing board members

- Orients members to school and board policies, practices, and responsibilities
- Provides ongoing governance training and support
- Creates opportunities for board members to build relationships and interact socially

WHEREAS, the governance committee holds itself accountable for guaranteeing steady board leadership

- Identifies, cultivates, and nominates new board members to build a strategically composed board
- Recruits for demographic and skill diversity among board members; including diversity of race, gender, age, skillset, perspective, and experience
- Maintains an officer succession plan that grooms high-performing board members to serve as chair, vice-chair, secretary, and treasurer (or finance committee chair)
- Tracks term expirations and maintains a succession plan for board vacancies
- Recruits non-board members to committees to add value and potentially serve as future board members

WHEREAS, the governance committee holds itself accountable for setting goals

- Supports the board chair in designing and executing an annual board goal-setting process
- Identifies governance committee goals to track committee progress

THEREFORE, the Board affirms the mandate and charge of the Board Governance Committee.

Sujata moved to approve the above resolution. Walter seconded the motion.

Resolution Pertaining to the Adoption of the COVID-19 Pandemic Temporary Personnel Policies and Procedures Manual (June 18, 2020 DRAFT)

Whereas, the Organization has prepared June 18, 2020 draft COVID-19 Temporary Pandemic Related Personnel Policies and Procedures.

WHEREAS, due to the continuing effects of the COVID-19 pandemic, the School has added temporary provisions (**"Temporary Pandemic Related Personnel Policies and Procedures"**) to its current policies, including:

- COVID-19 Policies Acknowledgement
- COVID-19 Travel Policy
- Temporary Staggered Workforce Policy
- COVID-19 Face Covering in the Workplace Policy
- Employee Symptom and Travel Attestation Form
- Privacy Notice: COVID-19 Screening for Employees/Visitors
- Employee Temperature Testing Policy
- COVID-19 Health and Travel Questionnaire and Face Covering Policy for Visitors
- Social Distancing Policy in the Workplace Policy
- COVID-19 Training Hygiene, Social Distancing, and Temperature Checks
- COVID-19 Employee FAQs

WHEREAS, in addition to the policies outlined in the Employee Handbook, the Company will now have a set of temporary provisions (**"Temporary Pandemic Related Personnel Policies and Procedures"**) to account for the complexity and evolving context of the return to work within the context of COVID-19;

THEREFORE, the Board of Trustees adopts the **Temporary Pandemic Related Personnel Policies and Procedures,** as amended, as provisions to its current leave policies.

Board Adoption of Resolution for the SY 2020-2021 Calendar
WHEREAS, the Chief Operating Officer, subsequent to multiple round of revisions with the school directors and leadership team, presents the school year 2020-2021 calendars for Middle School and High School campuses and administrative staff; and

WHEREAS, the administrative calendar reflects non-vacation time off for the last two weeks of December, consistent with prior year norms; and

WHEREAS, non-vacation paid time off means that administrative employees do not need to be present at work or constantly monitoring email. However, employees must be reachable via phone and email during business hours, check their work voicemails and emails twice daily, keep and honor any scheduled meetings, and respond to any email marked urgent; and

WHEREAS, Juneteenth, also known as Freedom Day, is considered a paid holiday for instructional and administrative staff for the 2020-21 school year; and

WHEREAS, Juneteenth commemorates the formal emancipation of slaves in every state in the United States. Juneteeth comes over two years after the signing of the emancipation proclamation on January 1st 1863 and marks a critical milestone in the struggle for human dignity and freedom;

THEREFORE, the Board hereby adopts the school year 2020-2021 instructional and administrative calendars, pending the review and approval of the New York State Education Department's Charter Schools Office.

Adrien moved to adopt the above resolution. Nadine seconded the motion.

Update on Calendar for Annual Review and Revision of Policies and Procedures
Management provided an update related to the annual review and revision of Board policies and procedures, including but not limited to:

- Employee Handbook
- Scholar and Family Handbook for Middle School (July Board meeting)
- Code of Conduct (discipline)
- Financial Policies and Procedures
- Admissions Policies
- Complaint Policy
- FERPA Policy
- FOIL Policy

Finance Committee
May Finance Committee Meeting Slides
May Finance Committee Meeting Agenda

Finance Committee Summary Report from the May 26, 2020 working session

Staff Members in Attendance

- Eric Tucker, Executive Director
- Sheryl Gomez, Chief Financial Officer
- Aaron Daly, Chief Operating Officer
- Jonathan Flynn, Manager of Family and Community Affairs

Committee Members in Attendance

- Adrien Siegfried, Treasure
- Gary Wood, Trustee
- Tokumbo Shobowale, Trustee

Board Adoption of Resolution for School Year 2019-2020 Time Off Payout

WHEREAS, Brooklyn Laboratory Charter Schools' (the **"School"**) current policies and procedures provide payout of time off balance for instructional staff at the end of the school year and for all non-returning staff at the time of agreement termination; and

WHEREAS, administrative staff with a positive time off balance have the option to roll over time from one year to the next; and

WHEREAS, there is no limitation on the amount of time off balance paid out or rolled over; and

WHEREAS, as the management team reviews organizational policies and procedures, and plans for next school year's uncertainty and contingencies, we ask that the board considers this resolution to pay out the current paid time off liability; and

WHEREAS, the goal is to revise the policies and procedures for the upcoming school year 2020-2021 to reflect limitation on the liability amount;

THEREFORE, the board hereby adopts the payout of time off balance for non-instructional employees for the period ending June 30, 2020.

Gary moved to approve the above resolution. Walter seconded the motion. The motion was unanimously approved.

Board Oversight and Management Reports

- April Management Report and Financial Close
- Cash Flow Review
- **Paycheck Protection Program update**

    - loan with potential forgiveness
    - SBA Released Loan Forgiveness Application Form
    - 8-week period requirement: **June 12**
    - Application certification based on the uncertainty created by the crisis on: go-forward public funding, enrollment, philanthropic projections and need for additional expenses associated with remote learning, etc.
    - Loans with an original principal amount of less than $2 million will be deemed to have made the required certification concerning the necessity of the loan request in good faith.
- **Staff Communication re: Offer Letters**
    - Offers will reflect a flat salary for school year 2020-2021
    - Teacher Residents who complete their Master's program at Relay Graduate School of Education and receive an offer to become a Teacher will receive a corresponding salary increase.
    - Current employees may be eligible for a "retention bonus" of up to 1.5% of base compensation in December 2020, and an additional retention bonus of up to 1.5% of base compensation in April 2021 -- as long as the organization meets pre-defined ratios for financial stewardship.
- **Enrollment & Recruitment**
    - Re-Enrollment Updated
    - SY 2020-21 Enrollment Update
- **Re-entry Planning**
    - Equity by Design
    - Back to School Facilities Tool Kit
    - Introductory Video
- **Fall Facilities Planning**
- Insurance Claim update
- 77 Sands LL
    - Qualified Renovation Expenses
    - Rent Abatement
    - Renovation Approval
- Fundraising Update
    - Emerson Collective
    - Michael & Susan Dell Foundation
    - Bill & Melinda Gates Foundation
        - $50K Signed Agreement
    - New Schools Rapid Relief Fund

- Revenue Update
    - FY 2020-2021 P1 Per Pupil Invoice
        - General Education rate - $16,123
        - $27 unfavorable variance from current year, rather than an increase of $322
        - Submitted lease cost allocation to DOE between three buildings and two charters
            - Current assumption for Chapel is cost of the 10th floor

Academic Committee

May Academic Committee Meeting Slides & Agenda

Staff Members in Attendance

- Eric Tucker, Executive Director
- Bb Ntsakey, Director of Academics

Committee Members in Attendance

- Mickey Revenaugh, Board Chair
- Sujata Rajpurohit, Academic Committee Chair
- Noah Heller, Academic Committee Member
- Max Kultov, Academic Committee Member
- Les Lynn, Academic Committee Member

Academic Committee Reports and Updates

- NYSED Observations on May 27, 28, 29
    - Classroom visits based on Educational Continuity Plan
    - Focus on classroom preparation, assessments and student engagement
    - Interviews with school leaders on remote learning experiences

- Submitted NYSED Credo Remote Learning Survey
    1. Current and previous enrollment numbers, in addition to current attendance numbers;
    2. Changes to instruction and academic goals;
    3. Support for students with special needs
    4. Use and availability of technology;
    5. Organizational decisions and adaptations

- Summer School

    - Unfinished learning addressed through virtual summer school
    - Courses for both middle and high school from July 6th- August 14th 2020
    - Goals are course completion leading to credit earning

- Instructional Program Scheduling Design Charette
    - Summer school offered for middle and high school
    - Programming from July 6th- August 14th 2020
    - Goal of credit earning and academic enrichment
- NYSED Corrective Action Plan Check In
    - Board focus group
    - Leadership team focus group

Benchmark 9: Enrollment, Recruitment, and Retention

Tokumbo moved to adjourn the meeting. Mickey seconded the motion. The Board Meeting was adjourned at 7:46pm

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
May 12, 2020

Due to the COVID19 Pandemic this Board Meeting is being held via Zoom on May 12, 2020 at 6:00 PM ET.

Remote Board participants include:
Mickey Revenaugh, Gary Wood, Adrien Siegfried, Tokumbo Shobowale, Walter Loughlin, Sujata Rajpurohit, Nadine Augusta

Other Remote participants include:
Aaron Daly, Bennison Ntsakey, Sheryl Gomez, Jonathan Flynn, Shanel Garcia, Eric Tucker

Meeting called to order.
*Mickey Revenaugh*called the meeting to order at **6:04**pm. **X** seconded. The Board voted unanimously to call the meeting to order.

Pat moved. Sujata Seconded. Unanimous vote.

Welcoming Aaron Daly, new Chief Operating Officer.

Aaron Daly introduces himself to the Brooklyn Lab Board of Directors and shared his recent experience that includes Aaron's previous position as a Network Director of Operations. He was accountable for 7 Ascend public charter schools in Brooklyn across different sites. Aaron coached 7 individual directors of operations, with each school subsequently exceeding key performance metrics. Some of the methodologies he adopted to achieve this included weekly individualized coaching meetings, annual goal setting and mutual accountability. Aaron has a passion for providing educational opportunities.

Governance
Board Adoption of the April 2020 Board Meeting Minutes
The Board considers the recommended resolutions reviewed and deliberated during the April 2020 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the April 2020 Board meeting.

Gary. Pat Seconded. Unanimous vote.

Finance Committee

April Finance Committee Meeting Slides
April Finance Committee Meeting Agenda

Finance Committee Summary Report from the April 28, 2020 working session

Board Oversight and Management Reports

- Payroll Reconciliation
- Audit Engagement Letter
- 2020 Professional Audit with PKF O'Connor Davies
- Tax Form 990
- Enrollment & Recruitment updates
- Chief Operating Officer Search Update
- Accounts Receivable
    - *P6 Invoice Submission for General Education and Special Education*
    - *77 Sands Insurance Claim*
    - *Qualified Renovation Expense*
    - *Sublease for Chapel*
    - *Philanthropic Revenue*
    - *Charter School Program*

COVID-19 Response: School Closure, Continuity Planning, and Homebound Instruction

- Educational and Operational Continuity Plan: Updates and revisions
- Grief and Loss Resources
- Family Communication and Engagement
- Staff Communication and Support
- Re-entry Planning and Facilities Planning for medically fragile families
- Friends of Brooklyn LAB
    - *Brooklyn LAB Family Emergency Support Fund*
- Paychex Protection Program
- Budget Scenario Planning

Financial Dashboard Metrics

- 75 Days of Cash on Hands
- 30 Days Cash Reserve
- Loan Covenant Ratios

Resolution authorizing the Executive Director to execute Fiscal Year 2019-2020 Audit Engagement Letter

WHEREAS, PKF O' Connor Davies (the **"Auditor"**), an audit firm with extensive expertise in the specialized regulations and audit procedures governing exempt organizations, has provided an engagement letter for fiscal year 2019-2020 to enter into agreement with Brooklyn Laboratory Charter Schools (the **"School"**); and

WHEREAS, Gus Saliba is the charter schools engagement partner and is responsible for supervising the engagement and signing the audit report; and

WHEREAS, the scope of work includes to audit the School's statement of financial position and the related statements of activities, functional expenses, cash flows and completion of a single audit to present a schedule of expenditures of federal awards as of and for the year ended June 30, 2020 and issue their report thereon as soon as reasonably possible after completion of their work; and

WHEREAS, the objective of the audit also includes reporting on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts or grant agreements, noncompliance with which could have a material effect on the financial statements in accordance with auditing standards generally accepted in the United States of America and internal control related to major programs and an opinion (or disclaimer of opinion) on compliance with laws, regulations, and the provisions of contracts or grant agreements that could have a direct and material effect on each major program in accordance with Uniform Guidance;

NOW, THEREFORE BE IT RESOLVED, that the Finance / Audit Committee reviews and recommends to the Board the execution of the Audit Engagement Letter from the Auditors; and

BE IT FURTHER RESOLVED, that the Board, following overview and discussion of the Audit Engagement Letter, considers this resolution to authorize the Executive Director to execute the respective agreement.

Adrien made a motion to approve. Pat seconded. Unanimously consistent.

Walter Loughlin affirmed the Board's commitment to distributing an RFP to solicit proposals for audit firm services for the SY2021-22 school year.

Paycheck Protection Program

Board reviewed management's progress on the plan for management and compliance related to PPP.

Resolution authorizing the Executive Director to execute 2018 Tax Form 990

WHEREAS, Brooklyn Laboratory Charter Schools (the **"School"**), as exempt from Federal income tax under IRS section 501(c)(3), is required to file Tax Form 990 (the **"Form"**); and

WHEREAS, the Form has been prepared by the tax team at PKF O' Connor Davies (the **"Auditor"**), the audit firm engaged to complete the fiscal year 2018-2019 audit;

WHEREAS, the information in the Form is in accordance to the School's audited financial statements;

WHEREAS, the Form has been reviewed and proposed revisions have been communicated by the Chief Financial Officer to the auditor;

NOW, THEREFORE BE IT RESOLVED, that the Finance / Audit Committee reviews and recommends to the Board the execution of the 990 tax form; and

BE IT FURTHER RESOLVED, that the Board considers this resolution to authorize the Executive Director or his designee to file for an extension for the Fiscal Year 2018-2019 IRS Form 990.

Pat made a motion to move. Sujata Seconded. Unanimously consistent.

Academic Committee

Academic Committee Summary Report

Academic Committee Meeting Slides shared

Management team in Attendance

Eric Tucker, Executive Director
Katie Capella, Middle School Director
Greg Rodriguez, High School Director
Bennison Ntsakey, Director of Academics

Committee Members in Attendance

Mickey Revenaugh, Board Chair

Sujata Rajpurohit, Academic Committee Chair
Noah Heller, Academic Committee Member
Max Kultov, Academic Committee Member
Les Lynn, Academic Committee Member

Academic Committee Oversight

1. The academic committee is working to fulfill it's annual priority to improve oversight of the school's academic performance in the following areas:

- Academic Committee Mandate and Priorities
- Academic Achievement Outcomes and Overview
- The School's COVID-19 Instructional Continuity Plan
- Long Term Planning for Extended Closure and Return to "Brick and Mortar" Operations

In Accordance with Governor Cuomo's NY State Pause Order, the update requiring continued remote instruction for the 2019-2020 school year, the Academic Committee meeting focused on the following set of items upon which to provide guidance and oversight:

2. Putting equity and excellence at the center of our shared school reopening planning
The Academic Committee recommended cycles of providing resources connected to socio-emotional learning support for scholars and families and monitoring frequency of participation. The Academic Committee reviewed the following core areas and provided guidance on prioritizing continued support and planning aligned to:

- Organizing and Mobilizing the Re-Opening Preparation Team
- Developing Reopening Scenarios
- Embracing Financial Stewardship in the Face of Uncertainty
- Staffing and Scheduling for Flexibility and Differentiation
- Reconnecting and Reassessing
- Practicing Agency and Prioritize Engagement
- Making Use of Data and Systems to Improve Educational Continuity
- Reimagining Approaches to Core School Systems
- Iterating and Communicate
- Consider the Worst but Model the Best

3. The COVID-19 challenges for schools & challenges for special education in a virtual context

In accordance with NYSED's "Provision of Services to Students with Disabilities During Statewide School Closures Due to Novel Coronavirus (COVID-19) Outbreak in New York State", LAB continues to ensure that, to the greatest extent possible, each student with a disability can be provided the special education and related services through distance instruction provided virtually, online, or telephonically.

The Academic Committee reviewed challenges related to accessibility to technology, connectivity and devices and recommended additional virtual check ins for scholars and families to ensure school provides resources as needed. The Academic Committee reviewed bright spots including LAB supporting the founding of and then partnering with The Educating All Alliance to vet and curate resources to respond to the immediate needs of educators during the COVID-19 crisis. The formation of the Educating All Learners Alliance provides a working model of bringing teachers together to discover and share ideas and resources.

5. How pioneering educators can help us build the path - how students, families, teachers, and administrators need to be involved in each of the core domains for equitable reopening:

- Community Engagement and Communication
- Academics and Unfinished Learning
- Brick and Mortar *and* Online Learning
- Whole Child *and* Transition Focus
- Data and Privacy
- School Safety and Purpose
- School Operations

6. Putting the needs of students with disabilities and complex learners at the center of our preparation plans

The Academic Committee reviewed ongoing work to build out the advising systems of Check-Ins to manage Multi-Tiered System of Interventions and Supports. The Academic Committee will continue to monitor LABs developments of interventions for students with greater needs, codifying protocols for staff and designing practices to promote effective virtual learning for all scholars and families including a project plan that will create a check-in cadence that ensures alignment as new issues arise.

7. Close out planning for 2019-2020 end of school year

Consistent with NYSED guidance to establish a COVID-19 closure plan for ongoing alternative instructional options (electronic and non-electronic), Suspension for the New York State

Elementary- and Intermediate-Level State Assessments and State Education Guidance on School Closure, The Academic Committee will continue to monitor and provide guidance on the following goals:

1. Course completion leading to credit earning
2. Addressing Unfinished Learning Through Virtual Summer Learning Programming
3. Planning Re-Entry and Virtual Options for teacher development

The Academic Committee prioritized school planning guided by sustaining both academic growth over the summer and developing diagnostics of learning progress to inform core academic programming. Committee members explored options for partnerships with universities to replicate areas of virtual learning success

10. Back To School Initiative (facilities planning for academic program)

- Planning for re-entry will include considerations on
- Public Health, especially for medically fragile families
- Economic Impact
- Educational Impact and Unfinished Learning
- Social-Emotional Needs and Mental Health
- Community Impact
- School Operations

Covid-19 Response and Re-entry Planning Update

In Accordance with CDC guidance for schools, The Academic Committee will be working to help ensure students have safe and healthy learning environments. The Academic Committee will monitor the developing and implementing of strategies to continue education and related supports for students by

- Providing oversight to ensure continuity of education
- Reviewing continuity plans, including plans for the continuity of teaching and learning and providing guidance on resolving potential issues related to accessibility

<u>Benchmark 9: Enrollment, Recruitment, and Retention</u>

Jonathan Flynn, Manager of Family and Community Affairs will provide the board an update on the April 3rd lottery as well as report data of retention

Jonathan presented Enrollment Data on **PPP.**

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
April 29, 2020

Due to the COVID19 Pandemic this Board Meeting is being held via Zoom on April 29, 2020 at 6:00 PM ET.

Topic: Brooklyn LAB Board Meeting
Time: Apr 29, 2020 06:00 PM Eastern Time (US and Canada)
https://zoom.us/j/774408877?pwd=cjFZcVp3WVh2enRaRGNTNWpoZ1ZsZz09

Remote Board participants include:
Mickey Revenaugh, Adrien Siegfried, Nadine Augusta, Tokumbo Shobowale, Walter Loughlin, Gary Wood, Sujata Rajpurohit

Other Remote participants include:
Bennison Ntsakey, Jonathan Flynn, Sheryl Gomez, Shanel Garcia, Eric Tucker

Meeting called to order.
Mickey called the meeting to order at **6:02**pm. **Gary Wood** seconded. The Board voted unanimously to call the meeting to order.

Resolutions

1. **Board Adoption of the March 2020 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the March 2020 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the March 2020 Board meeting.

Gary Wood moved to approve the adoption of the March 2020 Board Meeting. Adrien Second the motion. The Board unanimous vote.

2. **Resolution authorizing Brooklyn Laboratory Charter Schools Executive Director to Unilaterally take any and all necessary actions to prepare and respond effectively to the novel coronavirus (COVID-19) and to declare emergency conditions**

https://nycharters.net/covid-19-coronavirus-updates/

WHEREAS, Brooklyn Laboratory Charter Schools ("**BLCSs"**) is a New York nonprofit public benefit operating public charter school in Brooklyn;

WHEREAS, on March 7, 2020, the Mayor de Blasio declared a State of Emergency due to the outbreak and spread of the novel coronavirus (COVID-19) to make additional resources available, formalize emergency actions already underway across multiple state agencies and departments, and help the state prepare for broader spread of COVID-19;

WHEREAS, the Governor Andrew Cuomo additionally issued Executive Order 202.0 on March 12, 2020, Executive Order 202.2 and 202.3 on March 14, Executive Order 202.4 on March 16, Executive Order 202.5 and 202.6 on March 18, 2020, Executive Order 202.7 on March 19, 2020, Executive Order 202.8 on March 20, 20, Executive Order 202.9 March 21, 2020 and further executive orders are expected on COVID-19;

WHEREAS, as set forth in the most updated joint guidance from the New York City Department of Education ("**DOE**") and New York Department of Department of Health ("**DOH**"), school decisions, including any decision to close school, should be informed by state, local, and national health departments and must be determined by the specific circumstances in local jurisdictions;

WHEREAS, strict compliance with our charters, statutes, and regulations could prevent, hinder or delay appropriate actions by BLCSs to prevent and mitigate the effects of COVID-19;

WHEREAS, it is imperative for BLCSs to prepare for and implement measures to respond to the potential spread of COVID-19 for our staff, students, families, and our communities; and

WHEREAS, it is imperative for the Executive Director and Board Chair of BLCSs to have the tools and authority to ensure the health and safety of students, staff, and families on our campuses; and

WHEREAS, it is imperative to have the tools to ensure student learning continues if student education needs to be conducted from alternate locations or virtual learning environments;

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors determines that the circumstances described in the Resolution herein constitute an emergency condition.

Adrien moved. Tokumbo seconded. Unanimous.

