

# Application: Brooklyn Urban Garden CS

Susan Tenner - susan.tenner@bugsbrooklyn.org  
2020-2021 Annual Report

## Summary

**ID:** 0000000121

**Last submitted:** Jan 10 2022 01:33 PM (EST)

**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jul 30 2021

### [Instructions](#)

#### **Required of ALL Charter Schools**

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

## Entry 1 School Information and Cover Page

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

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

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BROOKLYN URBAN GARDEN CHARTER SCHOOL 331500861011

**a1. Popular School Name**

BUGS

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

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

BOARD OF REGENTS

**c. DISTRICT / CSD OF LOCATION**

CSD #15 - BROOKLYN

**d. DATE OF INITIAL CHARTER**

9/2011

**e. DATE FIRST OPENED FOR INSTRUCTION**

8/2013

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

MISSION STATEMENT

The mission of BUGS is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental sustainability. BUGS students will excel in the core academic subjects and become engaged community members who are critical thinkers prepared to achieve excellence in high school and beyond.

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

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

KDE 1	Inquiry-Based Study of the Science of Sustainability: BUGS will be a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.
KDE 2	Extended Time for Learning: Longer blocks of class time, a longer school day and a longer school year will provide additional time to: maximize learning opportunities; implement innovative, cross-disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.

KDE 3	A Positive and Inclusive School Climate: BUGS will create a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world.
KDE 4	A Professional Learning Community: A learning-focused, collaborative culture will be based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and on-going professional development will enhance teachers' collective focus on student learning.
KDE 5	Authentic Assessments and Individualization: Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students' individual needs and is facilitated by trained and supported teachers.
KDE 6	Use of Technology: Computer-based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

**h. SCHOOL WEB ADDRESS (URL)**

[www.BUGSbrooklyn.org](http://www.BUGSbrooklyn.org)

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

300

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

294

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

Check all that apply

Grades Served	6, 7, 8
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**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No

**FACILITIES INFORMATION**

**m. FACILITIES**

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

No, just one site.

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	500 19th Street Brooklyn, NY 11215	718-280-9556	NYC CSD 15	6,7,8	7,8

**m1a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Susan Tenner	718-280-9556		<a href="mailto:susan.tenner@BUGSbrooklyn.org">susan.tenner@BUGSbrooklyn.org</a>
Operational Leader	Lydia Bailey	718-280-9556		<a href="mailto:lydia.bailey@BUGSbrooklyn.org">lydia.bailey@BUGSbrooklyn.org</a>
Compliance Contact	Susan Tenner	718-280-9556		<a href="mailto:susan.tenner@BUGSbrooklyn.org">susan.tenner@BUGSbrooklyn.org</a>
Complaint Contact	Susan Tenner	718-280-9556		<a href="mailto:susan.tenner@BUGSbrooklyn.org">susan.tenner@BUGSbrooklyn.org</a>
DASA Coordinator	Dameon Muhammad	718-280-9556		<a href="mailto:dameon.muhammad@BUGSbrooklyn.org">dameon.muhammad@BUGSbrooklyn.org</a>
Phone Contact for After Hours Emergencies	Susan Tenner	917-566-7682		<a href="mailto:susan.tenner@BUGSbrooklyn.org">susan.tenner@BUGSbrooklyn.org</a>

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

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

**Site 1 Certificate of Occupancy (COO)**

[Certificate of Occupancy \(1\).pdf](#)

**Filename:** Certificate of Occupancy (1).pdf **Size:** 275.5 kB

**Site 1 Fire Inspection Report**

[BUGS 2020-21 Fire Inspection Report.pdf](#)

**Filename:** BUGS 2020-21 Fire Inspection Report.pdf **Size:** 189.2 kB

**CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR**

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

No

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

Yes

**ATTESTATIONS**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

Name	Susan Tenner
Position	Executive Director
Phone/Extension	917-566-7682
Email	<a href="mailto:susan.tenner@BUGSbrooklyn.org">susan.tenner@BUGSbrooklyn.org</a>