3. **Resolution regarding Fiscal year 2019 Employer Retirement Contribution**

WHEREAS, Brooklyn Laboratory Charter Schools (**"BLCSs"**) implemented a 403(b) plan in January 2019 with the employee benefits administrator, Alerus; and

WHEREAS, the eligible list of employees for the FY2019 employer contribution with their respective vesting allocation schedule (1% for 1 year of Service plus 1% increase per year, up to year 5) was presented to Alerus to complete the nondiscriminatory test; and

WHEREAS, the benefits administrator, after completion of the test, determined that the anticipated rate of contribution based on years of service could favor highly compensated employees for this period; and

WHEREAS, Alerus proposed an updated contribution rate allocation, which increases the percentage for employees in year 1 and 2 based on the below table;

1 Year of Service	1 80%
2 Years of Service	2 50%
3 Years of Service	3%
4 Years of Service	0 eligible employees
5 Years of Service	5%

WHEREAS, BLCSs is committed to providing this benefit to eligible employees; and

WHEREAS, the updated contribution rate is budget favorable and in complaint;

NOW, THEREFORE BE IT RESOLVED, the Board of Trustees has reviewed and considered this matter, and the Board authorizes the Executive Director to implement the updated FY2019 contribution rate as presented by the benefits administrator.

Eric Tucker recuses himself from the conversation.
Tokumbo moves. Adrien seconds. Unanimous.

4. **Resolution Affirming Temporary Leave Policy Changes Pursuant to the Federal Families First Coronavirus Response Act**

WHEREAS, due to the continuing effects of the COVID-19 pandemic and pursuant to a recently enacted federal Families First Coronavirus Response Act (**"FFCRA"**), the School has added temporary provisions (**"Temporary Leave Policy"**) to its current leave policies;

WHEREAS, in addition to the leave policies outlined in the Employee Handbook, the Company will now offer the following additional leave programs for eligible employees from April 1, 2020, through December 31, 2020, under the FFCRA;

WHEREAS, this Temporary Leave Policy is not retroactive and is not applicable to leave taken before April 1, 2020;

WHEREAS, the School will fully comply with all applicable requirements of the FFCRA and this Policy will be applied in a way that is consistent with such requirements, including:

- Emergency Paid Sick Leave
- Public Health Emergency Leave

THEREFORE, the Board of Trustees adopts the Temporary Leave Policy as provisions to its current leave policies.

Walter moved. Nadine seconded. Unanimous.

5. **Resolution Affirming the 2020-2021 Board Finance Committee Charge**

WHEREAS, the Board has set as a priority to improve board committee structure; including building on committee descriptions with clear performance guidelines for all Board Committees and having the work of the committee center on tasks that support board level oversight goals.

WHEREAS, the finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

WHEREAS, the finance committee includes the Executive Director, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

WHEREAS, the finance committee charge outlines in detail that the Board holds itself accountable for the following:

- Recommending a budget aligned to the school's strategic priorities
- Overseeing the school's financial resources

- Providing training or onboarding to ensure all board members understand the school's finances
- Driving progress toward financial goals
- Ensuring financial compliance
- Identifying actions needed to resolve complex financial issues

THEREFORE, the Board affirms the Finance Committee Charge for the School Year 2020-2021.

- **Tokumbo moved. Pat second. Unanimous approval**

6. Resolution Regarding 77 Sands Qualified Renovation Expense Submission

WHEREAS, reference is made to that certain Agreement of Lease dated as of December 29, 2017 between RFR/K 77 Sands Owner LLC (**"Landlord"**) and Friends of Brooklyn Laboratory Charter Schools, Inc. (**"Tenant"**) and sublease between Tenant and Brooklyn Laboratory Charter Schools (**"BLCSs")** with respect to premises located at 77 Sands Street, Brooklyn, New York; and

WHEREAS, on March 28, 2020, BCLSs electronically, and via mail thereafter, submitted information to the Landlord to document Tenant's expenditures of the Minimum Amount for Qualified Renovations, which included an Itemization schedule of Qualified Renovations costs; invoices and final lien waivers from payees and related subcontractors, and checks evidencing payment to each payee; architect's certificate of completion for work performed by Archstone Builders, and Owner's certification of completion for work performed by Soundproof Windows and Façade Solutions; and receipt of Architect's self-certification from the DOB dated February 15, 2020, for plumbing work performed; and

WHEREAS, Tenant has spent more than $14 million on costs associated with the performance of Tenant's Initial Work, over $10 million of which constitute costs of Qualified Renovations, in accordance with Section 29.1 of the Original Lease, as amended by that certain Seventh Amendment to Lease dated as of October 31, 2018 between Landlord and Tenant; and

WHEREAS, the submitted schedule itemization to Landlord shows incurred and paid costs of Qualified Renovations through August 31, 2019;

THEREFORE, the Board affirms the submission of documentation related to 77 Sands Qualified Renovation Expense.

Gary moves. Tokumbo seconds. Unanimous.

7. Resolution Regarding Small Business Administration Loans under the CARES Act

WHEREAS, in response to the Coronavirus (COVID-19) pandemic (the "**Pandemic**"), businesses and certain not-for-profit organizations are eligible to apply for several loans through the U.S. Small Business Administration (the "**SBA**") as created and/or authorized by the Coronavirus Aid, Relief, and Economic Security (CARES) Act; namely, the Paycheck Protection Program (the "**PPP**") and the Economic Injury Disaster Loan (the "**EIDL**"); and

WHEREAS, as a result of the Pandemic and the ensuing economic uncertainty including without limitation uncertainty related to a recently-adopted New York State budget that has yield a flat to slightly-reduced Per Pupil Funding amount for FY 21, with the potential for the Governor to further reduce if State revenues fluctuate as a result of the Pandemic, the Schools may experience financial losses, which may include the need to reduce certain staff and otherwise cut back on programming or expenses ; and

WHEREAS, as a result of the Pandemic, the Schools may also experience reduced enrollment and philanthropic revenue, and increased expenses related to remote learning; and

WHEREAS, given the potential for losses that the School may experience as a result of the COVID-19 pandemic, the Education Corporation desires to apply for two (2) loans: (i) a PPP loan consistent with the PPP's terms, in the principal amount of up to $1,716,811.61, at an interest rate of 1% with a repayment term of two (2) years if not forgiven as set forth below (the "**PPP Loan**"), through any existing SBA 7(a) lender or through any federally insured depository institution that is participating in the PPP, and (ii) an EIDL (the "**EIDL Loan") c**onsistent with the EIDL terms, in the principal amount of up to $2,000,000, at an interest rate of 2.75% with a repayment term of thirty (30) years, through the SBA (together, the PPP Loan and EIDL Loan are hereinafter referred to as the "**Loans**"); and

WHEREAS, under certain circumstances as set forth in the PPP program, the Loan may be fully forgiven if the funds are used for payroll costs, interest on mortgages, rent, and utilities and the Education Corporation will seek such forgiveness but nevertheless, desires the Loan even in absence of such forgiveness;

NOW, THEREFORE, BE IT RESOLVED, that after due deliberation and consideration, the Board hereby authorizes and approves the Education Corporation's application for the Loans and for Proper Representatives (as defined herein) to execute, deliver and provide on behalf of the Education Corporation such documents and information (as may be required to apply for and receive proceeds of the Loans (the "**Loan Documents**") as well as pursue consent(s) required, if any, in connection with the Education Corporation's existing loan obligations that the School may be required to obtain when securing additional indebtedness such as the obligations created by the Loans; and

BE IT FURTHER RESOLVED, that the Education Corporation is hereby authorized and directed to execute and deliver the Loan Documents and such further agreements, assignments, pledges, instruments, consents and any other documents ancillary to the Loans as necessary, proper and/or advisable in the determination of any Proper Representative; and

BE IT FURTHER RESOLVED, that any officers of the Board and the Executive Director (each, a "**Proper Representative**"), be and hereby is authorized and directed, jointly and severally, to apply for the Loans and execute and deliver the Loan Documents and any other documents consistent with the Loans described above and such further agreements, assignments, pledges, instruments, consents and documents ancillary to the Loans necessary in the determination

of any Proper Representative in the name and on behalf of the Education Corporation, and to pay all such expenses and taxes as in their judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions heretofore taken by any Proper Representative, for and on behalf of the Education Corporation in connection with the Loans, shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby approved.

Gary moves. Walter Seconds. Unanimous approval.

8. **Resolution affirming submission of a revised Rental Cost calculation Regarding Lease Assistance**

WHEREAS, the New York City Department of Education's (**"NYCDOE"**) requested up to date, timely information regarding per pupil full time equivalent to help inform the allocation of actual rent costs for 77 Sands Street, 240 Jay Street, and 25 Chapel Street across the two charters held by Brooklyn Laboratory Charter Schools (**"BCLSs"**); and

WHEREAS, NYCDOE specified that BLCSs should complete a table focused on the allocation of actual rental cost across the two charters; and

WHEREAS, on March 26, 2020, BLCSs electronically submitted a letter to Attorney Schuman that included revised rental cost calculation tables by location and charter; and

WHEREAS, the rental cost table is proportionally allocated by enrollment at each charter;

THEREFORE, the Board affirms the submission of documentation related to a revised Rental Cost calculation for Lease Assistance.

Adrien moves. Sujata Seconded. Unanimous.

9. **Finance Committee Update**

March Finance Committee Meeting Agenda
April Finance Committee Meeting Slides

Financial Dashboard Metrics

- 75 Days of Cash on Hands
- 30 Days Cash Reserve
- Loan Covenant Ratios

10. **Academic Committee Minutes Report, March 27, 2020:**

Resolution Adopting the Academic Committee Charge

WHEREAS, the Board has set as a priority to improve board committee structure; including building on committee descriptions with clear performance guidelines for all Board Committees and having the work of the committee center on tasks that support board level oversight goals.

WHEREAS, the academic committee oversees the school's academic performance. The school exists to provide great educational experiences and outcomes for students, and the academic committee leads the board in upholding this duty. Through appropriate board oversight, the school performance committee monitors student performance against rigorous academic goals and raises strategic issues for board discussion.

WHEREAS, the academic committee includes the Executive Director and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

WHEREAS, the academic committee charge outlines in detail that the Board holds itself accountable for the following:

Partnering with the school leader to set and reach rigorous academic goals

- Defines excellent school performance based on the charter school's mission and vision
- Supports school leader in developing annual academic performance goals for the school, and recommends these academic goals to the board for approval
- Verifies that school administrators are using student performance data to constructively inform decisions
- Monitors the school leader's efforts to improve areas of subpar student performance
- Upon request, serves as an ongoing resource to administrators for academic issues and programming

Building board-wide understanding of the school's academic performance and progress toward goals

- Supports the school leadership in developing and presenting academic dashboards that measure progress towards annual academic goals
- Updates the board, in partnership with the school leader, on performance data and factors currently impacting student achievement
- Identifies challenges to the academic program before they become urgent issues
- Evaluates the school's student achievement against neighboring schools and national standards
- Attends authorizer trainings on academic accountability
- Delivers onboarding and supplemental trainings to foster a working knowledge of student performance data and measurements among all board members
- Sets committee goals and maintains a strong committee membership
- Identifies committee goals to track academic committee progress
- Recruits non-board members—if charter school bylaws allow—with particular educational expertise relative to the school's model to advise the committee.

THEREFORE, the Board affirms the Academic Committee Charge for the School Year 2020-2021.

Tokumbo moves. Sujata seconds. Unanimous.

Agenda Items:

1. Academic Committee Mandate and Priorities
2. Academic Achievement Outcomes and Overview
3. The School's COVID-19 Instructional Continuity Plan
4. Long Term Planning for Extended Closure and Return to "Brick and Mortar" Operations

11. Benchmark 9: Enrollment, Recruitment, and Retention - Jonathan Flynn

- Remote Attendance
- Lottery Update
- P6 Invoice Update, Including Financial Implications
- SY21 Student Recruitment

12. Benchmark 7: Organizational Capacity - Eric Tucker

- Mid-Term State Site Visit Deliverables
- DOE Public Hearing
- COO Search mi

13. Executive Committee - Eric Tucker

- Board Diagnostics

Tokumbo moved. Walter seconded.

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
March 4, 2020

Board Attendees: Mickey Revenaugh, Nadine Augusta, Adrien Siegfried, Sujata Rajpurohit, Walter Loughlin, Tokumbo Shobowale

In Person Attendees: Shanel Garcia, Jonathan Flynn, Eric Tucker, Katie Capella, Joey Webb, Navarra Buxton, Benisson Ntsakey, Ms. Best (Parent), Greg Rodriguez

Remote Participants: Sheryl Gomez

Meeting was called to order at 7:01pm by Board Chair Mickey Revenaugh. Nadine Augusta seconded. The Board voted unanimously to call the meeting to order.

1. **Board Adoption of the February 2020 Board Meeting Minutes**

March Board Meeting Agenda

SY20 Organization Wide Dashboard Updates

- LAB ensures scholars achieve significant levels of academic growth and outperform statewide averages on ELA and Math - Benisson Ntsakey
- All LAB campuses cultivate and sustain school cultures that ensure scholars feel safe, productive, and known - Joey Webb
- LAB recruits, hires, develops, and retains an incredible team of instructional leaders, educators, and shared services staff. - Greg Rodriguez and Katie Capella
- LAB is living and builds upon its commitment to diversity, equity, and inclusion. - Shanel Garcia
- LAB is a healthy and sustainable organization that has the facilities, charters, and resources it needs to ensure quality and innovation at scale in 2019-2020. - Eric Tucker

- Board Member Walter Loughin suggested having Financial Reports at the Board Meeting in order to understand the school's financial health.
- Board Member Tokumbo Shobowale suggested having committee reports during Board Meetings.
- Board Chair Mickey Revenaugh would like to have regular committee meetings, such as Academic and Finance Committee meetings
- Committee meetings should be deep dives into topics

Academic Committee

Eric Tucker presented the LAB MS Academic Achievement
The slides presented were scores during school year 2018-2019

Middle School ELA Mastery Progress Update
Middle School Math Mastery Progress Update

- Bensison presented the February 2020 Math and ELA Mastery Progress Update
- Master 14 & 15 are practice rounds (14 & 15 represent weeks). Scholars test every week
- In terms of state performance is a 7-10% increased goal
- Brooklyn Lab is anticipating to have to obtain a 50% Proficiency Score for the State exam
- Eighth grade will continue to increase the rounds of practice as the State Exams get closer
- Not confident on how predictive the Mastery Scores are of performance, the scores are based on practice exams and are not full exams

February Break Academy Mastery Progress Update - Benison

February Break

- Over a course of the week, Scholars were given Practice Exams
- First day of the academy was not great, however over the course of the week day two and day three the percentage seems to increase
- There is a lot of variability; the part of the variability represent scholars who attended on some days, however missed the remaining of the day
- Scholar counts were not the same day to day
- 160 Scholars were invited, however 90-95 Scholars attended Feb Break Academy
- Across the school there is a wide variation of attendance, a wide variation of adult expectations
- At the end of the exams, materials are released to the school
- Each child in New York State receives the same exam; meaning each student will receive the same passages

- **Corrective Action Plan for Middle School ELA and Math Performance - Katie Capella**

Benchmark 1

First draft of plan was conducted based on diagnostic of the State

Thinking Behind The Goal Established

- Katie advised the Board that she oriented herself on data prior to submissions to the State
- Convey that the steps in the previous action plan had been followed
- Establish a rationale that explains why those steps were necessary but insufficient to produce dramatically different academic achievement
- Create a compelling action plan that highlights specific systems of accountability for adult performance, instructional leadership, and improvement in academic achievement
- Ensure that every academic space is using the data and growing
- Win on implementation of things happening in the school
- The underlying Strategies the school took on were the right ones, however they were not executed to fidelity
- State wants the school to make a plan and execute

Next years Org Wide Goal will represent accountability on the goals proposed in school year 2019-2020

- Critical School Readiness items and oversight (Items from Katie's planning and Greg's planning).
- Updates on this past year's corrective action plan (Math, ELA, faculty)
    - BB.

Updates on MS leadership transition

- On January 15th the school introduced Katie Capella to the staff as a resident School Director. She then began to work with teachers and shared services staff
- On January 23rd, Leyde shared with his staff that he is leaving at the end of the year
- Katie has been introduced as a future leader to select staff members of senior leadership team
- Introduced Katie as new Middle School Director on Wednesday February 26th
- Sent follow-up email with insights to the transition on Monday 3/2

The Executive Session commenced at 8:02 PM
The Executive Session ended at 9:08 PM
The Board Meeting Commenced at 9:10 PM

Updates on ELA Exam, Math Exams, Regents, and Credit Earning
Performance Management Arc of the Year and Updates on Offers for SY21
Chronic Absentee-ism Dashboard & Action Plan
Academic Committee Look Ahead and Priority Discussion

Finance Committee

Enrollment Corrective Action Plan SY20-21 - Jonathan Flynn
Charter School Program Third-Party Audit and Submissions - Shanel Garcia

The Board Meeting was adjourned at 9:33 PM.

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting DRAFT Agenda
February 5 2020

Board Attendees in Person: Additional Board Attendees: Mickey Revenaugh, Sujata Rajpurohit, Walter Loughlin, Tokumbo Shobowale

In Person Attendees: Shanel Garcia, Jonathan Flynn, Eric Tucker, Katie Capella, Joey Webb, Navarra Buxton, Benisson Ntsakey

Remote Participants: Tyler Telford, Greg Rodriguez, Leyde St Leger, Greg Lippman

Meeting called to order.
Mickey Revenaugh called the meeting to order at 7:09 pm. Sujata Rajpurohit seconded. The Board voted unanimously to call the meeting to order.

1. **Board Adoption of the January 2020 Board Meeting Minutes**

2. **Board Adoption of the School Safety Plan**

The Board considers the recommended School Safety Plan and has reviewed and deliberated during the February 2020 Board meeting. The board adopts the School Safety Plan.

Mickey Revenaugh proposed that the Board adopt the Safety Plan. Sujata Rajpurohit seconds. The Safety Plan passed unanimously.

Academic Committee Oversight - J Webb

- Bottom Line: Benchmark 1 for SY20 Preparation:
    - MS ELA Test Preparation Cycle
    - MS Math Test Preparation Cycle
    - HS Regents Cycle.
    - HS Credit Earning Cycle.
- NYSED CSO Formative Onsite Check In and Quality Review (April, 2020)
    - Benchmark 1 Updates - Academic Achievement
    - Benchmark 2: Teaching and Learning -- MS Planning for 2020
    - Benchmark 3: Culture, Climate, and Family Engagement - Status Update and Preparation for 2020
- SY20 Staff Performance Management Cycle and Priorities
- Charter School General and Special Education Programs and Services
    - SY20 Offerings
    - SY21 Specialized Program Planning

Benchmark 9: Enrollment, Recruitment, and Retention - J Flynn

- Campus Attendance and Chronic Absentee Update
- Student Attrition Update
- P5 Invoice Update, Including Financial Implications
- SY21 Student Recruitment

Finance Committee Oversight

- 9/30 Close and 12/30 Management Report
- FOBL Audit Update
- Fixed Asset Systems Improvement
- NYCDOE SchoolFood Stand Up
- Chapel Sublease
- Insurance Claim Update
    - Business Interruption Submission
    - Advocacy Letter
- 77 Sands Construction and Requisition Review
- Qualified Renovation Expense submittal
- Charter School Program Grant & Title 1 Update

Compliance and Data Reporting Process Improvements

- Complaint Policy Refresh and Process Improvements - Flynn and Woods
- Data and Reporting Tracker - Navarra Buxton and Angel Lopez
- Compliance Weekly Check In - Shanel Garcia, Anissa Philip, Kelly Diaz, and Jonathan Flynn
- Scholar Services - Anissa and Kelly
- Risk Tracker - Shanel Garcia
- Operational Deep Dives - Ashley Ball
- ACS and Other Agency Feedback - Lora Greico and Shanel Garcia

Benchmark 6: Board Oversight and Governance - Eric

- Scope from Education Board Partners
- Case Study on Facilities from Education Board Partners
- Fellowship Oversight

- Tyler Telford provided feedback on the fellowship program to the Board. Fellow and resident numbers reached a peak in 2018-2019. The residency adds another eight residents from the previous year with the additional growth of the high school. 2019 is the first year the residency cohort "maxes out" the existing school model. 2019 also marks the year that Brooklyn Lab diversifies its graduate school partnerships to include NYU Steinhardt. This new residency pathway seeks to target quality science and math instructors through NYU's national recruiting network and reputation for advanced

studies in STEM fields. Another defining change for 2019 is the drop in fellowship enrollment. Brooklyn Lab moved from two middle schools to one facility in 2019, so a portion of that drop was expected and planned for based on enrollment. In the face of a booming labor market, InnovateEDU has on-boarded 24 fellows, but 14 have resigned. This attrition rate is dramatically higher than in previous years.

Benchmark 7: Organizational Capacity -

- COO Search
- Interim Finance Team Capacity
- SY21 MS Staffing Priorities and Incentives Alignment
- MS Leadership Team Stand Up

The Board Meeting was adjourned at 9:39 PM.

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
January 9, 2020

Board Attendees in Person: Mickey Revenaugh, Walter Loughlin, Nadine Augusta, Tokumbo Shobowale

Additional Board Attendees: Sujata Rajpurohit

In Person Attendees: Shanel Garcia, Jonathan Flynn, Eric Tucker

Remote Participants: Bennison Ntsakey, Joey Webb

Meeting called to order.
Mickey called the meeting to order at 6:07pm. Pat seconded. The Board voted unanimously to call the meeting to order.

1. **Board Adoption of the October 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the October 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the October 2019 Board meeting.

2. **Board Adoption of the November 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the November 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the November 2019 Board meeting.

3. **Board Adoption of the December 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the November 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that is reflected in the minutes of the December 2020 Board meeting.

Adrien Siegfried proposed that the Board adopt the resolution, Sujata Rajpurohit seconded the proposal. The resolution passed unanimously.

Mickey Revenaugh proposed that the Board adopt the resolution. Tokumbo Shobowale seconds. The resolution passed unanimously.

4. **The Board provisionally Adopted a Resolution Approving the Submission of a Request for a Material Revision to the New York State Education Department**

The Board of Trustees of Brooklyn Laboratory Charter Schools ("BLCSs") does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above:

WHEREAS, the number of scholars being served by Brooklyn Laboratory Charter School ("LAB") and Edmund W. Gordon Brooklyn Laboratory Charter School ("EWG") will have to be reduced so that all scholars can be appropriately served at the Board's currently leased space at 77 Sands Street and 240 Jay Street, Brooklyn, New York 11201; and

WHEREAS, the Board of BLCSs now seeks a permanent enrollment reduction for LAB, for the remainder of the current charter term, from 909 to 770, and seeks a permanent enrollment reduction for EWG, for the remainder of the current charter term, from 799 to 460 (the "Enrollment Reduction"); and

WHEREAS, the Board, having duly considered the costs, benefits, and risks of the Enrollment Reduction believes that the Enrollment Reduction is in the best interests of BLCSs, its scholars and their families; and

WHEREAS, the Enrollment Reduction will require material revisions to the charters of both schools; and

WHEREAS, the Board proposes to submit a material charter revision request for the Enrollment Reduction (the "Request") to the School's charter entity, the Board of Regents of the University of the State of New York (the "Board of Regents"), in substantially the form presented to the Board of Trustees of BLCSs, to be effective starting in the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, that that the officers and trustees of BLCSs be, and each of them hereby is, individually or together, authorized and directed, in the name and on behalf of BLCSs, to do all such things and take all such acts and to expend such fees for and on behalf of BLCSs as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these Resolutions including, without limitation, to execute and deliver the Request to the Board of Regents, in substantially the form presented to the Board of Trustees, along with any other documents in connection with the Request as may be required by the Charter School Office of the New York State Education Department, with such changes or amendments thereto as such officer or trustee deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by such officer or trustee, it being understood that the Board of Trustees of BLCSs shall retain final authority to revoke its approval of the Request should the Board of Trustees of BLCSs, in its sole judgment, determine that the Request is no longer in the best interests of BLCSs; and

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BLCSs or any appointed or authorized person or persons authorized to act on behalf of BLCSs in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.

Walter Loughlin proposed that the Board adopt the resolution. Nadine Augusta seconds. The resolution passed unanimously.

TNTP INSIGHT Staff Survey Results

The Chief Academic Officer and school instructional leadership reviewed INSIGHT Survey Results. Research tells us that a strong school culture is key to retaining great teachers who help students thrive. But creating that kind of culture is complex work, and it can be hard to know where to focus first. With TNTP's Instructional Culture Insight Survey, leaders can pinpoint specific opportunities to improve. Shaped by two decades of research and what TNTP is learning in schools nationwide, Insight gathers teacher feedback on critical instructional leadership practices like setting clear expectations, giving leaders the actionable information they need to increase teacher retention and improve student learning. The fall school administered the TNTP INSIGHT survey in November. The survey results demonstrated reasonable opportunity to discuss areas to grow with specific domains to focus on. The sequential discussion of intermediate steps and intermittent monitoring determined how the school would move to improve scores in focus domains. Brooklyn Lab is committed to building strong school leadership teams that support great teaching, which is why this year, we continue to partner with TNTP, an education nonprofit, to collect feedback from teachers through the Insight survey. Insight points out opportunities for leveraging strengths and focusing on development areas to help the school build a strong instructional culture that supports student learning. The schools have been engaged in a thorough review of campus results with each school leadership team and decide which data points you will highlight for teachers as areas for celebration and priority areas for improvement. Determine which data points you'd like teachers to react to and provide further feedback.

Academic Diagnostic Results and Discussion

The Chief Academic Officer and school leadership reviewed the Academic Diagnostic results and related planning. In the fall of 2019, TNTP and school leadership conducted a side by side "academic diagnostic" progress monitoring visit at Brooklyn Laboratory Charter Schools to gain a deeper understanding of the student experience in ELA and math classrooms at the middle and high school levels. TNTP and school management co-observed classrooms and then analyzed TNTP data regarding students' access to strong instruction – one of the four key resources at the heart of high-quality academic experiences (for more information see The Opportunity Myth). The analysis looked specifically at a student's "Access to Strong Instruction" and schoolwide "Culture of Learning." TNTP observed ELA and math instruction to look for evidence that teachers have shifted their instruction to help students meet the demands of grade-level standards. The results yielded a focused analysis and action plan on where the school should invest time to improve the use of instructional materials and instructional actions taken by teachers. Areas of improvement informed the focus of Professional Development practices in the immediate and long-term future of the school.

Finance Committee Updates

Child Nutrition / School Food Authority Management

The Finance Team and Executive Director provided an update on the Finance Committee of Brooklyn Laboratory Charter Schools (BLCSs) on its operation of a School Food Authority

(SFA). It reviews the background of program administration and compliance in recent years, including the compliance function efforts to improve SFA credibility and adherence to regulatory expectations for the first 10 months of 2019. It concludes with a recommendation from the Executive Director for the school to cease the operation of a School Food Authority for the 2020-2021 School Year, and observations consistent with that recommendation. This would entail coordinating with the NYCDOE on the service of NYCDOE food. It might also impact our "Community Eligibility Program" eligibility, which is a matter that merits further investigation. In accordance with 7 CFR 210. 19, the New York State Education Department (SED) will conduct a review of the Child Nutrition Programs at Brooklyn Laboratory Charter School to ensure that the School Food Authority (SFA) is operating in compliance with Program regulations and requirements. The review is required as a result of irregular counting and claiming practices identified by SED during the 2018-2019 school year. The Brooklyn Laboratory Charter School review is scheduled for January 14, 2020 and will focus on the following area(s):

- Meal Access and Reimbursement
- General Program Compliance
- Board advises us to move in this direction

77 Sands Insurance Claim (Property and Business Interruption) Update

The school has finalized and is prepared to submit the Advocacy Letter and Business Interruption Claim. Although BLCSs' operations remain impacted, substantial progress has been made on necessary repairs of the Leased Premise; BLCSs believes that the Schools will be able to return to full operation by September 1, 2020. Facility inspection and restoration work created contingencies and uncertainty that impacted planning for the 2019-2020 School Year. BLCSs is prepared to submit its preliminary and partial loss of income and extra expense claim. Given the impact of the insured event on its business operations, the school will respectfully ask The Hartford to issue a **partial payment** to assist BLCS's recovery at this time.

Payroll and Payroll Tax Reconciliation Management

The Finance Team reviewed recent reconciliation of Payroll Taxes identified by Sheryl Gomez during her tenure at Charter School Business Management. As the Board is aware, these errors in Payroll Taxes were identified as a part of Sheryl's clean up payroll reconciliations. The errors were disclosed to the auditor timely in a comprehensive and appropriate manner by Eric Tucker and Sheryl Gomez.

Process Going Forward

- The Finance Team must reconcile payroll (monthly and quarterly).
- The quarterly 941 reports (regarding payroll taxes paid to the IRS) must be reconciled internally on a quarterly basis.
- If reconciled monthly, a missed tax payment can be caught within the month and paid during the quarterly reconciliation. This process is so common across employers that it is codified on the 941 form.
- Regular routine reconciliation of Paychex records is critical. Data entry errors happen. They need to be surfaced and resolved through reconciliation.

Procurement Systems Management Improvements - Sheryl & Ashley

This agenda item outlines steps being taken by Sheryl Gomez (Finance Team) and Ashley Ball (School Operations) to improve and clarify Procurement Process Management at Brooklyn Laboratory Charter Schools. Overall, three goals have been established.

1. Improve Procurement Process Management. This includes:
    a. Review and revision of procurement procedures and policies.
    b. Consideration of how to best drive cost saving and best value priorities.
    c. Consider how to best ensure compliance with known procurement laws, policies, and principles -- across the entire procurement life-cycle (opportunities to completion).
    d. Consider refinement of procurement approach / strategy.
    e. Review and consider re-negotiating large purchasing decisions, practices, approaches, and contracts.

2. Improve Procurement Tools and Systems Management. This specifically includes:
    a. Mapping and codification of procedures and practices in newly established School Procurement System accounts for select vendors, including Amazon, Best Buy, Target, Home Depot (existing), etc.
    b. Ensure that School Procurement Accounts effectively capture all audit trail information, as necessary.
    c. Make a plan for the procurement process to adapt to new tools and systems, including school purchasing accounts at venues such as Amazon, Best Buy, Home Depot (existing), Target, etc.
    d. Interact with School Operations, Finance Team, IT Team and other teams to ensure that proper reporting of procurement and financial data is available.
    e. Guide teams' usage of procurement system tools and systems to improve work efficiency.
    f. As applicable, provide training on procurement tools and systems.
    g. Ensures procurement tools and systems add value, updating or reconfiguring them when necessary.
    h. Sets process for implementing, maintaining, and transitioning procurement tools and systems.

3. Establish School Accounts with Various Vendors. This specifically includes:
    a. Sheryl Gomez (CFO) and the Finance Team have stood up school accounts with various vendors who are central to BLCSs procurement, including Amazon, Best Buy, and Target. (An example of a Best Buy account is below.)

b. The Finance and School Operations Teams are reviewing other priorities (e.g. Walmart, Overstock, Staples, Jo-Anne). If additional accounts are deemed appropriate and useful, the Finance Team will set up additional accounts.
c. The Finance Team will review the cost of Annual Fees and Membership Costs associated with School Accounts, in order to inform which accounts to hold.
d. These school accounts should be tax exempt and held in the name of the school.
e. These school accounts should be configured to ensure that the award of institutional points or promotional items are earned and held by the school account.

Criteria Guiding Individual Receipt and Use of Points, Miles, or other Promotional Items

- Consistent with GSA guidance, employees may retain and make personal use of such promotional items, including miles, upgrades, club access, points, or other non-cash benefits.
- However, the promotional item must be obtained under the same terms as those offered to the general public; and
- The promotional item must be obtained at no additional cost to the School, or the public entities who fund the School.

Reviewing and Building Out Procurement Procedures

- If the above stated criteria and priorities are inadequate to reflect or inconsistent with the expectations of the Board or Finance Committee, they should be re-visited.
- Management would appreciate and benefit from a process of either formal affirmation of the current approach and its proposed application, or the provision of alternate guidance.
- The guidance above should be explicitly and formally adopted

Fixed Asset Management After Action Review

- The process with The Asset Group continues on a weekly basis, and is deeply productive.

Title 1 Grant Revision and Budget Amendment

- Historically, Title 1 & 2 budgets have been made up of LAB Corps Fellowship -- because the documentation was nice and clean and program aligned.
- As HS grades have been added, and as the relative size of the Fellow

September Close for FOBLCS - Allocation of Insurance Proceeds and Related Expenses

- The central question is how best to reflect Insurance Proceed claim revenue and expenses.
- The expenses related to the claim continue to sit at LAB, since LAB is the primary insured and is submitting the claim.

- Because the Lenders are listed as additional insureds, the account control agreement governs the draws. FOBL receives the revenue. We want the accounting, the agreements, and the oversight to be robust and appropriate.
    - Keep Simple.
    - Don't Double Dip.
    - Be attentive to Business Interruption component of the claim.
    - Accountants and Auditors are comfy with the way we decide to proceed.

InnovateEDU Agreement Oversight - Tyler Telford and JM Collaborative

- Talent Systems Staffing Update

Senior Advisor Role Description - Eric

- Communicated in email and verbally at Board meetings. Need to codify what it is and what it is not. We'll circulate the draft and would love Board feedback and

Special Education Compliance - Eric

- Discussion of Risk
- Progress on Internal Compliance Audit Work

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Board Meeting Agenda
December 2, 2019

Board Attendees in Person: Mickey Revenaugh, Sujata Rajpurohit, Adrien Siegfried,

Additional Board Attendees: Tokumbo Shobowale, Walter Loughlin, Gary Wood, Nadine Augusta

In Person Attendees: Bennison Ntsakey, Shanel Garcia, Sheryl Gomez, Jonathan Flynn, Jimmy Henderson, Joey Webb.

Remote Participants:

Note on Top
Due to a snowstorm, several members of the Board participated remotely and the Board did not achieve quorum. As a result, the Board did not vote on any Resolutions. However, in several situations, the participating Board members recommended a resolution for Board adoption at a future meeting that does achieve quorum.

Governance and Oversight (including Revision of Enrollment Table and Facilities Plan)

1. **Board Adoption of the October 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the October 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that are reflected in the minutes of the October 2019 Board meeting.

2. **Board Adoption of the November 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the November 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that are reflected in the minutes of the November 2019 Board meeting.

3. **The Board reviewed the LOI terms received from prospective subleases of a certain school facility.**

4. **The Board considered revisions to the School's two Charters and a revised set of enrollment tables, including consideration of:**
    - Revisions to Staffing Plans.

- Revisions to the Organization Chart.
- Revisions to the FY21 budgets for both Charters.
- Revisions to the education corporation's Facilities Plan.
- Revisions to the full term pro-forma.

5. **The Board provisionally Adopted a Resolution Approving the Submission of a Request for a Material Revision to the New York State Education Department**

WHEREAS,the number of scholars being served by Brooklyn Laboratory Charter School ("LAB") and Edmund W. Gordon Brooklyn Laboratory Charter School ("EWG") will have to be reduced so that all scholars can be appropriately served at the Board's currently leased space at 77 Sands Street and 240 Jay Street, Brooklyn, New York 11201; and

WHEREAS, the Board of BLCSs now seeks a permanent enrollment reduction for LAB, for the remainder of the current charter term, from 607 to xxx, and seeks a permanent enrollment reduction for EWG, for the remainder of the current charter term, from xxx to xxx (the "Enrollment Reduction"); and

WHEREAS, the Board, having duly considered the costs, benefits, and risks of the Enrollment Reduction believes that the Enrollment Reduction is in the best interests of BLCSs, its scholars and their families; and

WHEREAS, the Enrollment Reduction will require material revisions to the charters of both schools; and

WHEREAS, the Board proposes to submit a material charter revision request for the Enrollment Reduction (the "Request") to the School's charter entity, the Board of Regents of the University of the State of New York (the "Board of Regents"), in substantially the form presented to the Board of Trustees of BLCSs, to be effective starting in the 2020-2021 school year.

NOW, THEREFORE, BE IT RESOLVED, that that the officers and trustees of BLCSs be, and each of them hereby is, individually or together, authorized and directed, in the name and on behalf of BLCSs, to do all such things and take all such acts and to expend such fees for and on behalf of BLCSs as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these Resolutions including, without limitation, to execute and deliver the Request to the Board of Regents, in substantially the form presented to the Board of Trustees, along with any other documents in connection with the Request as may be required by the Charter School Office of the New York State Education Department, with such changes or amendments thereto as such officer or trustee deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by such officer or trustee, it being understood that the Board of Trustees of BLCSs shall retain final authority to revoke its approval of the Request should the Board of Trustees of BLCSs, in its sole judgment, determine that the Request is no longer in the best interests of BLCSs; and

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BLCSs or any appointed or authorized person or persons authorized to

act on behalf of BLCSs in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.

Finance Committee Items

1. **Approval to execute the FY20 school partnership agreement with InnovateEDU for DYCD extended learning programming**

Whereas, the School is considering whether to execute the 2019-2020 services agreement for out of school time programming with InnovateEDU, in conjunction with the Department of Youth and Community Development;

Whereas, the School accepts responsibility for complying with this agreement's terms and conditions;

Whereas, Erin Mote, who is the chief executive of InnovateEDU, is a co-founder of the School and the wife of Eric Tucker, a co-founder and Executive Director of the School;

Whereas, the Board of Trustees of the School (the "Board") has previously approved various contractual relationships, dealings, and contracts between the School and Innovate, with knowledge on the part of the members of the Board of (a) Erin Mote's position with Innovate and (b) Erin Mote's relationship with Eric Tucker;

Whereas, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY20;

Whereas, the Board is properly reviewing and approving a contractual relationship and contract being put in place between Innovate and the School;

Therefore, the Board, following overview and discussion of the proposed partnership agreement, is directing the Board Chair or the management team to execute the respective agreements;

Therefore, the Board considers unanimously approved the following (with Mr. Tucker having left the room prior to the deliberation and vote).

Furthermore, the Board of Trustees authorized the Board Chair to execute the partnership agreement with InnovateEDU;

At 7:13 pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the above resolution.

Eric Tucker entered the room at 7:19pm.

2. **Approval of Addendum to the Employee Handbook for Senior Administrative staff**

The Board is presented with an Addendum to the Employee Handbook. The policies therein supplement the policies in the Brooklyn Laboratory Charter Schools' Employee Handbook, and apply only to the School's exempt Senior Administrative employees. To the extent this Addendum conflicts in any way with the Employee Handbook, this Addendum shall control. This Addendum is solely for the guidance of the employees to whom it applies and is subject to change at any time at the maximum discretion permitted by law of the Board of Trustees. The Addendum includes guidance on Remote Work, Vacation Leave, Safe and Sick Leave, and Compensation Leave.

- The Board recommended approval.

3. Consideration of Facilities License Agreement Between Brooklyn Laboratory Charter Schools and Friends Of Brooklyn Laboratory Charter Schools

The Board considers a proposed License Agreement to be entered into by and between Brooklyn Laboratory Charter Schools ("Licensor") and Friends of Brooklyn Laboratory Charter Schools, Inc. ("Licensee"). Licensor is the tenant of certain premises located at 25 Chapel Street, Brooklyn, New York; at 240 Jay Street, Brooklyn, New York; and the subtenant of certain premises located at 77 Sands Street, Brooklyn, New York (the "Premises"). The Licensor desires to license to Licensee and Licensee desires to license from Licensor certain workspace located at the Premises. The Board approves the Board Chair to executed a License agreement that includes the mutual covenants and agreements set forth in the agreement.

- The Board recommended approval.

4. Consideration of Facilities License Agreement Between Brooklyn Laboratory Charter Schools and InnovateEDU

The Board considers a proposed License Agreement to be entered into by and between Brooklyn Laboratory Charter Schools ("Licensor") and InnovateEDU. ("Licensee"). Licensor is the tenant of certain premises located at 25 Chapel Street, Brooklyn, New York; at 240 Jay Street, Brooklyn, New York; and the subtenant of certain premises located at 77 Sands Street, Brooklyn, New York (the "Premises"). The Licensor desires to license to Licensee and Licensee desires to license from Licensor certain workspace located at the Premises. The Board approves the Board Chair to executed a License agreement that includes the mutual covenants and agreements set forth in the agreement.

- The Board recommended approval.

5. Update on Friends Of Annual Professional Audit - Sheryl

Sheryl Gomez provided an update to the annual professional audit of Friends Of Brooklyn Laboratory Charter Schools.

6. Resolution Approving CSGF Loan Repayment and 77 Sands Street Related Additional Renovation Advance from Friends Of Brooklyn Laboratory Charter Schools

The Board of Trustees (the "**Board**") of Brooklyn Laboratory Charter Schools (the "**Schools**") does hereby adopt the following resolution at a duly held and noticed meeting on the date set forth above.

WHEREAS, through previous actions by the Board, the Schools entered into a license agreement and later a sublease for the Schools' use and occupancy of the premises located at 77 Sands Street, Brooklyn, NY (the "**Premises**"), approved its role as a guarantor of certain financing (the "**Facilities Financing**") undertaken by Friends Of Brooklyn Laboratory Charter Schools, Inc. ("**Friends Of**") with the Nonprofit Finance Fund ("**NFF**") and Capital Impact Partners ("**CIP**") to complete certain renovations (the "**Renovations**") to the Premises to improve and build out the Premises for use by the Schools, and the Schools itself entered into a loan transaction (the "**CSGF Loan**") with the Charter School Growth Fund ("**CSGF**") and Friends Of to supplement the Facilities Financing required to fund the Renovations, with both the Facilities Financing and CSGF Loan evidenced by those certain loan documents to which NFF, CIP, CSGF Schools and Friends Of, as applicable, are parties; and

WHEREAS, in connection with the CSGF Loan, Friends Of promised to pay to the order of the Schools, pursuant to that certain promissory note (the "**Promissory Note**") the amount of Two Million Five Hundred Thousand Dollars ($2,500,000) with interest from the date of funding the principal amounts under the Promissory Note until maturity at the rate of 3.00% per annum (based on a 360-day year) in accordance with the terms of the Promissory Note; and

WHEREAS, the initial payment under the Promissory Note in the amount of Eight Hundred Seventy Thousand Dollars ($870,000) plus interest was due from Friends Of to the Schools on July 1, 2019 (the "Initial Payment"); and

WHEREAS, in consultation with the Schools, Friends Of made the Initial Payment directly to CSGF on behalf of the Schools, with Friends Of thereby fulfilling its Initial Payment obligation under the Promissory Note and the Schools' fulfilling its then-current obligation to CSFG; and

WHEREAS, additionally, in order for certain additional Renovations to be completed prior to the inception of the 2019-20 school year, it was necessary for the Schools to advance fees and expenses incurred by the professionals engaged in the Renovations; and

WHEREAS, Friends Of advanced funds in the aggregate amount of $500,000 to the Schools (the "**Additional Advances**") to fund a portion of the outstanding payments due to professionals in connection to the additional Renovations which the Schools already approved; and

WHEREAS, it was the intention of both the Schools and Friends Of to memorialize such Additional Advances in a manner similar to how the CSGF Loan was memorialized between the Schools and Friends Of, but such documentation was not completed prior to the making of the Additional Advances; and

WHEREAS, Trustee Tokumbo Shobowale has disclosed his potential conflicts of interest in connection with the Initial Payment and the Additional Advances as he is a member

of both the Schools' Board and a Director on the Friends Of Board, Rosalyn Curato has disclosed her potential conflicts of interest in connection with the Initial Payment and the Additional Advances as a Director on the Friends Of Board as well as her support of the Schools as a non-voting member of the Finance Committee, Trustee Gary Wood has disclosed his potential conflicts of interest in connection with the Initial Payment and the Additional Advances as he is a member of both the Schools' Board and a Director on the Friends Of Board, Eric Tucker has disclosed his potential conflicts of interest in connection with the Initial Payment and the Additional Advances as he serves as Co-Founder and Executive Director of the Schools and as a Director on the Friends Of Board and all four (4) will abstain/recuse themselves from voting on these matters as may necessary;

NOW, THEREFORE, BE IT RESOLVED, , the Board hereby acknowledges that Initial Payment due from Friends Of under the Promissory Note that Friends Of paid directly to CSGF shall be treated as paid to the Schools and that the Schools shall or cause their accounting personnel to reflect the Initial Payment as received from Friends Of and made by the Schools to CSGF; and

BE IT FURTHER RESOLVED, that after due deliberation and determination, the Board hereby authorizes and directs the Schools to execute and deliver such documents as may be required to memorialize the Additional Advances; and

BE IT FURTHER RESOLVED, that any officers of the Schools or their designee as well as the Schools' Executive Director (each, a "**Proper Representative**"), be and hereby is authorized and directed, jointly and severally, to execute and deliver any documents consistent with the Initial Payment and the Additional Advances described above and such further agreements, assignments, pledges, instruments, consents and documents necessary in the determination of any Proper Representative in the name and on behalf of the Schools, and to pay all such expenses and taxes as in their judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions heretofore taken by any Proper Representative, for and on behalf of the Schools in connection with the Initial Payment and the Additional Advances, shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby approved.

- The Board recommended approval. Tokumbo and Gary abstain from the conversations.

7. **77 Sands Thanksgiving and Winter Break Owner / Architect / Contractor Mobilization and Change Orders - Eric**

The Board authorizes the Executive Director to execute several Change Orders with Westerman Construction to support the finalization of this phase of Water Damage work.

The Board further authorizes the Executive Director to execute a Change Order with KAM, to repair the enclosures to the school's Radiators.

8. **Fixed Asset Procedure Improvement process with The Asset Group - Sheryl/ Adrien**

The Chief Financial Officer and Operations Manager provide the following update regarding Fixed Asset process improvements. The Treasurer is overseeing the joint Finance and School Operations efforts review and analyze Fixed Asset procedures, and to refine and improve the relevant Standard Operating Procedures. These updates include:

- Procedure Review and Analysis. Engaged that firm to review and develop strengthened physical asset Standard Operating Procedures. Work with The Asset Group to coordinate feedback from relevant teams (including Accounting, Facilities, School Operations, IT) to gain an understanding of how the School operates and how an SOP can be successfully implemented within BLCSs' structure.
- Standard Operating Procedure (SOP) Refinement and Development. The School continues to work with The Asset Group and a committee of representatives to participate in an organization wide process, focusing on developing and presenting an initial SOP draft. This draft has been shared with the full Board and will serve as a starting point in developing the SOP. Through a series of weekly meetings, the document is being reviewed and revised until completion. This written strategy begins with the inclusion of the policy statement and continues by addressing the procedures to accomplish the policy objectives. The policy section is generally followed by high-level team responsibilities. A procedure section includes Notification, Action, Reporting and Administration procedures for all involved parties as well as a mechanism for regular review of the SOP, and handling "special situations." Also included are a procedural flow chart(s) and forms that are refined (such as barcode tag lot, asset disposal and transfer forms, standard placement of barcode tags, etc.)

9. **Child Nutrition process improvements (remaining from Winter and Spring 2019) - Sheryl / Adrien**

The Chief Financial Officer and Operations Manager provide the following update. In March 2019, the School extended our engagement with the School Food and Wellness Group, a team that has the following benefits in supporting School Food Authority (SFA) administration:

- **Experience**. SFWG are subject-matter experts on foodservice programs, have determined best practices for monitoring and managing foodservice programs, and are well-versed in regulations and food service laws.
- **Staff Training.** SFWG prepares our SFA for long-term success. The implementation process accounts for staff turnover, so there will be no need to retrain staff.
- **Financial Success.** SFWG reviews all claims and paperwork submitted to the state agency and work with state departments to ensure compliance reporting. We also provide an additional layer of protection against missing a reimbursement or being overcharged on vendor invoices.
  Startup and Ongoing Support. SFWG is working provide ongoing support, such as: provide USDA required staff training; assist SFA with Point of Sale purchase, installation and training; assist SFA with revision of Wellness Policy, wellness assessment and quarterly meetings; assist SFA with health department permit and inspection; process meal applications; perform verification process; monitor meal program compliance through on-

site audits; monitor vendor performance through on-site audits; reconcile vendor invoices, meal production records and monthly meal counts; submit monthly claim for reimbursement and provide finance report; track monthly revenue and expense and provide quarterly budget reports; submit end of year budget report to NYSED.
Administrative Review Support. SFWG is working to provide administrative review support, such as: review the audit month daily meal production records, menu, claim, and daily meal count report; full review of all free and reduced lunch forms to date (check for accuracy against your roster); review of verification to ensure all paperwork is in place and statuses were correctly changed; completion of off-site assessment tool; review of NSLP monitoring forms, training agenda and sign in sheets; observation of breakfast and lunch service, to ensure meal counting and claiming are following regulations; observation of serving area to ensure all proper signs are posted; observation of all kitchen equipment to ensure temperature logs are compliant and in place.

10. **Procurement Process Improvement Updates - Sheryl / Adrien**

The Chief Financial Officer and Operations Manager provide the following update. The procurement process, as outlined in the Financial Policies and Procedures, is being reviewed for process improvements, with the oversight of the Treasurer and Finance Committee. The January Board agenda will include further updates.

11. **Update on Enrollment, Including January Invoice (P4) variance, reporting dashboards, and financial analysis of variance - Jonathan / Joey / Eric**

The Manager of Family and Community Affairs provided an update regarding Benchmark 9 and the process improvements in tracking recruitment and enrollment made between January 2019 - December 2019. The Chief Academic Officer (manager of the School Directors) provided an update RE: the January Invoice (P4). The Executive Director and Chief Financial Officer reviewed the implications, including variance to budget.

Academic Committee Items

The Chief Academic Officer provided an update on Oversight of Benchmark 1 and Benchmark 2. On January 28th, 2019 the School submitted a memo on Board Oversight of Benchmark 1 and 2: Update Regarding Oversight that Reflects the Commitment of the Brooklyn Laboratory Charter Schools Board of Trustees to Exceeding Student Performance and Teaching and Learning Benchmarks. This briefing outlined those steps being taken (and those that must be taken but are not yet being implemented) by the Middle School and High School to secure improvements in Benchmark 1 and Benchmark 2. The briefing affirmed the School's obligations under the Performance Framework, and committed to delivering on three goals in order to fulfil those obligations:

- ***Goal 1.*** *Mathematics Program Improvements that Dramatically Improve Proficiency Levels by Leveraging Illustrative Mathematics.*
- ***Goal 2.*** *English Language Arts / Literacy Program Improvements that Dramatically Improve Proficiency Levels by Leveraging The Lavinia Group's Close Reading for Meaning Approach*

- ***Goal 3****. Instructional Leadership and Talent Systems Improvements, Reflected in TNTP Insight SurveyData*

The CAO provided four updates regarding data being generated and used to manage performance and implementation. This includes:

- Data Collection from Interim Assessment #1 and Regular Data Cycles:
- Fall Round of Performance Evaluations and Performance Management
- Academic Diagnostic Walkthrough Based on Student Achievement Partner Protocols
- TNTP INSIGHT Survey

The CAO outlined priorities for the coming six weeks:

- Increasing Urgency and Accountability at the Instructional Leadership Team Level
- Reinstating Monthly Academic Committee Meetings
- Annual Planning Teams for the High School and Middle School
- Refining Board Oversight Dashboard for Benchmark 1 & Benchmark 2
- Annual and Triennial Review Teacher Report Process Improvements
- FY20 Staffing Plan Refinements to Improve Performance

Review of InnovateEDU Fellowship Oversight Dashboard & Cost Analysis - Telford
The Director of the Teacher Residency provided an update on the revision and finalization of the InnovateEDU Fellowship Oversight Dashboard and the InnovateEDU Fellowship Cost Analysis. The Director is working with JM Collaborative and the Board to finalize this analysis.

<u>Facilities Planning and Insurance Claim Oversight (After Executive Session)</u>

1. **77 Sands Summer Work Draw Submission to Lenders**

The Executive Director provided the update that the 77 Sands Summer Work draw package and materials have been submitted to Capital Impact Partners and Nonprofit Finance Fund.

2. **Business Interruption Claim Finalization Submission**

The Executive Director provided the update that the Business Interruption claim being prepared in collaboration with GGG, Rollins Accounting, Level Field Partners, and the Finance Team of the School is progressing.

3. **77 Sands Summer Work Documentation Submission to Carrier and 77 Sands Insurance Claim Advocacy Letter Finalization and Submission**

The Executive Director provided the update that the documentation related to the expenses for the 77 Sands Summer Water Damage work is moving forward. Further, the Letter being prepared for submission to the Hartford is moving forward. The school is advocating for an adjustment process that is reasonable, evidence-based, and grounded in documentation by qualified consultants. The school bears responsibility to ensure the safety and well-being of its students and staff. This

catastrophic water event to the school has placed significant additional burden on the administrative and staff to properly execute their work as defined by the school calendar and with the high compliance standards placed upon the school, including governmental regulations and life and safety code requirements. The school believes that The Hartford should reasonably accept and pay the submitted claim with respect to specified such that the school will have its property restored to its pre-loss warrantied condition.

4. **77 Sands Maintenance Firm RFP and Selection Process**

The Operations Manager provided the following update regarding the finalization of an RFP for a maintenance firm for the school's facilities. The maintenance program should be comprised of three basic components: organization, inspection, and a maintenance plan. School maintenance services include, but are not limited to energy management, inspections, painting, plumbing work, restroom repairs, assembling furniture, and repair of building infrastructure elements. Brooklyn LAB is seeking a building maintenance service provider that will be able to do the following:

- Be Effective. Operate within a culture of high expectations, professionalism, and attention to detail.
- Be Collaborative. Bring a customer service-oriented approach to building maintenance needs and service that is thoughtful and responsive to both day-to-day and long-term expectations. Be communicative with the organization both about challenges and potential solutions. Comply with Regulations.
- Follow Security Protocols. Brooklyn LAB requires its service provider to adhere to its standard security protocol and exercise all caution when.

5. **77 Sands Outstanding Water Damage Restoration work (planning for Spring and Summer of 2020)**

The Executive Director provided an overview regarding outstanding Water Damage Restoration Work, including Millwork, Drywall and Carpentry, Paint, Electrical, and Concrete Floor Restoration.

January Board Meeting Governance & Oversight

- Discussion of SY21 Org Chart planning
- Consideration of FY20 Updated Organizational Chart

Board adjourned at 9:00pm. Next board meeting will be in Jan.

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Minutes
November 4, 2019 Board Meeting Minutes

Board Attendees in Person: Mickey Revenaugh, Sujata Rajpurohit

Board Attendees: Adrien Siegfried, Tokumbo Shobowale, Walter Loughlin, Gary Wood

In Person Attendees: Bennison Ntsakey, Shanel Garcia, Sheryl Gomez, Jonathan Flynn

Remote Participants: Joey Webb, Greg Rodriguez, Leyde St. Leger

The meeting was called to order at 7:04pm.

1. **Board Adoption of the October 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the October 2019 Board meeting, and as reflected in the minutes of that meeting. The board adopts each resolution that are reflected in the minutes of the October 2019 Board meeting. The draft minutes are here.

Suggest the adoption of the minutes.
SR moves. GW seconds.

2. **Update on the FY19 Professional Audit with PKF O'Connor Davies**

In planning and performing the audit of financial statements of Brooklyn Laboratory Charter Schools (the"**School**") as of and for the year ended June 30, 2019, in accordance with auditing standards generally accepted in the United States of America, PFK O'Connor Davies (the "**Auditors**") considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

The auditors stated that the firm did not identify any deficiencies in internal control that it considers to be material weaknesses, as defined above.

The auditors have an observation and recommendation that is an opportunity for strengthening internal control and/or operating efficiency, presented in a letter to the management. The auditors offered a recommendation focused on safeguarding of assets which addresses student computer theft. It reads, in part, "Because laptop computers are relatively small and portable, the computers and the information they contain are highly susceptible to loss. We recommend that the school adheres to its Financial Policies and Procedures Manual ("FPP") related to the security of these computers. Responsible School personnel should be periodically instructed on the effectiveness and timeliness of such controls and should familiarize themselves with the FPP related to the safeguarding of assets."

3. **Update to the Board on Scholar Enrollment and Retention**

Jonathan Flynn provided an update to the Board on October's admission off of the waitlist. Mr. Flynn also provided the board with information on recruitment and retention rates.

4. **Approval to execute partnership agreement with InnovateEDU for DYCD**

Whereas, the School is considering whether to execute the 2019-2020 services agreement for out of school time programming with InnovateEDU, in conjunction with the Department of Youth and Community Development;

Whereas, the School accepts responsibility for complying with this agreement's terms and conditions;

Whereas, Erin Mote, who is the chief executive of InnovateEDU, is a co-founder of the School and the wife of Eric Tucker, a co-founder and Executive Director of the School;

Whereas, the Board of Trustees of the School (the "Board") has previously approved various contractual relationships, dealings, and contracts between the School and Innovate, with knowledge on the part of the members of the Board of (a) Erin Mote's position with Innovate and (b) Erin Mote's relationship with Eric Tucker;

Whereas, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY20;

Whereas, the Board is properly reviewing and approving a contractual relationship and contract being put in place between Innovate and the School;

Therefore, the Board, following overview and discussion of the proposed partnership agreement, is directing the Board Chair or the management team to execute the respective agreements;

Therefore, the Board considers unanimously approved the following (with Mr. Tucker having left the room prior to the deliberation and vote).

Furthermore, the Board of Trustees authorized the Board Chair to execute the partnership agreement with InnovateEDU;

At 7:39pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the above resolution.

5. **Approval of Sublease Amendment**

Whereas, the Board of Trustees has authorized the negotiation and finalization of a first amendment to the Sublease by and between Friends of Brooklyn Laboratory Charter Schools, Inc. ("Sublandlord") and Brooklyn Laboratory Charter Schools ("Subtenant");

Whereas, Subtenant entered into that certain Sublease Agreement (the "Sublease") dated as of July 25, 2018 to occupy those certain Demised Premises located at 77 Sands Street, Brooklyn, NY;

Whereas, both Sublandlord and Subtenant wish to amend the Term and the Base Rent Schedule as set forth in Schedule of the Sublease;

Therefore, Sublandlord and Subtenant, in consideration of the mutual covenants, conditions and agreements hereinafter contained, do agree to revise the initial term;

Further, Sublandlord and Subtenant, agree to the revised agreement for the Extension Term.

Eric Tucker recused himself from the discussion. Tokumbo Shobowale recused himself from deliberation on this matter. Tokumbo Shobowale abstained from the vote. Gary Wood recused himself from deliberation on this matter. Gary Wood abstained from the vote.

6. **Resolution Regarding the Amendment to the Guaranty**

Whereas, Lender (Capital Impact Partners and Nonprofit Finance Fund) and Guarantor are parties to that certain Unconditional and Continuing Guaranty (the "Guaranty"), made as of July 30, 2018, pursuant to which Guarantor absolutely, irrevocably and unconditionally guaranteed the performance and payment of any obligation of Friends of Brooklyn Laboratory Charter Schools, Inc. ("Borrower") in connection with that certain loan made by Lender to Borrower pursuant to and conditioned upon the terms and conditions of that certain Loan Agreement (the "Loan Agreement") and that certain Leasehold Mortgage and Security Agreement dated as of July 30, 2018, for the purpose of financing the construction and renovation (the "Renovations") of Borrower's leased premises located at 77 Sands Street, Brooklyn, New York (the "Leased

Premises"), which Borrower subleases to Guarantor pursuant to that certain Sublease Agreement (the "Sublease") dated as of July 25, 2018 (the "Sublease Commencement Date");

Whereas, Borrower and Guarantor have agreed to shorten the term of the Sublease and entitle Guarantor the right to exercise three (3) consecutive options of four (4) years each beyond the initial terms set forth the First Amendment to Sublease dated as of the date hereof (the "First Amendment to Sublease");

Whereas, as a material inducement to Lender to approve the First Amendment to Sublease, the parties desire to enter into this First Amendment.

Now, Therefore, the Guaranty is amended consistent with the revisions contained in the amended agreement.

Tokumbo Shobowale recused himself from deliberation on this matter. Tokumbo Shobowale abstained from the vote. Gary Wood recused himself from deliberation on this matter. Gary Wood abstained from the vote.

The Meeting was adjourned at 9:03pm.

SR moves. MR seconded.

Brooklyn Laboratory Charter Schools
Board of Trustees
DRAFT, Unapproved Minutes
October 7, 2019 Board Meeting Minutes

Board In Person Attendees: Mickey Revenaugh, Sujata Rajpurohit, Adrien Siegfried, Walter Loughlin, Nadine Augusta

In Person Attendees: Eric Tucker, Jonathan Flynn, Gail Best

Additional Remote Attendees: Gary Wood, Tokumbo Shobowale, Leyde Saint Leger, Sheryl Gomez (7:30)

The meeting was called to order at 7:07pm.

1. **Board Adoption of the July 2019 Board Meeting Minutes**

The Board considers a resolution to adopt the minutes for the July 24, 2019 Board meeting, as revised. This draft minutes are here.

Adrien Siegfried proposes that the Board adopt the resolution, Sujata Rajpurohit seconded the proposal. The resolution passed unanimously.

2. **Board Adoption of the September 2019 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated upon during the September 2019 Board meeting, and as reflected in the minutes of that meeting. The Board adopts each of the resolutions that are reflected in the minutes of the September 2019 Board meeting. The draft minutes are here. The September Board minutes will be appended to the October 7, 2019 Board minutes -- because the resolutions therein will be formally adopted at the October Board meeting.

Adrien Siegfried proposes that the Board adopt the resolution, Sujata Rajpurohit seconded. The resolution passed unanimously.

3. **Update to the Board on Scholar Enrollment and Retention**

Jonathan Flynn provided an update to the Board on September admission off of the waitlist and on

4. **Resolution to Welcome Sheryl Gomez as the Chief Financial Officer**

Whereas under the governance of the Board of Trustees, BLCSs has operated within the guidelines of its long-range financial plan, with realistic annual budgets, appropriate internal controls, and support from charter school financial experts; and

Whereas the full Board provides thorough oversight of BLCSs' finances, with close management provided by the Board's Finance / Audit Committee; and

Whereas the school is committed to continuing to exceed the standard of operating in a fiscally sound manner with realistic budgets pursuant to a long-range financial plan; and

Whereas BLCSs has strong management capacity and judgment in the financial domain; and

Whereas as BLCSs grows, we have an opportunity to diversify and specialize our senior leadership team with subject matter experts in the New York State charter school space; and

Whereas the composition and strength of our senior leadership team is a core part of our long-term sustainability strategy; and

Whereas hiring the right Chief Financial Officer is critical in order to respond successfully to the increasing complexity of BLCSs school operations, and in order to respond powerfully to the feedback received through the re-authorization process; and

Whereas the water damage incident and the resultant repair construction and insurance claim process present a greater level of complexity, in addition to a baseline financial situation that is more complicated than many New York City charters due to our high proportion of special education students, a reliance on rental assistance, and management of compliance with requirements of grants and loans; and

Whereas, at this time, our Board and management team believe the right leadership profile for our Finance Team is someone with a deep working knowledge of New York charter school finance, strong accounting skills, and deep familiarity with the context of New York charter school audit processes and financial management procedures; and

Whereas the School is fortunate to have identified a leader that fits those qualifications in Sheryl Gomez; and

Whereas Sheryl Gomez has experience as an experienced financial manager at Charter School Business Management where she was primarily responsible for managing clients' accounts and maintaining accurate records of financial transactions; in that capacity she supported schools and networks with financial reports, monthly close reviews, financial audits, and year-end processes; and

Therefore, the Board considers this resolution to welcome Sheryl Gomez as Chief Financial Officer, and expresses appreciation for her service to the School's mission.

Sujata Rajpurohit proposes that the Board adopt the resolution, Adrien Siegfried seconded. The resolution passed unanimously.

5. **Resolution to Welcome Joey Webb as the Chief Academic Officer**

Whereas BLCSs exists to ensure that all scholars—particularly students with disabilities, English Language Learners (ELLs), under-credited students, and students at risk of academic failure—successfully graduate from high school with the skills, knowledge, and habits they need to succeed in selective four-year colleges and beyond. Our academic program is designed to support this goal with a rigorous curriculum that is aligned with the New York State Learning Standards for Mathematics and English Language Arts and involves an ongoing revision process to ensure excellence; and

Whereas BLCSs has committed to specific improvements in our academic systems, including three FY20 Goals:

1. Mathematics Program Improvements that Dramatically Improve Proficiency Levels by Leveraging Illustrative Mathematics.
2. English Language Arts / Literacy Program Improvements that Dramatically Improve Proficiency Levels by Leveraging The Lavinia Group's Close Reading for Meaning Approach
3. Instructional Leadership and Talent Systems Improvements, Reflected in TNTP Insight Survey Data.

Whereas BLCSs' Board committed to Academic Team capacity building and systems improvement by hiring a Chief Academic Officer (CAO) to coach, manage, and evaluate school directors to exceed academic goals. The CAO will champion our annual instructional priorities and supporting metrics that scholars are engaged in learning and held to a vision of excellence, and generate instructional leader growth; and

Whereas, the CAO role exists to significantly improve the management and coaching of School Directors, increase the quality and efficacy of academic systems and structures, and successfully develop and retain academic and administrative staff to improve the results for the Schools Team as a whole with a positive impact on academic growth and scholar proficiency across Brooklyn Laboratory Charter Schools; and

Whereas, through effective management and development of School Directors, the Chief Academic Officer will ensure that the systems and culture supporting personalization, positive youth development, and mastery continually improve and reflect the needs of LAB scholars, faculty, and campuses; and

Whereas, the CAO will work with the Schools Team to create a strategic evaluation of our current data, culture, and curriculum and strategize the improvement and implementation of curriculum and professional development ongoing aligned with our target outcomes. The CAO will ensure that our professional learning systems are targeted to increase teacher and leader effectiveness, and that our campuses across the organization are on track to ensure that scholars are prepared for a meaningful adult life; and

Therefore, the Board considers the resolution to welcome Joseph (Joey) Webb as Chief Academic Officer at BLCSs. Mr. Webb recently served as the Founding Principal for the planning year and first two years of operation, and then as the Chief Academic Officer, at Washington Leadership Academy - a school where the achievement results have been exceptional.

Nadine Augusta proposes that the Board adopt the resolution, Walter Loughlin Seconded. The resolution passed unanimously.

5. Selection of Executive Search Firm and Update on Chief Operating Officer Search

Whereas BLCSs is must recruit, screen, hire, and onboard a Chief Operating Officer;

Whereas BLCSs sought to engage an executive search firm to guide and lead this process, and built a pool of prospective search firms in order to support this process;

Whereas BLCSs conducted a holistic analysis of factors when evaluating the choice of an executive search firm, including:

- Prior sector experience: non-profit / K12 education / charter school leadership
- Prior experience with similar roles: CFOs / COOs
- Specific project team members who will be staffed to the search: level of seniority (partner level or equivalent) and experience in the sector
- Search process design – esp. level of client interaction and ability to shape the process
- Ability to make the process fit our culture and provide transparency at all stages
- Availability to begin and complete the search on the School desired timeline
- Price

Whereas BLCSs secured formal bids from OnRamps, NRG Consulting, and DGW Consulting Group and reviewed proposals from Koya Leadership Partners, BSG, K12 Search Group, and Work Monger.

Therefore the Board of Trustees considers management's recommendation to select NRG Consulting to lead the COO search process.

Walter Loughlin proposes that the Board adopt the resolution, Adrien Siegfried seconded. The resolution passed unanimously.

6. Update on the FY19 Professional Audit with PKF O'Connor Davies

The Finance Team has recently delivered the following:

- Initial Audit Package, including Balance Sheet, P&L, General Ledger, and Journal reports
- Lease Assistance documentation
- Backup and Schedules for Titles and XQ Grants
- Liability: Amortization and agreements for all loans
- Straight-line rent calculations for Chapel and Jay Street
- The General Education FTE and Special Education Category Detail FTE for the draft Reconciliation Invoice

The PKF O'Connor Davies was onsite on October 2 and 3, 2019. They conducted a range of work, including:

- Review of the FY19 revenue reconciliation

- Completing fixed asset register review and testing
- Requesting and reviewing additional open items regarding 77 Sands, the Insurance Claims and corresponding insurance income

7. Resolution Authorizing the Execution of the 2018-2019 Audit Engagement Letter

The Board of Trustees (the **"Board"**) of Brooklyn Laboratory Charter Schools (the **"School"**) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above.

Whereas, through previous actions by the Board (namely, on May 3rd, 2019), the School entered into an agreement (the **"Agreement"**) with PFK O' Connor Davies (the **"Auditors"**) to audit the School's statement of financial position and the related statements of activities, functional expenses, and cash flows as of and for the year ended June 30, 2019 and issue their report thereon as soon as reasonably possible after completion of their work;

Whereas, the agreement includes preparation of the School's Federal Form 990 return and completion of a single audit to present a schedule of expenditures of federal awards;

Whereas, upon receipt of the School's final audit package, prior to the Auditor's on-site visit on October 2nd, 2019, the Auditors have determined that the School is not required to complete a single audit nor present a schedule of expenditures of federal awards for the year audited;

Whereas, the auditors have provided a revised audit engagement letter to reflect a reduced fee and retract the single audit procedures;

Therefore, the Finance / Audit Committee reviews and recommends to the Board the execution of the newly revised Audit Engagement Letter from the Auditors;

Therefore, the Board, following overview and discussion of the revised Audit Engagement Letter, considers this resolution to authorize the Board Chair to execute the respective agreement.

Walter Loughlin motions. Adrien Siegfried seconded. The resolution passed unanimously.

8. Review and Oversight of Updated FY20 Month by Month Cash Flow

The Board reviewed the September revised FY20 month by month Cash Flow projections prepared by management in coordination with Level Field Partners, and in coordination with the 77 Sands lenders. The September revised FY20 Cash Flow starts with the August 30, 2019 actual cash balances. The Board compared year-end FY19 cash balance with the forecast balance -- noting that FY19 closed stronger than forecast due to conservative revenue and expense assumptions and expense management. The Board reviewed enrollment assumptions, construction costs, insurance partial payment requests, and revenue timing. This analysis is focused on unrestricted cash at Brooklyn Laboratory Charter Schools (BLCS). It includes the partial payment from The Hartford as being received in October. The remainder of Insurance proceeds to cover water damage repairs are assumed for Spring 2020.

9. Review and Oversight of Vendor Agreements
The Board considered and then tabled a resolution to approve the selection and execution of agreement with several vendors.

10. Authorization to File for an Extension Regarding the Filing of the Form 990

The Board of Trustees (the **"Board"**) of Brooklyn Laboratory Charter Schools (the **"School"**) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above.

Whereas, the School, as exempt from Federal income tax under IRS section 501(c)(3), is required to file Federal Form 990 (the **"Form"**) by the 15th day of the fifth month after the end of the fiscal year (November 15th);

Whereas, the Form requires information and schedules related to the School's audited financial statements;

Whereas, the completion timeline for the School's Fiscal Year 2018-2019 (**"FY19"**) audited financial statements, consistent with the authorizer's deadline, is on or before November 1st, 2019;

Whereas, a six-month extension (the **"Extension"**) to file the form by May 15th, 2020 provides additional time for the School and the Tax team at PFK O' Connor Davies (the **"Auditors"**) to review and prepare related schedules; and

Whereas, the extension provides ample time for the Finance / Audit Committee to review the drafted form and have Board overview;

Therefore, the Board considers this resolution to authorize the Chief Financial Officer or her designee to file for an extension for the FY19 IRS Form 990.

Sujata Rajpurohit made motion. Walter Loughlin seconded. The resolution passed unanimously.

11. Approval to execute sub-grant agreements with InnovateEDU

Whereas, the School is considering whether to execute two sub-grant agreements with InnovateEDU;

Whereas, one sub-grant may only be used for coverage of summer intern wages and fringe benefits;

Whereas, another sub-grant may only be used for coverage of specific amounts to be put toward covering the expenses of certain grade level chairs, summer instructional and cultural systems improvement planning, and instructional leadership stipends;

Whereas, each sub-grant may be used only for sub-grantee's charitable and educational activities. While the InnovateEDU understands that the Sub-grantee may participate in the public policy process, consistent with its tax-exempt status, Subgrantee may not use any InnovateEDU sub-grant funds to lobby or otherwise attempt to influence legislation, to influence the outcome of any public election, or to carry on any voter registration drive. This sub-grant must be used for the projects identified, as described in InnovateEDU's proposal and related correspondence, and may not be expended for any other purposes without the InnovateEDU's prior written approval;

Whereas, the School accepts responsibility for complying with this agreement's terms and conditions and will exercise full control over the sub-grant and the expenditure of sub-grant funds. InnovateEDU may request that the School return any unexpended sub-grant funds remaining at the end of the project period;

Whereas: Erin Mote, who is the chief executive of Innovate, is a co-founder of the School and the wife of Eric Tucker, a co-founder and Executive Director of the School;

Whereas: the Board of Trustees of the School (the "Board") has previously approved various contractual relationships, dealings, and contracts between the School and Innovate, with knowledge on the part of the members of the Board of (a) Erin Mote's position with Innovate and (b) Erin Mote's relationship with Eric Tucker;

Whereas: the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY20;

Whereas: the Board is properly reviewing and approving a contractual relationship and contract being put in place between Innovate and the School;

Therefore: The Board, following overview and discussion of the proposed Sub-grant agreements, the Board is directing the Board Chair or the management team to execute the respective agreements;

Therefore: The Board also looks forward to hearing from JM Collaborative regarding an update and overall report regarding the ongoing review of the InnovateEDU service provision;

Therefore: The Board considers unanimously approved the following (with Mr. Tucker having left the room prior to the deliberation and vote). Furthermore, the Board of Trustees authorized the Board Treasurer and Chief Financial Officer to execute sub-grant agreements with InnovateEDU;

At 8:07 pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the above resolution.

12. Board Review and Oversight of Insurance Claim Related Documentation and Advocacy

Whereas, in compliance with its obligations under The Hartford policies of insurance, the School submitted to The Hartford its claim for property damage directly caused by the water intrusion event.

Whereas, in order to be ready for academic operations for the Fall 2019 semester commencing in August 2019, the School entered into a contract with Westerman Construction for the majority of the required water damage repairs. Some deferred water damage repair which could not be performed in that compressed time period will be done in the Thanksgiving 2019 and Winter 2020 academic breaks.

Whereas, The Hartford made an initial determination the School's building damage repair costs is disputed by The Hartford;

Whereas, The Hartford will pay a lesser sum (as an undisputed amount of loss), based on the preliminary findings of the retained consultant Minogue Associates, Inc. ("MAI").

Whereas, the School has an interest in receiving all documents, reports, appraisals, or information, etc. that informed the Hartford's initial determination and requests that those be shared immediately.

Whereas, the School understands that MAI's repair estimate is based on a review of each of the repair items, and MAI's determination that certain items were either not damaged, were minimally damaged, were beyond the scope of the damage repair, or were unrelated to the water flow arising from the pipe burst of February 3, 2019.

Whereas, the School disagrees with MAI's damage assessment and will write to the Carrier to provide information, responses, and documentation to try to resolve these disagreements.

Whereas, the preliminary budget for those deferred water damage repairs includes some or all of the scope and cost for concrete, millwork, doors/hardware, drywall and carpentry, paint, window blinds, lockers, and electrical to be finalized.

Whereas, the Board believes that the adjustment process must be reasonable, evidence-based, and grounded in documentation by qualified consultants. GCI and MAI rely upon fundamental mischaracterizations of the scope of the February 3, 2019 water intrusion, incomplete inspections, and incorrect assumptions regarding the condition of BLCS's premises pre-loss.

Whereas, the School has a tremendous responsibility to ensure the safety and well-being of its young students and staff. This water event to the school has placed significant additional burden on the administrative and staff to properly execute their work as defined by the school calendar and with the high compliance standards placed upon the School by the Authorizer, including governmental regulations and life and safety code requirements.

13. Recognition and Approval of the Agreement Governing Collateral Assignment of Construction

Whereas Brooklyn Laboratory Charter Schools, a New York not-for-profit corporation ("**Guarantor**"), wishes to sell, assign, pledge, transfer and set over to **CAPITAL IMPACT PARTNERS**, a non-profit corporation organized under the laws of the District of Columbia at the direction of the United States Congress in 12 U.S.C. 3051 ("**Lender**"), all of its right, title and interest in and to that certain Construction Management Agreement dated June 20, 2019, and all amendments, modifications, supplements, general conditions and addenda thereto, and all other documents and work product related thereto (collectively, the "**Contract**"), between Guarantor and WESTERMAN CONSTRUCTION CO. INC. as Construction Manager ("**Contractor**"), in connection with the renovation and repair of certain flood damage related to certain premises leased by Borrower (the "**Premises**") and located on or within a building located at 77 Sands Street, Brooklyn, New York 11201 (the "**Project**").

Therefore, the Board of Trustees authorizes the Executive Director to execute an agreement that ensures that the Contract to be assigned as collateral security for certain obligations owed by Guarantor to Lender pursuant to that certain Unconditional and Continuing Guaranty, executed and delivered by Guarantor, pursuant to which Guarantor guaranteed the obligations of Friends of Brooklyn Laboratory Charter Schools, Inc. ("**Borrower**") under that certain Loan Agreement, by and between Lender and Borrower (the "**Loan Agreement**").

Therefore, the Board of Trustees, through this agreement, directs the Executive Director to execute an agreement whereby the Guarantor irrevocably constitutes and appoints Lender as its attorney-in-fact to demand, receive and enforce Guarantor's rights with respect to the Contract, to give appropriate receipts, releases and satisfactions for and on behalf of Guarantor and to do any and all acts in the name of Guarantor or in the name of Lender with the same force and effect as Guarantor could do if this Assignment had not been made. The foregoing powers of attorney are irrevocable and coupled with an interest; provided however, Lender agrees not to exercise its rights hereunder in the absence of an Event of Default beyond any applicable notice and cure period.

Therefore, the Board of Trustees further directs the Executive Director to ensure that the Contractor for the renovation and repair of certain flood damage occurring at 77 Sands Street, Brooklyn, New York (the "Project") consents to the Collateral Assignment of Construction Management Agreement by Brooklyn Laboratory Charter Schools, a New York not-for-profit corporation ("Guarantor") to Capital Impact Partners, a non-profit corporation organized under the laws of the District of Columbia at the direction of the United States Congress in 12 U.S.C. 3051 ("Lender"), and confirms its agreement to be bound by the terms and conditions on Contractor's part to be performed pursuant to the Contract.

Therefore, the Board of Trustees further directs the Executive Director to ensure that the Contractor agrees to be bound by the obligations on Contractor's part to be performed pursuant to the terms of the Contract and agrees that all money disbursed under the Contract or otherwise received by it in connection with the Project shall be received and used as trust funds solely for the payment of materials, labor, services and other costs involved in said construction, including fees to Contractor, insurance, general requirements and general conditions to the extent such amounts are expressly payable to Contractor pursuant to the terms of the Contract, and for no other purpose, until all bills, claims and demands for said materials, labor, services and other costs (including fees to Contractor, insurance, general requirements and general conditions expressly payable to Contractor pursuant to the terms of the Contract) have been paid in full; provided, however, that Contractor's

payment of any money to any subcontractor and the release by the subcontractor so paid of any and all lien rights pertaining to the improvements shall relieve Contractor from any further obligation to see that such funds so paid are held in trust. Further, the Contractor shall provide to Lender a correct list of all subcontractors and material suppliers whom Contractor directly employs in connection with the construction of the improvements, upon written demand by Lender. Further, the Contractor agrees to furnish Lender and Lender's title insurer, if any, with the sworn statements and lien waivers furnished by such subcontractors and material suppliers to be used by Lender and any such title insurance company as a basis for disbursing the funds requested by Contractor, any subcontractor or any material supplier, and to fully comply with all requirements of the construction lien laws of the State of New York, as amended (the "**Act**") and to provide Guarantor promptly with all written notices furnished and/or received by Contractor pursuant to said Act. Contractor further agrees to furnish Lender and Lender's title insurer, if any, with lien waivers for work completed.

Adrien Siegfried proposes that the Board adopt the resolution, Sujata Rajpurohit second. The resolution passed unanimously.

14. Resolution Regarding Support with the Charter School Program Grant Financial Controls and Oversight

Whereas the School contracts with Charter School Business Management (CSBM) with the approval of the Board.

Whereas contracting with CSBM has allowed the School to have a broader picture of current financial practices within the charter community, which the School would not otherwise have as a small, independent school. CSBM has historically provided LAB with support in its school's business functions, including: 1) Revising the school's Financial Policies & Procedures (FPP) Manual; 2) Reorganizing the school's budget document by more clearly aligning expenditures with appropriate budget categories; 3) Assisting in the analysis of school investments to ensure the availability of sufficient funds; 4) Supporting General Ledger maintenance; 5) Revising the purchasing procedure for the school; and 6) Providing close monitoring of the budget throughout the school year.

Whereas the Board and management have a strong commitment to ensuring proper accounting of the Charter School Program (CSP) grant and compliance with all federal and state regulations regarding the use of the funding and allowable.

Therefore, the Board considers and approves the management's proposal to utilize the services of the Senior Development Consultant and a Finance Manager from Charter School Business Management to support the successful administration of the CSP grant. The CSBM representatives will support monthly reviews of the expenses purchased using grant funding, prepare reimbursement requests and amendments as needed, and complete the final expenditure reports in close collaboration with the school leaders and operations staff.

Therefore, to further ensure that all proper accounting and grant management practices are used throughout the duration of the grant, a Finance Director who has worked extensively with CSP grants in the past will undertake extensive quarterly reviews of all grant related work, including a

review of invoices and payments made for expenses covered by the grant, budget vs. actual spending, and all forms filed for reimbursements and budget revisions.

Furthermore, the Board's auditor, PKF O'Connor Davies, will be consulted should any audit-related questions arise pertaining to the grant.

Adrien Siegfried proposes that the Board adopt the resolution, Nadine Augusta seconded. The resolution passed unanimously.

15. Resolution Regarding the School Year 2019-2020 Staff Wellness Proposal

Whereas the Chief Academic Officer and School Directors jointly propose for consideration a plan for all staff at Brooklyn Laboratory Charter Schools to benefit from an enhanced focus on improving wellness and personal (and team) health;

Whereas this proposal includes a number of parts, including:

- Providing staff with stopping points in the year to align their personal wellness to the day-to-day work that they do.
- Allotting dedicated time for staff to address needs for mental health, fitness, or other forms of self-care.
- Dedicating space and time for the staff to stop and reflect on their connections to each other and the development of school community and personal needs.
- Coordinating and enhancing existing staff wellness, celebration, and recognition efforts into a more clear, coherent year-long program to promote staff sustainability and fulfilment.

Whereas, the CAO will provide quarterly updates on progress and practicalities related to this Staff Wellness pilot.

Therefore, the Board approves a one-year pilot Staff Wellness proposal that includes staff early release days and wellness events.

Nadine Augusta proposes that the Board adopt the resolution, Adrien Siegfried seconded. The resolution passed unanimously.

16. Resolution Regarding Insurance Proceeds Disbursement for the 77 Sands Street Tenant Improvement Loan

The Board of Trustees (the "**Board**") of Brooklyn Laboratory Charter Schools (the "**School**"), does hereby adopt the following resolutions at a duly held noticed meeting on the date set forth above.

Whereas, on or about July 30, 2018, the **School**, along with Friends Of Brooklyn Laboratory Charter Schools (the "**Friends Of**"), negotiated and entered into a Tenant Improvement/Term financing transaction (the "**Transaction**") with Capital Impact Partners and Nonprofit Finance Fund (the "**Lenders**"), which agreed to lend $4,600,000.00 and $4,800,000.00 to Friends Of,

respectively, for the purposes of completing certain renovations (the "**Renovations**") at the School's premises located at 77 Sands Street, Brooklyn, NY (the "**Premises**"); and

Whereas, on February 3, 2019, a flood occurred at the Premises due to the bursting of pipes (the "**Flood**"), damaging certain Collateral – as defined in those certain loan documents evidencing the Transaction (the "**Loan Documents**"), and impacting the School's and the Friends Of's construction schedule to complete the Renovations and the Schools' full use of the Premises and resulting in the filing of several distinct insurance claims for the damage (the "**Claim**") under the ; and

Whereas, now that the insurance carrier has begun to adjust and to provide partial payments against the Claim and is prepared to make insurance proceeds (the "**Insurance Proceeds**") available as compensation for damage caused to the collateral by the water damage, the School and Friends Of desires to open a new bank account (the "**Bank Account**") into which the Insurance Proceeds will be deposited, and from which funds may be drawn for the purposes of making certain replacements and repairs (the "**Repairs**"), all in coordination with the Lenders and pursuant to draw requests and procedures as set forth in the Loan Documents; and

Whereas, Friends Of intends to enter into a Collateral Account Control Agreement, a Construction Monitoring and Disbursement Agreement, and a Collateral Account Pledge Agreement with Lenders, all of which shall govern the Bank Account and the disbursement of the Insurance Proceeds (together, the "**Insurance Proceeds Agreements**"); and

Whereas, the School, acting in its role as guarantor under the loans, has made certain payments related to the water damage repairs, the regular monthly payment of the Loans, and the ongoing expenses of the base construction work – which together constitute Renovation Advances ("**Renovation Advance Payments**") and which are agreed by the School's Board and which are covered by certain Promissory Notes and Renovation Advance Agreements that exist between the School and Friends Of;

Whereas, Trustee Tokumbo Shobowale has disclosed his potential conflicts of interest in connection with the Insurance Proceeds Agreements as he is a member of both the Schools' Board and a Director on the Friends Of Board, Rosalyn Curato has disclosed her potential conflicts of interest in connection with the Insurance Proceeds Agreements as a Director on the Friends Of Board as well as her support of the Schools as a non-voting member of the Finance Committee, Eric Tucker has disclosed his potential conflicts of interest in connection with the Insurance Proceeds Agreements as he serves as Co-Founder and Executive Director of the Schools and as a Director on the Friends Of Board and Erin Mote has disclosed her potential conflicts of interest in connection with the Insurance Proceeds Agreements as she serves both as a Senior Adviser to the Board of Trustees for the Schools and as a Director on the Friends Of Board;

Now, therefore, be it resolved , that after due deliberation and determination that entering into the Insurance Proceeds Agreements is in the best interest of the School and will advance the Schools' interest and mission to support and provide, respectively, high quality education to serve students and the community, the Board hereby acknowledges – as guarantor for the loans – that Friends Of plans to execute and deliver an the Insurance Proceeds Agreements once same has been negotiated with Lenders, with the understanding that the Insurance Proceeds Agreements shall not materially alter the School's or Friends Of's obligations under the Loan Documents; and

Be it further resolved, that the School is hereby authorized and directed to execute and deliver such further agreements, assignments, pledges, instruments, consents and any other documents ancillary to the Insurance Proceeds Agreements as necessary, proper and/or advisable in the determination of any Proper Representative (as defined below) of the payments related thereto as set forth above; and

Be it further resolved, that any officers of the School (including without limitation Eric Tucker) or their designee (each, a "**Proper Representative**"), be and hereby is authorized and directed, jointly and severally, to execute and deliver any other documents consistent with the Insurance Proceeds Agreements described above and such further agreements, assignments, pledges, instruments, consents and documents ancillary to the Insurance Proceeds Agreements necessary in the determination of any Proper Representative, in the name and on behalf of the School, and to pay all such expenses and taxes as in their judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

Be it further resolved, that all actions heretofore taken by any Proper Representative, for and on behalf of the School in connection with the Insurance Proceeds Agreements, including, but not limited to, the execution of the Insurance Proceeds Agreements shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby ratified and approved.

Sujata Rajpurohit proposes that the Board adopt the resolution, Adrien Siegfried seconded. The resolution passed unanimously.

17. Resolution Regarding Board Oversight of Technology Write Offs

Whereas, in mid-July 2019, a significant number of student computers were discovered missing from the School, and are believed to be stolen by students;

Whereas, the management team notified the full Leader Team, the Board of Trustees, and the New York Police Department immediately upon discovery of the loss;

Whereas, management identified both performance issues (related to adherence to the organization's Standard Operating Procedures) and communication issues (related to timely communication of the loss);

Whereas, extensive efforts have been made to recover lost student laptops, and the management team has coordinated with the Board regarding both the loss and the efforts to address these concerns;

Whereas, the performance and communication issues have been addressed directly as personnel issues, and the affected staff members are no longer with the School;

Whereas, the investigation and resolution of this issue was managed proactively and transparently;

Whereas, the estimated net book value of the lost and damaged student computers is significant and accounting entries for the loss are reflected in the FY2019 financial statements;

Whereas, the management team engaged The Asset Group to ensure that asset tracking and risk management systems are appropriately robust and resilient to such performance and communication issues;

Therefore, the Board directs management to ensure that the relevant Standard Operating Procedures be reviewed and revised to prevent a similar loss from happening again;

Therefore, the Board acknowledges that increased retraining and performance management efforts related to Fixed Asset controls are a central organizational priority;

Therefore, the Board directs management to ensure that the Operations, Academic, Finance, and Technology teams have the capacity, incentives, and accountability to prioritize Fixed Asset work;

Therefore, the School will expand its education of scholars and families regarding the implications of this theft and loss, and commit to a restorative process.

Nadine Augusta proposes that the Board adopt the resolution, Walter Loughlin seconded. The resolution passed unanimously.

18. Resolution to Add Signers on the School Bank Accounts

The Board considers a resolution to authorize Sheryl Gomez, as Chief Financial Officer, to be a signer on all of the Chase Bank accounts; and to sign checks physically and digitally as an officer of the School.

Adrien Siegfried proposes that the Board adopt the resolution, Walter Loughlin seconded. The resolution passed unanimously.

19. Resolution to Authorize the Board Chair and Board Treasurer to Negotiate and Execute an Amendment to the Sublease Agreement

The Board considers a resolution to authorize the Board Chair and Board Treasurer to negotiate and execute an Amendment to the Sublease Agreement, by and between Brooklyn Laboratory Charter Schools ("Subtenant") and Friends of Brooklyn Laboratory Charter Schools, Inc. ("Sublandlord"). Once negotiations are finalized, the final Amendment to the Sublease Agreement will be approved in writing by all voting members of the Finance/ Audit Committee of the Board prior to the Board Chairperson executing the agreement.

Tokumbo Shobowale recused himself from the deliberation. Walter Loughlin proposes that the Board adopt the resolution, Sujata Rajpurohit seconded. The resolution passed unanimously. Tokumbo Shobowale abstained from this vote, due to his disclosed role on the Friends Of Board.

20. Resolution Authorizing Eric Tucker to Submit a Verified Petition with the New York State Education Department

Whereas, on or around March 13, 2017, the Board of Regents also approved LAB's material charter revision request, thereby enabling LAB to commence its high school expansion by serving grades nine (9) and ten (10) during its initial charter term.

Whereas, on or around April 8, 2019, the Board of Regents approved the renewal of LAB's Provisional Charter, in accordance with the First Renewal Charter (charter agreement) between Petitioner and the Board of Regents; as part of its approval of LAB's renewal application, the Board of Regents approved Petitioner's request for a material revision to LAB's charter, to enable LAB to expand to serve grades eleven (11) and twelve (12) during the First Renewal term, and thereby complete its high school expansion and become a 6-12 school.

Whereas, pursuant to N.Y. Educ. Law §2853(3)(e), an eligible charter school – namely, a New York City charter school that first commences instruction or requires additional space due to an expansion of grade level, approved by its charter entity for the 2014-2015 school year or thereafter – that makes a written request for co-location in a public school building, shall be provided access to facilities for those grades newly provided.

Whereas, in accordance with N.Y. Educ. Law §2853(3)(e)(1), NYC DOE is required to offer an eligible charter school a co-location site in a public school building, or space in a privately owned or other publicly owned facility, at no cost to the charter school.

Whereas, in the 2019-2020 school year, in addition to serving its students in grades six (6) through ten (10), LAB has expanded grade levels to serve students in grade eleven (11), for which it requires additional space.

Whereas, in the 2020-2021 school year, in addition to serving its students in grades six (6) through eleven (11), LAB intends to expand grade levels to serve students in grade twelve (12), for which it will require additional space.

Whereas, LAB currently occupies private space at the 250 Jay Street building complex in Brooklyn, New York (accessed at the 240 Jay Street entrance), at 40 Flatbush Avenue Extension in Brooklyn, New York, and at 77 Sands Street in Brooklyn, New York.

Whereas, LAB is incurring rental costs and expenses on behalf of LAB that could otherwise be devoted to the educational program and other school needs. *Id.*, at paragraph 14.

Whereas, on September 16, 2019, Petitioner submitted its written request for co-location on behalf of LAB to NYC DOE in accordance with the requirements of N.Y. Educ. Law §2853(3)(e), seeking space for LAB's grades eleven (11) and twelve (12).

Whereas, by letter dated September 20, 2019, Respondent NYC DOE acknowledged receipt of Petitioner's "request dated September 16, 2019" and stated that "We will not be extending an offer of space at this time."

Whereas, as a result of such denial, Petitioner will continue to incur rental costs and expenses for LAB using funds that could have otherwise been devoted to the educational program and other school needs.

Whereas, as of the date hereof, Respondent NYC DOE has not offered Petitioner a co-location site in a public school building or space in a privately owned or other publicly owned facility for LAB's grades eleven (11) and twelve (12).

Whereas, NYC DOE failed to offer Petitioner a co-location site in a public school building or space in a privately owned or other publicly owned facility for LAB's grades eleven (11) and twelve (12), at no cost to the charter school, within the Offer Period, in violation of its statutory obligation to do so under N.Y. Educ. Law §2853(3)(e).

Therefore, the Board considers the resolution to authorize the Executive Director to submit a request for relief that requests that the Commissioner finds, as required by N.Y. Educ. Law §2853(3)(e)(3) and in accordance with the standard of review prescribed in N.Y. CPLR §7803(1), that Respondent failed to perform a duty enjoined upon it by law – namely, that Respondent failed to make an offer of facilities to Petitioner in violation of its statutory obligation to do so under N.Y. Educ. Law §2853(3)(e); and that, pursuant to N.Y. Educ. Law §2853(3)(e)(5), the Commissioner makes a determination in favor of Petitioner.

Walter Loughlin proposes that the Board adopt the resolution, Adrien Siegfried seconded. The resolution passed unanimously.

The Meeting was adjourned at 9:15pm.

Brooklyn Laboratory Charter Schools
Board of Trustees
Draft Minutes
September 9, 2019 Board Meeting Minutes

Board Remote Attendees: Mickey Revenaugh, Gary Wood, Sujata Rajpurohit, Adrien Siegfried, Walter Loughlin, Nadine Augusta

In Person Attendees: Eric Tucker, Jonathan Flynn, Steve Literati, Gail Best,

Additional Remote Attendees: Bennison Ntsakey, Greg Rodriguez, Leyde Saint Leger

At the outset, the Board notes that many of the materials reviewed and deliberated upon during the September Board of Trustees Meeting was prepared by (and in coordination with) members of the Finance Committee over the course of August. This includes:

August Finance Committee Contributors: Adrien Siegfried, Mickey Revenaugh, Rosalyn Savarimuthu, Tokumbo Shobowale, Gary Wood,

August Staff and Consultant Contributors: Eric Tucker, Steve Literati, Asheley Silvestre, Jimmy Henderson (Level Field Partners), Sheryl Gomez (CSBM)

The following items were addressed by the Board.

Review of FY19 Preliminary FY2019 Statement of Operations
The Preliminary Statement prepared by CSBM and management was reviewed. The School is finalizing the fiscal year close, and preparing for onsite audit work, which is scheduled for late September.

Review of FY20 Month by Month Cash Flow
The Board reviewed the August revised FY20 month by month Cash Flow projections prepared by management in coordination with Level Field Partners, and in coordination with the 77 Sands lenders. The August revised FY20 Cash Flow starts with the July 31, 2019 actual cash balances. The Board compared year-end FY19 cash balance with the forecast balance -- noting that FY19 closed stronger than forecast due to conservative revenue and expense assumptions and expense management. The Board reviewed enrollment assumptions, construction costs, insurance partial payment requests, and revenue timing.

Update on BLCSs FY19 Audit
The PKF audit team's interim visit week of June 10, 2019. The remainder of the audit work is scheduled for September 23, 2019.

Child Nutrition Deliverables and Update

The School has engaged the School Food and Wellness Group to strengthen food service procedures and continually improve program compliance. Finance has coordinated with school operations and School Food and Wellness Group to launch beginning of year trainings and internal audits to strengthen program administration.

Office of Audit Services Update
The Board reviewed recent requests and feedback from the auditors at the NYSED Office of Audit Services. During August, the Finance Committee reviewed guidance from David Samuels (counsel with expertise in non-profit governance) and Julia Matthews (financial analyst). The Finance Committee provided further guidance regarding Ms. Matthews analysis of all InnovateEDU charges during the designated period, and their reasonability and appropriateness in the market for these services.

Resolution: 77 Sands Insurance Claim
Whereas, the School has submitted a request for partial payment. The public adjusters, on behalf of the School, respectfully requests that the carrier issue an unallocated additional partial payment to assist it during the recovery process. The School contended that the carrier has ample loss documentation in hand to justify this requested unallocated partial payment. The School has received a positive response from the Carrier regarding this request.

Whereas the School has received the carrier report, and is preparing responding documentation. The Carrier has not yet agreed to the necessary scope of repairs to covered property arising from the water flow from the pipe burst of February 3, 2019. The School is coordinating with the public adjuster to provide information and documentation to resolve the disagreements. Given the School's status as a New York State authorized public charter school, the Board is working to ensure that leasehold improvements are restored to their pre-loss condition.

Therefore, the 77 Sands Business Interruption claim should be finalized and submitted.
Management is coordinating with the School's public adjuster to finalize the Business Interruption claim. The Finance Committee has provided guidance, advice, and counsel regarding this the finalization of this submission. The Executive Director or designee is authorized to submit the Business Interruption claim on behalf of the Board.

Recommended by Walter Loughlin. Seconded by Gary Wood. Unanimous consent for adoption at meeting with quorum.

Resolution: New York State Insurance Regulation 10, 3rd Amendment (11 NYC RR24.12)

Whereas New York State Insurance Regulation 10 provides that when a (portion of a) claim is settled where the insured is represented by a Public Adjuster, upon the request of the insured, the insurer's check may be made payable to each of the Public Adjust and the insured.

Whereas the balance of the proceeds shall be made payable to the insured or loss payee, or both, whichever is appropriate.

Therefore, The Board of Trustees hereby authorizes the Executive Director or designee to execute all relevance agreements consistent with ensuring that Adjusters International receives the contracted and agreed upon compensation within the context of their role as Public Adjuster.

Recommended Mickey Revenaugh. Second Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: 77 Sands Environmental Oversight
Whereas, management provided updates on the work completed by the environmental firm, which was retained to provide protocols related to air quality, dust, peeling paint, and other environmental matters.

Whereas, WCD has worked closely with school staff, Venable, and contractors to ensure that protective protocols and policies stated within the submitted documents were well understood, clearly defined, and properly implemented across the duration of this summer water damage restoration work.

Therefore, based on air quality data, visual inspection of the work zone, and expert guidance -- the environmental school spelled out in Summer Work should be regarded as successfully completed.

Recommended by Sujata Rajpurohit. Seconded by Gary Wood. Unanimous consent for adoption at meeting with quorum.

Resolution: 77 Sands Risk Engineering Report Submission
Whereas in August 2019 the School completed a review of Risk Engineering matters related to the renovation and operation of the school facilities located at 77 Sands, including the safety activities and procedures to protect against possible fire, water damages, theft, and other forms of loss.

Whereas the School has an effective Water Damage Prevention Plan in place. In fact, BLCS has ensured that such a plan has been in place since this renovation project began in 2018.

Whereas the School has coordinated with its insurance carrier to ensure that it is well positioned operationally to identify and remediate any potential loss producing conditions.

Whereas the School has completed enhancements to formal Water Damage Prevention Program/Procedures.

Whereas the School appropriately engages and oversees legal counsel to review contracts between BLCS and its suppliers and contractors, and where possible, include terms and conditions, subrogation waivers and limits of liability to protect our property interests. Further, BLCS will strive to incorporate such provisions where possible on a going-forward basis, for instance in connection with entering into new agreements and renewing existing agreements, such as BLCS's lease.

Therefore, the Board affirms that robust and appropriate water damage prevention and risk prevention mechanisms are in place at 77 Sands.

Recommended Walter Loughlin. Seconded Gary Wood. Unanimous consent for adoption at meeting with quorum.

InnovateEDU Oversight and Performance Management

The Finance Committee continues to provide oversight of the applied research and analysis being completed by Julia Matthews -- reviewing the cost and performance of the InnovateEDU LAB Corps Fellowship. During the next phase, Julia is developing a performance dashboard to facilitate Board oversight of the services.

Resolution Concerning the Timeline Completion of Qualified Renovations

Whereas the School is a party to a certain Agreement of Lease dated as of December 29, 2017 (the "Original Lease", and as amended to date, the "Lease") between RFR/K 77 Sands Owner LLC ("Landlord") and Friends of Brooklyn Laboratory Charter Schools, Inc. ("Tenant") with respect to premises located at 77 Sands Street, Brooklyn, New York.

Whereas the School has incurred costs associated with the performance of Tenant's Initial Work, including an appropriate portion that constitute costs of Qualified Renovations, in accordance with Section 29.1 of the Original Lease, as amended by that certain Seventh Amendment to Lease dated as of October 31, 2018 between Landlord and Tenant.

Whereas Friends Of Brooklyn Laboratory Charter Schools has provided the Landlord with timely notice that, in accordance with Section 29.1 of the Original Lease, promptly upon completion of Tenant's Initial Work, Tenant shall deliver Landlord documentation to substantiate the cost of the Qualified Renovations.

Therefore, the Board of Trustees affirms that all obligations under the lease related to Section 29.1 of the lease have been fulfilled timely.

Recommended Walter Loughlin. Seconded Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: Oversight of the BLCS - 77 Sands Street Requisition Process and Documentation

Whereas a GMP agreement has been executed with Westerman Construction Co.; and Westerman's has awarded each trade be documented and clarified to Ownership prior to the first Requisition being authorized for payment.

Whereas the Board, the lenders, and the carrier have reimbursement requirements, which it is critical be clearly identified as expectations for when requisitions are submitted for payment.

Whereas CM Agreement Article 17.7 guiding the usage of Allowances, including notification protocols if Allowances are to be exceeded, which includes:

- Allowance usage- A subcontract that clearly identifies scope and cost must be submitted for review and owner approval prior to it being included on requisition.
- Refer also CM Agreement Schedule B, item C for additional Allowance requirements
- All invoicing for general conditions must include back up (receipts, invoices, timesheets, etc.) for any charges that are included on requisition.
- The requisition package will include the Prime requisition, Prime partial waiver, all subcontractor's requisitions, all back up for GC's, and subcontractor waivers for prior payments received.
- Insurance certificates, as specified in the CM Agreement, are to be submitted to the owner for review prior to the subcontractor working on site.
- Refer CM Agreement Definitions, Item 6, for clarifications related to GMP Contingency. Per CM Agreement section 17.5, During Construction Phase, CM shall advise Owner monthly in writing of all items which CM proposes to charge to the Construction Contingency for the prior month with an explanation of the reasons for such charge in accordance with the terms set forth in the Business Terms. Each such charge shall be subject to Owner's approval, not to be unreasonably withheld or delayed.
- Change orders, if any, shall include any change in schedule and its funding source (outside of GMP, GMP Contingency, Allowance, Back-charge to or between subs).

Whereas, prior to any Requisition being approved:

- Per Agreement section 15.3, provide the Award Letter for each trade ;
- Per Agreement section 16.1, provide Trade Award Notice for any work being performed;
- Provide names and bids of all prospective bidders for each trade that was awarded.

Whereas, we refer to CM Agreement Section 34 for additional requirements governing requisitions

Therefore, considering requisition #2 will be for substantial completion of the Summer phase of work, plan to address all obligations under the CM Agreement, specifically section 36.

Recommended Nadine Augusta. Seconded Sujata Rajpurohit. Unanimous consent for adoption at meeting with quorum.

Letter of Understanding -- 77 Sands Street Tenant Improvement Loan Agreement and Related Matters

The Board of Trustees (the "Board") of Brooklyn Laboratory Charter Schools (the "Schools") does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above.

WHEREAS, on or about July 30, 2018, Friends of Brooklyn Laboratory Charter Schools, Inc. ("Friends Of"), along with the Schools, negotiated and entered into a Tenant Improvement/Term financing transaction (the "Transaction") with Capital Impact Partners and Nonprofit Finance Fund (the "Lenders"), which agreed to lend $4,600,000.00 and $4,800,000.00 to Friends Of, respectively, for the purposes of completing certain renovations (the "Renovations") at the Schools' premises located at 77 Sands Street, Brooklyn, NY (the "Premises"); and

WHEREAS, in February 2019, a flood occurred at the Premises due to the bursting of pipes (the "Flood"), damaging certain Collateral – as defined in those certain loan documents evidencing the Transaction (the "Loan Documents"), and impacting Friends Of's and the Schools' construction schedule to complete the Renovations and the Schools' full use of the Premises and resulting in the filing of an insurance claim for the damage (the "Claim"); and

WHEREAS, now the insurance carrier has adjusted the Claim and is prepared to make insurance proceeds (the "Insurance Proceeds") available as compensation for damage caused to the Collateral by the Floor, Friends Of desires to open a new bank account (the "Bank Account") into which the Insurance Proceeds will be deposited, and from which funds may be drawn for the purposes of making certain replacements and repairs (the "Repairs"), all in coordination with the Lenders and pursuant to draw requests and procedures as set forth in the Loan Documents; and

WHEREAS, Friends Of and the Schools intend to enter into a Letter of Understanding (the "LOU") with the Lenders in order to reflect the opening of the Bank Account, the disbursement of the Insurance Proceeds, and other such terms which the parties believe are required to supplement the Loan Documents in connection with the Repairs; and

WHEREAS, Trustee Tokumbo Shobowale has disclosed his potential conflicts of interest in connection with the LOU as he is a member of both the Schools' Board and a Director on the Friends Of Board, Rosalyn Curato has disclosed her potential conflicts of interest in connection with the LOU as a Director on the Friends Of Board as well as her support of the Schools as a non-voting member of the Finance Committee, Eric Tucker has disclosed his potential conflicts of interest in connection with the LOU as he serves as Co-Founder and Executive Director of the Schools and as a Director on the Friends Of Board and Erin Mote has disclosed her potential conflicts of interest in connection with the LOU as she serves both as a Senior Adviser to the Board of Trustees for the Schools and as a Director on the Friends Of Board and all four (4) will abstain/recuse themselves from voting on these matters as may be necessary;

NOW, THEREFORE, BE IT RESOLVED, that after due deliberation and determination that entering into an LOU is in the best interest of the Schools and will advance the Schools' interest and mission to provide high quality education to serve students and the community, the Board

hereby authorizes and directs the Schools to execute and deliver an LOU once same has been negotiated with Lenders, with the understanding that the LOU shall not materially alter the Schools' obligations under the Loan Documents; and

BE IT FURTHER RESOLVED, that the Schools are hereby authorized and directed to execute and deliver such further agreements, assignments, pledges, instruments, consents and any other documents ancillary to the LOU as necessary, proper and/or advisable in the determination of any Proper Representative (as defined below) and the payments related thereto as set forth above; and

BE IT FURTHER RESOLVED, that any officers of the Schools or their designee as well as the School's Executive Director (each, a "Proper Representative"), be and hereby is authorized and directed, jointly and severally, to execute and deliver the LOU and any other documents consistent with the LOU described above and such further agreements, assignments, pledges, instruments, consents and documents ancillary to the LOU necessary in the determination of any Proper Representative in the name and on behalf of the Schools, and to pay all such expenses and taxes as in their judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions heretofore taken by any Proper Representative, for and on behalf of the Schools in connection with the LOU, including, but not limited to, the execution of the LOU shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby ratified and approved.

Recommended Gary Wood. Second Mickey Revenaugh. Unanimous consent for adoption at meeting with quorum.

Resolution: Authorization of Submission of NYSED Annual Report

- The Board of Trustees moves to authorize the Chair to certify and submit the Annual Report for Brooklyn Laboratory Charter School by the July 31, 2019 deadline.
- The Board of Trustees moves to authorize the Chair to certify and submit the Annual Report for Edmund W. Gordon Brooklyn Laboratory Charter School by the July 31, 2019 deadline.

Recommended Gary Wood. Second Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: Authorization to Submit the XQ Grant Annual Report

The Board of Trustees authorizes the Executive Director and Chief Financial Officer to submit the Annual Report regarding the approved revised budget to the XQ Super Schools Institute on August 30, 2019.

Recommended Sujata Rajpurohit. Second Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: Special Education Services Regulatory Compliance
Whereas the New York City Department of Education (DOE) recently published a Guide to Special Education Procedures for Students Attending Charter Schools. This document provides updated procedures on how the DOE and charter schools should work together to ensure that students with disabilities receive meaningful educational benefit.

Whereas, the School is committed to ensuring that all scholars we serve receive a high-quality education. One of the core components of this priority is the acceleration of learning and instruction, which includes clear and compliant protocols and supports. Clarity and strong systems are particularly critical to ensuring a high-quality education for students with disabilities.

Whereas, as the Local Educational Agency (LEA) for students with disabilities attending Brooklyn Laboratory Charter Schools, the NYCDOE is responsible for providing oversight to our implementation of IEPs. The DOE provides detailed guidance and procedures for how the NYCDOE and charter schools should work together to ensure that students with disabilities attending charter schools receive a free, appropriate public education, in the least restrictive environment appropriate for each individual student.

Whereas, the Board is committed to implementing best practices to best serve students with disabilities attending the School.

Whereas, the School understands that relevant and applicable laws, regulations, and policies may change over time, and we are always working to refine our practices and guidance.

Therefore, the School embraces the DOE's guidance as a living document and set of best practices, which will inform the School's ongoing work to remain current and compliant in our scholar services work. The School will use the guide in conjunction with the NYCDOE's Special Education Standard Operating Procedures Manual (SOPM).

Recommended Adrien Seigfried. Seconded Sujata Rajpurohit. Unanimous consent for adoption at meeting with quorum.

Resolution: Request for Approval for Innovative Charter School Programming -
Whereas, Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School are prepared to offer an innovative approach to special education and services that is different from the New York City Department of Education's continuum of Special Education Services.

Whereas, through Charter Application materials, Charter Revision Materials, and Charter Renewal Materials, the Schools have outlined the programmatic, academic staffing, and budgetary components of the Schools' unique approach.

Whereas, the School is seeking explicit approval from our Authorizer -- the New York State Education Department Board of Regents -- in order to constitute and operate an Innovative Charter Program to serve students with specific Special Educational Needs.

Whereas, the School will provide to the Authorizer a brief and clear description of the Innovative charter program that can be placed on the IEP's "Present Levels of Performance" and "Recommended Special Education Programs and Services" sections. If approved, the innovative charter program should be labeled with "innovative charter program" or "ICP" on the IEP with the accompanying description.

Therefore, the Board of Trustees has reviewed and considered this matter, and the Board authorizes the Board Chair to direct the preparation and submission of a request to the Charter School's Office to formally approve our Innovative Charter Program.

Recommended Gary Wood. Seconded Walter Loughlin. Unanimous consent for adoption at meeting with quorum.

Resolution: Direction to Submit a Revised Facilities Plan for 2019-2020 to NYSED

Whereas Brooklyn Laboratory Charter Schools has rented facilities at 240 Jay Street, 25 Chapel Street, and 77 Sands; and

Whereas the NYC Department of Education has requested clarification regarding the siting plan for each Charter, in order to calculate lease assistance;

Whereas the School's Board and management take the obligations to seriously to be in compliance with Education Law §2853(1)(b-1);

Whereas the broader, multi-year effort by the Board to move towards full compliance with the Law entails coordination with the time horizon for leasing facilities, securing financing, completing renovation of the facilities, recovering from the water damage at 77 Sands, and programming of academic and school programming given available space and the law;

Whereas the Board has formulated a plan to address the issue over the course of several years, which has received formal approval from the Board of Regents;

Whereas the Board is disciplined about waiting to receive final approval from the Charter Schools Office prior to conveying the plans for the 2019-2020 school year, in order to ensure that facilities and programmatic planning receive full advance clearance from NYSED;

Therefore, the Board authorizes the Executive Director to finalize and submit to the NYSED Charter Schools Office an updated and revised facilities plan.

Recommended Gary Wood. Seconded Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: Determination of Amount of Uncollectible Receivables and Write-off
Whereas the School submitted an invoice to its landlord for the 40 Flatbush Avenue Extension building representing the landlord's share of HVAC system installation, and recorded this on the School's accounting records as an account receivable in FY2018;

Whereas School management is currently working with its architect to determine what may have been paid for by the landlord for the HVAC system;

Whereas the landlord may have contributed to costs of installing the HVAC system, and by doing so, resolved partly or wholly its obligation represented by the invoice;

Therefore, the Board authorizes the Executive Director to determine and negotiate any monies owed by the landlord, and to make accounting entries to adjust the accounts receivable balance, including writing off the entire balance.

Recommended Gary Wood. Seconded Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution: Affirmation of the FY2019 Paid Time Off Liability
Whereas it is the policy of Brooklyn Laboratory Charter Schools to allow non-instructional employees to carry over all earned and accumulated Paid Time Off (PTO), and;

Whereas it is the policy of BLCS to pay out earned and accumulated PTO when an employee leaves the employment of BLCS, and;

Whereas the estimated value of earned and accumulated PTO has reached a level that is material from the perspective of financial reporting;

Therefore, BLCS management seeks approval from its Board of Trustees to record the value - recording in the PTO reconciliation schedule - as a liability on its June 30, 2019 balance sheet, as reviewed and approved in the Finance Committee.

Recommended Gary Wood. Seconded Adrien Seigfried. Unanimous consent for adoption at meeting with quorum.

Resolution Providing Board Affirmation of Eric Tucker's Parental Leave and Paid Time Off Balance

Whereas at the time of the birth of Eric Tucker's first child, in April 2015, Brooklyn Laboratory Charter School had a practice of allowing established employees 6 weeks worth of fully paid time off as parental leave;

Whereas at the time of the birth of Mr. Tucker's second child, in February 2018, the School had both a policy in its employee handbook as well as a practice of allowing certain eligible employees 6 weeks worth of fully paid time off as parental leave, where employees have worked for the School for at least 12 months;

Whereas the School was at critical periods in its growth and establishment, and thus, the Board and Mr. Tucker coordinated to ensure that core functions were fulfilled - by agreeing to calculate as general paid time off the equivalent to the 12 weeks of total formal paid parental leave that he was allowed;

Whereas the Board previously discussed Mr. Tucker's paid parental leave, including with respect to organizational needs and planning, and envisioned that this leave could be taken at a later time, without expiring, and could thus be recorded as Paid Time Off (PTO); and

Therefore, the Board is requested to grant Mr. Tucker PTO commensurate with the leave that he was entitled to after the birth of his children but chose to delay in service of the mission. Based on the School's practices and policies in effect, this PTO equals 480 hours (6 weeks x 5 days a week x 8 hours a day x 2 periods of parental leave).

Recommended Gary Wood. Seconded Walter Loughlin. Unanimous consent for adoption at meeting with quorum.

- Notes: The Board raised the larger issue of parental leave and PTO. The Board committed to a pathway to address the broader issue.

Resolutions: The Board moved the below resolutions in aggregate

- The Board voted to approve the minutes of the June 2019 and July 2019 Board Meetings.
- The Board voted to approve and sign the Cortex End User License Agreement for 2019-2020.
- The Board voted to approve and sign the 2019-2020 Data Sharing Agreement between Brooklyn LAB and InnovateEDU.
- The Board voted to provide signature authorization for Eric Tucker, Executive Director, to sign Title 1, Title 2, and Title 4 Applications on behalf of Edmund W. Gordon Brooklyn Laboratory Charter School and on behalf of Brooklyn Laboratory Charter School.
- The Board voted to approve the 77 Sands Safety Plan.

- The Board voted to approve the selection and execution of agreement with the following Vendors:
    - WCD
    - Venable
    - Westerman Construction Company
    - Urban Projects Collaborative
    - AKA Architecture
    - Steamatic
    - Richard Hoffman and Associates
    - American Fire
    - Goodman Gables Gould

Sujata Rajpurohit moved to adopt the above resolutions, after due consideration. Adrien Seigfried seconded. Motion to approve these resolutions approved unanimously. Unanimous consent for adoption at meeting with quorum.

Progress Updates

NYSED ELA and Math Test Score Review

ELL Compliance Update

October Business
The Board moved to approve the 2018-2019 Organizational Chart, as amended.

Meeting of the Board of Trustees

July 24th, 2019, 6:00pm

DRAFT Minutes

240 Jay Street, Brooklyn, NY 11201

Board Members Present in Person: Walter ' Pat' Loughlin, Martha 'Mickey' Revenaugh, Sujata Rejpurohit, Tokumbo Shobowale, Adrien Siegfried

Board Members Participating via Teleconference: Nadine Augusta, Gary Wood,

Others Present: Eric Tucker, James Sayer, Jonathan Flynn, Greg Rodriguez, Reid Phillips (CSGF).

Others Present via Teleconference: David Samuels, Julia Matthews, Laura Scully, Steve Literati

Introductions:

The Board Meeting was called to order at 6:02 pm**.**

Agenda Sections:

1. Governance and Updates
2. Finance Committee
3. School Policy Review and Approval Resolutions
4. Additional Resolutions and Notices

Governance and Updates

Non-Profit Governance Update

David Samuels, who was retained by the board as independent outside counsel for the organization provided an update regarding Board process improvements. This included:

- Provision of resources and summaries related to the Board governance training, due diligence review, and recommendations.
- Preparation and finalization of a report focused on due diligence review and recommendations.
- Board and counsel review of materials shared with New York State Education Department.
- Recent requests from the Office of Audit Services.
- Coordination of next steps.

Core Policy Updates

- The Board moves to adopt the revised Brooklyn Laboratory Charter Schools Scholar and Family Handbook, as amended, including the updated Code of Conduct, as amended.
    - James Sayer provided an update regarding the proposed revisions to the Scholar and Family Handbook.
    - Tokumbo Shobowale made a motion to adopt this resolution. Adrien Siegfried seconded the motion. The vote to approve the resolution was unanimous.

- The Board moves to approve the revised Brooklyn Laboratory Charter Schools 2019-2020 Employee Handbook, as amended.
    - Laura Scully (counsel to the School), provided a briefing to the Board regarding the revisions to the Employee Handbook.
    - Sujata Rejpurohit made a motion to adopt this resolution. Tokumbo Shobowale seconded the motion. The vote to approve the resolution was unanimous.

High School Academic System updates

Greg Rodriguez, High School Director, reported on improvements in academic and talent systems, including:

- Scholar advising and the College Success Counseling team.
- Academic systems and work to deepen and strengthen the implementation of the Pre-Advanced Placement program.
- Leadership Team High School experience and continuity.
- Leadership collaboration with the new Chief Academic Officer.

Briefing of the Board Regarding Analysis and Updates from JM Collaborative

Julia Matthews briefed the Board on her applied research on the InnovateEDU LAB Corps Fellowship and conclusions to date. The focus of the briefing included:

- The stream of work refining and building out the Theory of Action, Performance Framework, and Board Dashboard. The Board reviewed interim deliverables regarding the efficacy of the InnovateEDU LAB Corps Fellowship and reviewed next steps.
- The stream of work regarding the financial analysis of InnovateEDU invoices, and of the financial reasonableness and value of the agreement and program. This applied research includes analysis of both actual expenses and of a range of comparables.
- The affirmation of the June direction by the Board to expand the JM Collaborative scope of work in order to further analyze the degree to which the engagement is fair, reasonable, and in the best interest of the school.

The Board then reviewed and considered the below resolution.

Resolution regarding the ongoing engagement of JM Collaborative

Whereas: the Board has engaged JM Collaborative to review and inform the Board's assessment regarding the performance of InnovateEDU under the agreement between InnovateEDU and Brooklyn Laboratory Charter Schools and consistent with the terms of the School's Charter, including a review of documentation related to program configuration and performance (such as interviews, case studies, internal reports and sole source justifications, surveys, observations, existing logic models, and other available data);

Whereas: the Board has engaged JM Collaborative to review and support the Board's deliberations and conclusions regarding the degree to which the engagement is fair, reasonable, and in the best interest of the School -- including working to distill the LAB Corps Fellowship program model into

a short, digestible set of oversight materials that will codify the program's logic model and associated measurement framework;

Whereas: the Board has engaged JM Collaborative to support Board efforts to encapsulate and produce a theory of action and Board dashboard to support oversight of InnovateEDU's performance under the agreement - which includes providing recommendations to the School's Board of Trustees regarding domains for program improvement and oversight focus;

Whereas: the Board has engaged JM Collaborative to validate these recommendations with key individuals, including through site visits and meetings, conducting several group and individual background interviews, and refining recommendations based on this feedback from key individuals;

Whereas: the Board additionally and incrementally engaged JM Collaborative to conduct an analysis comparing the current approach of outsourcing the LAB Corps Fellowship to the potential cost of directly hiring uncertified teachers as Fellows in house; which entailed an analyses of the economics of the Fellowship, including the real expenses incurred by InnovateEDU to operate the Fellowship;

Whereas: the Board has reviewed and considered the various analyses delivered by JM Collaborative to date;

Therefore: the Board authorizes the Board Chair, Board Treasurer, or Chief Financial Officer to execute amendments to the JM Collaborative engagement letter. The new scope is directed by the Board, and represents an additional, incremental set of applied research and analysis in order to further and better understand the degree to which the Board's contracting with for the InnovateEDU LAB Corps Fellowship is fair, reasonable, and in the best interest of the School. Given the lack of competitive responses to the 2019-2020 RFP for these services, the Board is further looking to explicitly consider relevant comparables and market practices for similar services to those provided by InnovateEDU. This scope aims to review the extent to which it would be practical, reasonable, and available to secure alternate services similar to those contracted for by InnovateEDU.

7:00pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the below resolutions.

Tokumbo Shobowale made a motion to adopt this resolution. Adrien Siegfried seconded the motion. The vote to approve the resolution was unanimous.

Update Regarding the Insurance Claim Process

Gary Wood and Walter Louglin shared the following update regarding the insurance claim process:

The real estate working group and Venable provided updates to the Board regarding the Insurance claims for 77 Sands, including that:

- By June 30, 2019, the post-water damage insurance claims for construction, partial payment of repairs, and furniture and fixtures were submitted to the insurer under both policies (the "Claim").
- The School is still in the process of completing its business interruption claim.

- The Board and management team are being advised extensively by Legal Counsel: Jessie Beeber (a Partner in Venable's Commercial Litigation Group with extensive expertise in insurance coverage and liability), Suzanne St. Pierre (a Partner in Venable's Real Estate Practice Group with broad experience supporting negotiating transactions involving a wide variety of commercial real estate development matters); and Ashley Dunn (from Venable's Real Estate Practice Group with a specialty in construction management contracting on complex projects).
- The Board is continually updated by the management team, Venable, and Goodman Gable Gould (GGG) – the insurance public adjuster engaged by Venable to assist with the the School's property insurance claims in the wake of the water damage. These updates concern the insurance claim process, including communications with the insurer, aspects of the coverage, documentation of the water damage, provision of timely notice and any claim settlement offers.
- GGG has the expertise and capacity to support the School to maximize insurance recovery in order to repair and rebuild in the face of the water damage experienced. As a leading public adjusting firm, GGG was engaged immediately after the flood as a result of a competitive selection process in order to provide recovery assistance with a high level of expertise, experience, advocacy, and service to help the School recover from the property loss related to the water damage. The Board is providing oversight every step of the way focused on this maximization effort.
- The Board has been advised, based on GGG's communications with the insurer's adjuster, that the insurer may not accept all items included in the Claim. Working with GGG, Venable, WCD (environmental consultants), and UPC (owner's representative and project management), the School intends to vigorously dispute any such denial while expeditiously moving the adjustment process forward to completion.
- The Board has received and reviewed working drafts of the Sources and Uses and Budget Variance Reports and other schedules necessary to oversee the construction and claim process.

Resolution Regarding the Engagement of the WCD Group

Whereas: The WCD Group has represented that it has extensive knowledge of environmental safety and health issues combined with decades of expertise in the real estate, construction, remediation, property management and insurance industries, and a thorough understanding of claims and litigation;
Whereas: The WCD Group has represented that it has the capacity to ensure that the Board and management team understand the business and health implications of environmental and construction risk issues related to the water damage and related losses, and the WCD group has represented that it has the ability to help eliminate or mitigate that risk and protect and restore the School's facilities.
Whereas: The WCD Group has submitted a proposal to support robust environmental inspection, remediation bidding services, water damaged paint removal procedures, water damage investigation procedures, dust control protocols for completion of construction, oversight of remediation and dust control procedures, and post construction and post remediation verification air and environmental survey;

Whereas: The Board and management have reviewed and provided feedback on a draft agreement for the School's counsel, Venable LLP to engage the WCD Group and believes it is well-designed to protect the School's interests;
Therefore: The Board hereby authorizes the Board Chair, Executive Director or Chief Financial Officer, or other appropriate designee to authorize Venable to execute an agreement to engage the WCD Group to support the water damage recovery work underway at 77 Sands.

Adrien Siegfried made a motion to adopt this resolution. Sujata Rejpurohit seconded the motion. The vote to approve the resolution was unanimous.

Enrollment Update
Jonathan Flynn provided and update regarding accepted seats, waitlist, and new applications. A substantive conversation regarding the report and summer and fall plans ensued.

Finance Committee Items

Resolutions Proposed by the Finance Committee of the Board of Trustees:

The Finance Committee recommends the following resolutions for adoption on a Finance Committee Agenda Items for the July Board of Trustees meeting.

Resolution #1: Approval of FY 2020 Budget

Whereas: The Finance Committee has received a Fiscal Year 2020 Budget for each charter and Cash Flow Forecast, and has had time to review and discuss these items, and to offer suggestions and revisions to School management;

Whereas: The Finance Committee has received a Cash Flow analysis, the Management Report, and the 5-Year Pro-Forma;

Therefore: The Board approves the Fiscal Year 2020 Budget for the 2019-2020 School Year for Brooklyn Laboratory Charter School and for the Edmund W. Gordon Brooklyn Laboratory Charter School.

Resolution #2: Approval of Contract with Westerman Construction Company, Inc. as construction manager for FY20 work to be performed to repair damage to 77 Sands building between June 2019 and January 2020

Whereas: The School has worked with its public adjuster (Goodman, Gould and Gable "GGG"), its owner's representative (Urban Projects Collaborative "UPC"), and its architect and engineer team (AKA Studios "AKA") to create specifications of construction work and to publish a Request for Proposal (RFP) for this construction work;

Whereas: UPC distributed the RFP to at least seven prospective firms and published the RFP, subsequently scheduled and conducted walkthroughs of 77 Sands with interested firms, and received multiple-bids;

Whereas: UPC and the School completed a bid analysis, that included Construction Manager references and capacity, Project Manager references and capacity, Superintendent references and capacity, insurance and agreement components;

Whereas: The School, along with its advisors (GGG, UPC, and the law firm Venable) have evaluated the response received from Westerman, and have negotiated a final agreement acceptable to both parties;

Whereas: The construction work ("the Project") includes two separate and distinct scopes of Work: (1) certain repair, replacement and restoration Work to address significant water damage and other impacts to areas of the Project Site resulting from a water infiltration incident which occurred in February 2019 (the "Water Damage Repair Scope") in order to restore the affected areas of the Project Site (the "Original Work"); and (2) certain additional interior fit-out Work which was not completed as a part of the Original Work (the "Day 2 Scope"), which Day 2 Scope includes miscellaneous interior fit-out signage, cooling and ventilation, and installation of a feature wall at the communicating staircase;

Whereas: for the convenience of School, and to avoid coordination and other issues that could arise if the Water Damage Repair Scope and Day 2 Scope were performed simultaneously with separate contractors, the School wishes to enter into a single construction agreement with a Construction Manager ("CM") for the concurrent and coordinated performance of the Water Damage Repair Scope and the Day 2 Scope (each, a "scope", and collectively, the "Project") by one construction team, and CM is willing to do so, all upon the terms and conditions set forth in this Agreement;

Whereas: In order to comply with funding and other requirements for the Water Damage Repair Scope, the costs associated with each of the Water Damage Repair Scope and the Day 2 Scope will be accounted for separately within the guaranteed maximum price (as more particularly described herein, "GMP") for the Project, and CM shall include in each Requisition an allocation of the costs set forth therein with respect to each of the Water Damage Repair Scope and the Day 2 Scope;

Whereas: at the June Board meeting, the Board adopted a resolution that authorized the Finance Committee and Management Team to review proposals and select a firm, consistent with the School's Fiscal Policies and Procedures. Whereas, that June Board resolution authorizes the Board Chair to execute, or delegate the negotiation and execution of, an agreement to contract for renovation work.

Therefore: the Board grants the authority to BLCSs Executive Director or Board Chair to execute the negotiated agreement with the selected firm, effective June 20, 2019. This Construction Management agreement will be by and between Brooklyn Laboratory Charter Schools (Owner) and the selected Construction Manager, and will be Dated as of June 20, 2019;

Therefore: the Board further grants the authority to the BLCSs Executive Director or Board Chair to execute the negotiated guaranteed maximum price ("GMP") agreement;

Resolution #3: Approval to negotiate and execute an agreement with InnovateEDU to provide services related to the recruitment, employment, and supervision of fellows to staff the School's tutoring and individualized instruction program

Whereas: The School published a Request For Proposal (RFP) for the provision of tutoring services, and distributed that RFP to a number of potential providers;

Whereas: A third-party consulting firm (JM Collaborative) was retained by the Board to analyze the costs of a wide range of organizations that provide similar tutoring services and costs for organizations that provide services that support the recruitment, selection, on-boarding, supervision, and development of educators;

Whereas: This third-party analysis shared conclusions about the value of the InnovateEDU fellowship, including that:

- The InnovateEDU LAB Corps Fellowship program provides a valuable service to the school, both because of the Fellows' direct effect of student achievement and because the program serves as a talent pipeline for the school, thereby reducing teacher recruitment, selection, and on-boarding costs;
- Fellowships/Residencies frequently operate as separate entities from the schools they serve because the competency of recruiting, selection and training of novice instructors is fundamentally different from Brooklyn LAB's core competency of running a school;
- This analysis demonstrates that though these services could warrant a premium price because of their value, Brooklyn LAB is in the fortunate position of receiving them below market cost through the InnovateEDU agreement; and
- Because InnovateEDU recruits, selects, and trains Fellows and charges a fraction of this cost to Brooklyn LAB, the School is able to afford these services; were Brooklyn LAB to attempt to bring this program in house, the program financials would likely be unsustainable and Brooklyn LAB might be forced to cut back upon, additionally fundraise for, or entirely eliminate a historically successful Fellows program.

Whereas: this third-party analysis concluded that the Fellowship program, as operated by InnovateEDU, provides a crucial service to Brooklyn LAB, a service which Brooklyn LAB would not have access to otherwise, including that:

- Though the Fellowship program would be worthwhile because of its direct benefits to student achievement alone, it serves an added benefit of providing a talent a pipeline into the Residency;
- Because of the Fellowship program, Brooklyn LAB avoids incurring over $300K of recruitment, selection, and on-boarding costs;
- Additionally, the Fellowship program has a clear, transparent end at 11 months, which provides a valuable pause point before the start of the Residency; after the InnovateEDU Fellowship, both the Fellow and Brooklyn LAB can identify whether the Fellow is a good fit for the Residency. Where that is not the case, the Fellow can gracefully exit in pursuit of other opportunities without complications; and

- Furthermore, hiring through the Fellowship provides the added benefit of generating a significant pipeline program for Special Education teaching candidates, which is a particularly difficult and important to fill vacancy area in New York City.

Whereas: a range of other talent and programmatic experts provided compelling analysis and rationale to the Board for the outsourcing of this service, and continuing to prioritize this component of the School's approach;

Whereas: the School's Board has put in place procedures for evaluating and managing related party transactions (such as the one with InnovateEDU), and is satisfied that such procedures were followed in this instance;

Whereas: Brooklyn Laboratory Charter School (the "School") has had various business and contractual relationships and dealings in recent years with a separate corporation, Innovate EDU ("Innovate");

Whereas: Erin Mote, who is the chief executive of Innovate, is a co-founder of the School and the wife of Eric Tucker, a co-founder and the Executive Director of the School;

Whereas: the Board of Trustees of the School (the "Board") has previously approved various contractual relationships, dealings, and contracts between the School and Innovate, with knowledge on the part of the members of the Board of (a) Erin Mote's position with Innovate and (b) Erin Mote's relationship with Eric Tucker;

Whereas: the Board considers the FY20 contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY20;

Whereas: the Board is properly reviewing and approving a contractual relationship and contract being put in place between Innovate and the School;

Whereas: The Board, following overview and discussion of the proposed LAB Corps Fellowship Services Agreement, the Board is directing the Management team to execute a LAB Corps Agreement with InnovateEDU for the 2019-2020 School Year;

Therefore: The Board unanimously approved the following (with Mr. Tucker having left the room prior to the deliberation and vote). Furthermore, the Board of Trustees authorized the Board Treasurer and Chief Financial Officer to negotiate an agreement with InnovateEDU to provide tutoring/individualized instruction services for the fiscal year ending June 30, 2020; and to evaluate and ensure the quality and satisfaction of these services on an ongoing basis throughout the fiscal year.

At 7:50pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the below resolutions.

Resolution #4: To establish a temporary schedule of authority for transactions and commitments for the school while the Executive Director and Chief Financial Officer are out of the office in early July

Whereas: The Executive Director will be on vacation out of the country for several weeks at the beginning of July, and the CFO will be recovering from surgery during early July;

Whereas: The 77 Sands summer construction management is underway, and requires timely approval and decision making in order to stay on schedule;

Whereas: From time to time during this period, the Executive Director or the CFO might not be available to respond timely to requests for approval and mobilization -- which would impact the construction calendar.

Therefore: The Finance Committee approves the following temporary schedule of authority for the first half of July, in order to avoid work stoppages:

Transaction or Commitment	**Current Approvers**	**Temporary Approvers**
Payroll	Executive Director and CFO	No change, but payroll journal needs to be sent by July 9
Approval of Disbursements over $25,000 related to construction at Sands	Executive Director and CFO	Member of Board Real Estate sub-committee and CFO
Signature of checks above $25,000 not related to construction at Sands	Executive Director and CFO	Board Treasurer or Board Chair and CFO
Authorization of Construction Manager to execute GMP or Cost Plus agreements with Subcontractors, consistent with the Construction Manager agreement and per the recommendations of the Owner's Representative	Executive Director and CFO	Gary Wood as point person Real Estate Subcommittee (Gary Wood, Martha 'Mickey' Revenaugh, Tokumbo Shobowale, and Adrien Siegfried)

Resolution #5: Authorizing the Execution of the Second Amendment to the Loan Agreements with Capital Impact Partners and Nonprofit Finance Fund

Whereas: A Second Amendment to Loan Agreement has been negotiated and prepared for the respective agreements with Capital Impact Partners and Nonprofit Finance Fund ("the Lenders"); and

Whereas: Lenders made a loan to Borrower, which such Loan is evidenced by that certain Loan Agreement, dated as of July 30, 2018 as amended by that certain First Amendment to Loan Agreement dated as of April 30, 2019 (as amended, the "Loan Agreement"); and

Whereas: pursuant to the First Amendment to Loan Agreement, the Project Completion Date was extended to December 31, 2019, prior to which Borrower may submit Requisitions for reimbursement and payment of construction costs in connection with the Project; and

Whereas: the Loan has not been fully disbursed on or prior to the date hereof and Borrower requires an additional Advance of Loan Proceeds to complete certain construction items related to the Project and completion of the Improvements; and

Whereas: in order to accommodate the Borrower's Requisition for Loan Proceeds in order to complete the Project, Lenders have agreed to make a one-time Advance (the "Final Advance") to Borrower; and

Whereas: Lenders and Borrower have agreed to amend the Loan Agreement as hereinafter set forth.

NOW, THEREFORE: the Board of Trustees approves the execution of an agreement codifying the following modifications and representations and warranties:

1. Modifications. Lenders hereby agree to make the Final Advance in an amount not to exceed the Final Advance Amount provided that (a) Borrower has satisfied all other conditions to Lenders' obligation to make an Advance (other than the breach of any representations, warranties or covenants resulting exclusively from the recent flood affecting the Improvements and damage caused thereby- the "Flood") (b) Lenders have approved the Requisition submitted by Borrower in connection with the Final Advance, and (c) shall have made the same or similar agreement with Borrower as is set forth herein between Lenders and Borrower.

2. Representations and Warranties. Borrower represents and warrants to Lenders that, except for the breach of any representations, warranties or covenants resulting exclusively from the Flood : (a) Borrower is not in default under the Loan Agreement, the Promissory Note, or any other Loan Document; (b) there does not exist any act, event, or circumstance, which, with the giving of notice or the passage of time or both, would constitute a default under any of the Loan Documents; (c) to the actual current knowledge of Borrower, all other representations and warranties that are not affected by the Flood that are set forth in the Loan Agreement are true, accurate and complete in all material respects; and (d) the officer executing this Amendment has the authority to do so.

Resolution #6: Resolution Supporting Non-Material Revision to the SY19-20 Enrollment Table

Whereas: The Board of Trustees of BLCSs respectfully requests a one year only, time-limited reduction in LAB's enrollment table for the 2019-2020 school year from a total enrollment of 865 to a total enrollment of 607 (the "Request").

Whereas: BLCSs makes this Request for a non-material charter revision for LAB, to enable BLCSs to temporarily and on an interim basis respond to the water damage sustained at 77 Sands on February 3, 2019 through a reduction in the enrollment table for LAB for the 2019-2020 school year.

Whereas: The direct cause of the Request is extensive water damage at 77 Sands Street, Brooklyn, NY 11201, caused by a burst pipe on February 3, 2019. As of the date of this Request, repairs of that damage are still underway, and BLCSs does not anticipate the building being fully restored until at least January, 2020.

Therefore: The Board of Trustees approves the Board Chair to submit a request for a non-material revision to the charter of Brooklyn Laboratory Charter School ("LAB" or the "School") that would enable BLCSs to recover and restore the 77 Sands facility in the wake of the February 3, 2019 water damage sustained at that facility – by temporarily and on an interim basis reducing LAB's enrollment table across grades six (6)through eleven (11) for the 2019-2020 school year.

Resolution #7: Execution of FY20 XQ Super Schools Agreement

2019-2020 XQ Agreement Negotiation and Execution

BE IT RESOLVED THAT the Board of Trustees authorizes the Executive Director to negotiate and execute a 2019-2020 XQ: Super Schools Institutes Grant Agreement focused on those high school budget lines and sets of work that were reviewed by the Finance Committee at the June 25, 2019 meeting. This agreement is consistent with previously negotiated terms - and with submitted budget and milestone documentation; and

BE IT FURTHER RESOLVED, that an officer of the School or the Board's designee, be and hereby is authorized and directed, jointly and severally, to execute and deliver the Grant Agreement, in the name of and on behalf of the School, and to pay all such expenses as in their judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions.

Resolution #8: Assignment of Construction Manager Contract with Westerman Construction

Whereas: Brooklyn Laboratory Charter Schools has an obligation under the Loan Documents to assign the construction management agreement with Westerman Construction to Capital Impact Partners and the Nonprofit Finance Fund.

Therefore: The Board authorizes the Executive Director to execute an assignment of contract documents and to pursue Construction Manager consent to assignment of contracted documents.

Resolution #9: Approval of execution of major contracts

Review, approve the Executive Director and / or Board Chair to execute, and affirm the resolution the following documents and make appropriate corresponding payments for the below:

- Approval for the Executive Director or Chief Financial Officer to make a payments, as approved by the Board in writing, pursuant to summer construction mobilization and environmental testing at 77 Sands.
- The Board moved to authorize the Executive Director or Chief Financial Officer to

negotiate and execute agreements with the following service providers:

- Charter School Business Management
- Revolution Foods
- Urban Projects Collaborative
- Olmstead
- TNTP
- Venable LLP
- K&L Gates
- Cohen Schneider LLP
- LevelField Partners
- Charter Board Partners (Education Board Partners)
- PKF O'Connor Davies

- The Board authorized the Executive Director or Chief Financial Officer to make rental payment pursuant to the Lease agreement with Friends off Brooklyn Laboratory Charter Schools, Inc.
- The Board authorizes the Executive Director or Chief Financial Officer to make a mobilization payments to Westerman Construction for the renovation of 77 Sands.

Tokumbo Shobowale made a motion to adopt the resolutions recommended by the Finance Committee. Walter Loughlin seconded the motion. The vote to approve the resolution was unanimous. As noted above, Eric Tucker was out of the room for the discussion and vote, as it involved InnovateEDU.

School Policy Review and Approval Resolutions

Resolution: The Board moves to approve the below policies and procedures for the 2019-2020 school year. The Board acknowledges that the below policies are pending approval from the NYSED Charter Schools Office (CSO).

- The Board moves to adopt the revised Brooklyn Laboratory Charter Schools Scholar & Family Handbook, as amended, including the updated Code of Conduct, as amended.
- The Board moves to approve the revised Brooklyn Laboratory Charter Schools 2018-2019 Employee Handbook, as amended.
- The Board moves to affirm the adoption of the Third Amended and Restated By-Laws for Brooklyn Laboratory Charter Schools.
- The Board moves to adopt the Brooklyn Laboratory Charter Schools Complaint Policy and Procedures.
- The Board moves to approve the Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
- The Board moves to approve and adopt the Brooklyn Laboratory Charter Schools 2019-2020 School Year Calendars. (Administrative Calendar & Scholar Calendar**)**
- The Board moves to approve the Brooklyn Laboratory Charter Schools FOIL Policy.
    - Per the FOIL Policy, the Board designates a BLCS Records Access Officer.
- The Board moves to adopt the revised FERPA Policy for Brooklyn Laboratory Charter School.

- The Board moves to adopt the revised FERPA Policy for Edmund W. Gordon Brooklyn Laboratory Charter School.
- The Board moves to approve the Brooklyn Laboratory Charter Schools Conflict of Interest Policies.
    - The Board members are asked to sign the Annual Conflict of Interest Disclosure form.
- The Board directs the preparation of a revised Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual, for the October 2019 Board meeting.
- The Board moves to adopt an Admissions Policy for Brooklyn Laboratory Charter School, as amended.
- The Board moves to adopt the Admissions Policy for Edmund W. Gordon Brooklyn Laboratory Charter School, as amended**.**
- The Board moves to adopt the revised Brooklyn Laboratory Charter Schools Code of Conduct, as amended.

Sujata Rajpurohit made a motion to adopt these resolutions. Adrien Siegfried seconded the motion. The vote to approve the resolution was unanimous.

Additional Resolutions and Notices

Resolution Regarding the Execution of an Employment Agreement with the Executive Director
The Board moves that the Board Chair executed an employment agreement to engage Eric Tucker as Executive Director of Brooklyn Laboratory Charter Schools for the 2019-2020 School Year.

Board authorizes the Board Chair to finalize an employment letter for the Executive Director for 2019-2020, consistent with the performance management and annual evaluation process.

Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the below resolutions.

Tokumbo Shobowale made a motion to adopt this resolution. Adrien Siegfried seconded the motion. The vote to approve the resolution was unanimous.

Schedule of Board Meetings
Doodle poll's will continue to be used to finalize the regular, recurring dates and times of full Board meetings, Finance Committee meetings, and Academic Committee meetings. In September, monthly Board meetings will return to the regular schedule of the first Monday of the month, or at dates and times determined by the poll. The location of the meetings shall move to 77 Sands, 12th Floor, when summer renovation work is complete. The Board's monthly meetings and committee meetings will continue to be publicly noticed.

Review and Ratification the Oversight and Performance Evaluation Plan for the Executive Director and the Staff

Whereas: Over the course of three years, and under the oversight of then Vice Chair Corey Scholes

and the Academic Committee, the Board and School undertook a feedback-rich, iterative, evidence-based, systematic effort to understand challenges and improve talent and performance management systems and mindsets;

Whereas: The Board and School undertook an extensive review and systems improvement process in order to better assess the sources of, and potential solution set to, human capital and performance management challenges;

Whereas: The Board and School have codified performance management and talent values, and made explicit that the development of talented people is core to our values, that the School's greatest asset is our people, that the School is a learning organization, that the School is in a period of significant systems improvement and of grade span expansion, and that talent investments lead to better outcomes for LAB scholars;

Whereas: The School is working, on an ongoing basis, to strengthen the talent lifecycle and the Performance Management arc of the year;

Whereas: The School recognized that being systematic and rigorous in our approach to talent development is how we will succeed together and grow together; and that all managers and employees have shared ownership and accountability for living our performance management system daily;

Whereas: It is an important component of every manager's role is to be world class at talent development and performance management;

Whereas: The School aims for few surprised -- for clarity on approach, frequent communication, raise questions early.

Therefore: The Board moves to ratify the Supervision and Performance Evaluation Plan for the Edmund W. Gordon Brooklyn Laboratory Charter School;

Therefore: The Board moves to ratify the Supervision and Performance Evaluation Plan for Brooklyn Laboratory Charter School

Therefore: The Board moves to continue to employ the Executive Director Evaluation Toolkit.

Adoption of Organization-Wide and Charter Specific Goals

Academic goals
Moved that the Board approve the LAB Academic Goals for the Edmund W. Gordon Brooklyn Laboratory Charter School.

Performance goals for the school leader and the evaluation system
Move that the Board approve the performance goals for the school leader and the evaluation system.

Performance goals for school administrators and non-instructional staff

Move that the Board approve the performance goals for school administrators and non-instructional staff.

Performance evaluation criteria and design plan for teachers
Move that the Board adopt the performance evaluation criteria and design plan for teachers.

Tokumbo Shobowale made a motion to adopt these resolutions, after discussion. Adrien Siegfried seconded the motion. The vote to approve the resolution was unanimous.

Adjournment:
The Board Meeting was adjourned at **8:21pm.**

2020/21 High School Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Term	Wk	Federal holidays / notes
	26	27	28	29	30	31	1			
Aug 2020	2	3	4	5	6	7	8			Virtual Orientation Day and Family Night (8/4)
	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22		3	Prep Academy All Students and all 9th Graders (8/19-8/28)
	23	24	25	26	27	28	29		5	Prep Academy All Students (8/19-8/28)
	30	31	1	2	3	4	5		5	First Day of School for All Scholars (8/31)
Sep	6	7	8	9	10	11	12		4	Labor Day - No School All Staff and Scholars (9/7)
	13	14	15	16	17	18	19		5	Back to School Night (9/16 & 9/17)
	20	21	22	23	24	25	26		5	Family Digital Literacy PD, Senior Celebration Evening (9/24)
	27	28	29	30	1	2	3		5	
Oct	4	5	6	7	8	9	10		5	
	11	12	13	14	15	16	17		4	Columbus Day - No School All Staff and Scholars (10/12); Family Digital Literacy PD (10/15)
	18	19	20	21	22	23	24		5	Family Night (Voter Registration Paired with Fun Activity) (10/20); Quarterly Exams
	25	26	27	28	29	30	31		4	Quarterly Exams; End of Quarter 1 (10/29); Data Day - No Scholars (10/30)
Nov	1	2	3	4	5	6	7		4	Election Day - No Scholar and Staff - Voluntary Service Day (11/3); College Fair (11/5)
	8	9	10	11	12	13	14		5	Veterans Day - No School All Staff and Scholars (11/11); Parent Teacher Conferences
	15	16	17	18	19	20	21		5	Brooklyn LAB TEDx Event (11/17)
	22	23	24	25	26	27	28		0	Thanksgiving Recess - No Scholars and Instruc ional Staff (11/23-11/27)
	29	30	1	2	3	4	5		5	
Dec	6	7	8	9	10	11	12		5	
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26		0	Winter Recess - No Scholars and Instructional Staff (12/21-1/1)
	27	28	29	30	31	1	2		0	Winter Recess - No Scholars and Instructional Staff (12/21-1/1)
Jan 2021	3	4	5	6	7	8	9		5	
	10	11	12	13	14	15	16		5	
	17	18	19	20	21	22	23		4	Martin Luther King Day - No School All Staff and Scholars (1/18); Quarterly Exams
	24	25	26	27	28	29	30		5	Family Night (Karaoke) (1/27); Quarterly Exams; Jan Regents; End of Quarter 2 (1/29)
	31	1	2	3	4	5	6		4	Data Day - No Scholars (2/5)
Feb	7	8	9	10	11	12	13		5	Parent Teacher Conferences (Quarter 2); 1/2 day for all scholars (2/10 & 2/11)
	14	15	16	17	18	19	20		0	Presidents' Day - No School All Staff and Scholars (2/15); Mid-Winter Break for Instructional Staff and Scholars (2/15-2/19)
	21	22	23	24	25	26	27		5	
	28	1	2	3	4	5	6		5	High School Entry Counseling (3/2 and 3/3); Annual Brooklyn Lab Talent Show (3/3)
Mar	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20		5	
	21	22	23	24	25	26	27		5	High School Entry Counseling (3/24 & 3/25), Family College Event
	28	29	30	31	1	2	3		4	Spring Break - No School Instructional Staff and Scholars (4/2-4/9)
Apr	4	5	6	7	8	9	10		0	Spring Break - No School Instructional Staff and Scholars (4/2-4/9)
	11	12	13	14	15	16	17		5	Quarterly Exams
	18	19	20	21	22	23	24		5	Quarterly Exams; End of Quarter 3 (4/23)
	25	26	27	28	29	30	1		5	College Signing Day (5/1)
May	2	3	4	5	6	7	8		5	AP Exams for High School (5/3;5/5 & 5/6); Parent Teacher Conferences (Quarter 3) (5/5 & 5/6)
	9	10	11	12	13	14	15		5	AP Exams for High School (5/11-5/14)
	16	17	18	19	20	21	22		5	
	23	24	25	26	27	28	29		5	Family Game Night (5/26)
	30	31	1	2	3	4	5		4	Memorial Day - No School for Staff and Scholars (5/31)
Jun	6	7	8	9	10	11	12		5	Senior Week (Tentative), Senior Prom (6/12)
	13	14	15	16	17	18	19		5	Last Day of Regular Classes (6/15); Senior Celebration Event (6/18), Regents Week (6/16-6-18)
	20	21	22	23	24	25	26		5	Regents Week Regents Week (6/16-6-18); End of Quarter 4
	27	28	29	30	1	2	3		1	Graduation (6/28)
Jul	4	5	6	7	8	9	10			Independence Day, Independence Day (observed)
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			

All staff attend purple shaded family nights

2020/21 Middle School Calendar

Month	Su	Mo	Tu	We	Th	Fr	Sa	Term	Wk	Federal holidays / notes
	26	27	28	29	30	31	1			
Aug 2020	2	3	4	5	6	7	8			
	9	10	11	12	13	14	15			
	16	17	18	19	20	21	22		3	Prep Academy All Scholars (8/19-8/28)
	23	24	25	26	27	28	29		5	Prep Academy All Scholars (8/19-8/28)
	30	31	1	2	3	4	5		5	First Day of School for All Scholars (8/31)
Sep	6	7	8	9	10	11	12		4	Labor Day - No School All Staff and Scholars
	13	14	15	16	17	18	19		5	First Day of AfterSchool for All Scholars (9/14)
	20	21	22	23	24	25	26		5	Family Digital Literacy PD (9/24)
	27	28	29	30	1	2	3		5	Back to School Night (9/28)
Oct	4	5	6	7	8	9	10		5	High School Informed Choice (10/10)
	11	12	13	14	15	16	17		4	Columbus Day - No School All Staff and Scholars (10/12); Family Digital Literacy PD (10/15); High School Informed Choice (10/14-10/15)
	18	19	20	21	22	23	24		5	Fall Festival Family Night (All staff must attend event)
	25	26	27	28	29	30	31		4	SHSAT Exams for 8th Grade Scholars (10/26-10/27); Data Day - No Scholars (10/30)
Nov	1	2	3	4	5	6	7		5	Election Day - No Scholar and Staff - Voluntary Service Day (11/3)
	8	9	10	11	12	13	14		5	Veterans Day - No School All Staff and Scholars
	15	16	17	18	19	20	21		5	End of Trimester 1 (11/20);
	22	23	24	25	26	27	28		0	Thanksgiving Recess - No Scholars and Instructional Staff
	29	30	1	2	3	4	5		5	Parent Teacher Conferences - 1/2 day for all Scholars
Dec	6	7	8	9	10	11	12		5	
	13	14	15	16	17	18	19		5	
	20	21	22	23	24	25	26		0	Winter Recess - No Scholars and Instructional Staff
	27	28	29	30	31	1	2		0	Winter Recess - No Scholars and Instructional Staff
Jan 2021	3	4	5	6	7	8	9		5	
	10	11	12	13	14	15	16		5	
	17	18	19	20	21	22	23		4	Martin Luther King Day - No School All Staff and Scholars (1/18)
	24	25	26	27	28	29	30		5	Family Night -
	31	1	2	3	4	5	6		4	Data Day - No Scholars (2/5)
Feb	7	8	9	10	11	12	13		5	
	14	15	16	17	18	19	20		0	Presidents' Day - No School All Staff and Scholars
	21	22	23	24	25	26	27		5	
	28	1	2	3	4	5	6		5	Family Night (3/3); High School Counseling Sessions (3/2&3/3)
Mar	7	8	9	10	11	12	13		5	End of Trimester 2
	14	15	16	17	18	19	20		5	
	21	22	23	24	25	26	27		5	Parent Teacher Conferences - 1/2 day for all Scholars (3/24& 3/25); High School Counseling (3/24&3/25)
	28	29	30	31	1	2	3		4	Spring Break - No School All Instructional Staff and Scholars
Apr	4	5	6	7	8	9	10		0	Spring Break - No School All Instructional Staff and Scholars;
	11	12	13	14	15	16	17		5	
	18	19	20	21	22	23	24		5	
	25	26	27	28	29	30	1		5	Family Night
May	2	3	4	5	6	7	8		5	
	9	10	11	12	13	14	15		5	
	16	17	18	19	20	21	22		5	
	23	24	25	26	27	28	29		5	Family Game Night
	30	31	1	2	3	4	5		4	Memorial Day - No School for Staff and Scholars
Jun	6	7	8	9	10	11	12		5	
	13	14	15	16	17	18	19		5	End of Trimester 3 & Last Day of Academic Classes (6/15); EOY Trips (6/17-6-18)
	20	21	22	23	24	25	26		2	8th Grade Stepping Up Ceremony (6/22)
	27	28	29	30	1	2	3			
Jul	4	5	6	7	8	9	10			Independence Day, Independence Day (observed)
	11	12	13	14	15	16	17			
	18	19	20	21	22	23	24			
	25	26	27	28	29	30	31			

FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.08.2020.

	PREMISES
Brooklyn Laboratory Charter School 240 Jay Street Brooklyn NY 11201	Brooklyn Laboratory Charter School 240 Jay Street Brooklyn NY 11201

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.12.2020.**

XXX The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____

Tomasz Korbas, Supervising Inspector, PBU

NYC Buildings

Certificate of Occupancy

CO Number: 321431205T012

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Brooklyn **Address:** 25 CHAPEL STREET **Building Identification Number (BIN):** 3335884	**Block Number:** 00118 **Lot Number(s):** 6 **Building Type:** Altered	**Certificate Type:** Temporary **Effective Date:** 08/07/2020 **Expiration Date:** 11/05/2020

This building is subject to this Building Code: Prior to 1968 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification:	1	(Prior to 1968 Code designation)
Building Occupancy Group classification:	B	(2014/2008 Code)
Multiple Dwelling Law Classification:	None	

No. of stories:	12	**Height in feet:**	160	**No. of dwelling units:**	0

C. **Fire Protection Equipment:**
None associated with this filing.

D. **Type and number of open spaces:**
None associated with this filing.

E. **This Certificate is issued with the following legal limitations:**
None

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 11 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments:

OK TO RENEW TCO #12 FOR 90 DAYS AS PREVIOUSLY ISSUED.

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 321431205T012

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From	To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
010	010	350	150	B E		9, 6B, 3	SCHOOL FOR ADULTS AND OFFICES, ELEMENTARY AND SECONDARY SCHOOL

NONE

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.08.2020.

	PREMISES
Brooklyn Laboratory Charter School 25 Chapel Street Brooklyn NY 11201	Brooklyn Laboratory Charter School 25 Chapel Street Brooklyn NY 11201

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.12.2020.**

XXX The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____

Tomasz Korbas, Supervising Inspector, PBU

FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 09.08.2020.

	PREMISES
Brooklyn Laboratory Charter School 77 Sands Street Brooklyn NY 11201	Brooklyn Laboratory Charter School 77 Sands Street Brooklyn NY 11201

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.11.2020.**

_____ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

XXX The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.
Note: FDNY Summons 11717067J issued.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

FIRE DEPARTMENT
9 METROTECH CENTER BROOKLYN, NY 11201-3857
BUREAU OF LEGAL AFFAIRS
ADMINISTRATIVE ENFORCEMENT UNIT

CURE LETTER

Date 9/25/2020

You are hereby notified that your Certificate of Correction for FDNY Summons No. **11717067J** issued on **8/11/20** against the premises situated at **77 SANDS STREET, BROOKLYN, NY** has been approved on the records of this Department. No fines or penalties will be imposed and you are excused from appearing at the scheduled hearing at the OATH hearing center.

BY ORDER OF BUREAU OF LEGAL AFFAIRS

BY: JAMES CARROLL

VOID IF ALTERED OR DUPLICATED

NYC Buildings

Certificate of Occupancy

CO Number: [redacted]

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Brooklyn	**Block Number:** [redacted]	**Certificate Type:** Temporary
Address: 240 JAY STREET	**Lot Number(s):** [redacted]	**Effective Date:** 08/07/2020
Building Identification Number (BIN): [redacted]		**Expiration Date:** 11/05/2020
	Building Type: [redacted]	

This building is subject to this Building Code: 1968 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: [redacted] (1968 Code designation)

Building Occupancy Group classification: [redacted] (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: [redacted] **Height in feet:** [redacted] **No. of dwelling units:** 0

C. **Fire Protection Equipment:**
None associated with this filing.

D. **Type and number of open spaces:**
None associated with this filing.

E. **This Certificate is issued with the following legal limitations:**
None

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 6 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments:

OK TO RENEW TCO #14 FOR 90 DAYS.

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
[redacted]						

FIRE DEPARTMENT APPROVAL LETTER DATED APRIL 15,1986 (INTERIOR FIRE ALARM AND SPRINKLER SYSTEM)

END OF SECTION

Borough Commissioner

Commissioner

END OF DOCUMENT

[redacted] 8/7/2020 4:21:24 PM

NYC Buildings

Certificate of Occupancy

CO Number: 321732381T009

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

A.

Borough: Brooklyn **Address:** 77 SANDS STREET **Building Identification Number (BIN):** [redacted]	**Block Number:** [redacted] **Lot Number(s):** **Building Type:** Altered	**Certificate Type:** Temporary **Effective Date:** 08/27/2020 **Expiration Date:** 11/25/2020

This building is subject to this Building Code: 1968 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: [redacted] (1968 Code designation)

Building Occupancy Group classification [redacted] (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: [redacted] **Height in feet:** [redacted] **No. of dwelling units:** 0

C.

Fire Protection Equipment:
Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system

D.

Type and number of open spaces:
None associated with this filing.

E.

This Certificate is issued with the following legal limitations:
None

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 22 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments:

OK TO RENEW TCO #9 FOR 90 DAYS AS PREVIOUSLY ISSUED.

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: 321732381T009

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	**Maximum persons permitted**	**Live load lbs per sq. ft.**	**Building Code occupancy group**	**Dwelling or Rooming Units**	**Zoning use group**	**Description of use**
[redacted]						
BSA VARIANCE FOR LOADING BERTHS 735-55-BZ, 11/01/1955 BSA SPECIAL PERMIT FOR USE DOCKET #2018-62-BZ, 05/21/2018						
END OF SECTION						

Borough Commissioner

Commissioner

END OF DOCUMENT

[redacted] 3/27/2020 10:42:05 AM