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

**Responses Selected:**

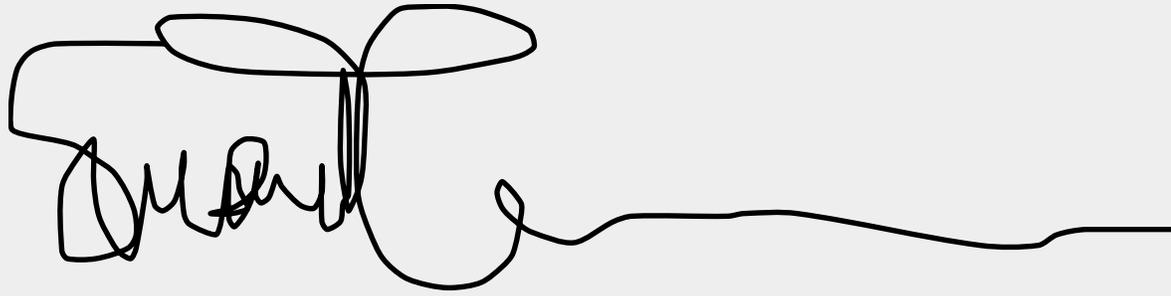
Yes

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

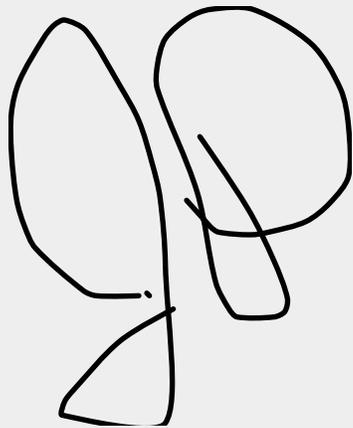
**Responses Selected:**

Yes

**Signature, Head of Charter School**



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



**Date**

Jul 30 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Nov 9 2021

## **Instructions**

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

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

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

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

#### 2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If
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				unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, the school will be designated as in "good standing."	ESSA Accountability Designations	Met	
Academic Goal 2	Each year, the percent of students who score proficiently on 6-8 ELA state assessments for all students at the school level will meet or exceed the district and state average.	Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
Academic Goal 3	Each year, the percent of students who score proficiently on 6-8 math assessments for all students at the school level will meet or exceed	Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams,	Unable to Assess	N/A

	the district and state average.	and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.		
Academic Goal 4	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in ELA.	In 2021, DOE did not produce this comparative indicator. Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or	In 2021, DOE did not produce this comparative indicator. Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure		

Academic Goal 5	exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in math.	of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
Academic Goal 6	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in ELA.	In 2021, DOE did not produce this comparative indicator. Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
		In 2021, DOE did not produce this comparative indicator. Due to variable pandemic conditions and		

Academic Goal 7	Each year, as measured by the New York City Department of Education’s School Quality Guide, the school will meet or exceed the performance of the school’s “comparison group” in math.	test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
Academic Goal 8	ELA Growth: The school will maintain or increase the percent of students in the school testing at a proficient level for ELA or trending toward proficiency for ELA from one year’s test administration to the next.	Due to variable pandemic conditions and test-taking participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
	Growth Math: The	Due to variable pandemic conditions and test-taking		

Academic Goal 9	school will maintain or increase the percent of students in the school testing at a proficient level for math or trending toward proficiency for math from one year's test administration to the next.	participation rates, State test data for 2021 is not an accurate measure of BUGS academic goals. Only ~50% of BUGS total students in 6th and 7th grade took the State exams, and ~32% of BUGS 8th graders did, and those taking the exam were not proportional for all special populations.	Unable to Assess	N/A
Academic Goal 10				

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

No

**4. ORGANIZATION GOALS**

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

**2020-2021 Progress Toward Attainment of Organization Goals**

Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess
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				goal, type N/A for Not Applicable
Org Goal 1	<p>Parent Satisfaction: In each year of the charter term, parents will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more parents participate in the survey.</p>	DOE and/or school's internal surveys.	Unable to Assess	<p>Only 99 of our ~300 families responded to the DOE survey in 2021. Of those 99, 88% were satisfied with the quality of the teachers and 83% were satisfied with the education their child received; However, the results are too small a sample size to be used as a metric for this goal. 80% of families responded to a BUGS internal survey around re-entry plans in which 80% of the respondents were "neutral" to "strongly agreed" that their child was engaged in BUGS remote learning. Larger (and therefore valid) participation rates in surveys should be more consistent in 21-22 with pandemic conditions ebbing along with a reduction in online communications and confluent surveys</p>

				administered from various parties.
Org Goal 2	<p>Teacher Satisfaction: In each year of the charter term, teachers will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more teachers participate in the survey.</p>	DOE and/or school's internal surveys.	Met	<p>According to DOE surveys administered in 2021, 93% of BUGS teachers say they "usually look forward to each working day at this school." 86% of teachers said they would recommend this school to other teachers. 86% of teachers also said they would recommend this school to parents.</p>
Org Goal 3	<p>Student Satisfaction: In each year of the charter term, students will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or</p>	DOE and/or school's internal surveys.	Met	<p>According to BUGS internal surveys, 88% of our returning students (rising 7th &amp; 8th grade) said they were satisfied with BUGS Academics, and 96% said they were satisfied with the School Culture. 91% said they were satisfied with the school's pandemic-expanded Field</p>

	more students participate in the survey.			Study Program.
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

**6. FINANCIAL GOALS**

## 2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain financial stability, with total revenue meeting or exceeding total expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.	An official Audit was submitted by Nov. 1, and was clean.	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 4 - Audited Financial Statements

**Completed** Oct 28 2021

**Required of ALL Charter Schools**

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

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

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

### **[BUGS Fin Stmts - 6-30-2021 FINAL](#)**

**Filename:** BUGS Fin Stmts 6 30 2021 FINAL.pdf **Size:** 685.7 kB

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

**Completed** Dec 20 2021

### **[Instructions - Regents-Authorized Charter Schools ONLY](#)**

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

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

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

### **[Brooklyn Urban Garden CS BEDS-331500861011 2020-21](#)**

**Filename:** Brooklyn Urban Garden CS BEDS 331 mifLpsR.xlsx **Size:** 75.7 kB

## **Entry 4c - Additional Financial Documents**

**Completed** Oct 28 2021

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

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

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

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

[1](#)

**Filename:** 1. Advisory and or Management Letter.docx **Size:** 12.1 kB

[5](#)

**Filename:** 5. Corrective Action Plan.docx **Size:** 12.3 kB

[2](#)

**Filename:** 2. Federal Single Audit.docx **Size:** 12.3 kB

[4](#)

**Filename:** 4. Evidence of Required Escrow Acco 4bhSccz.pdf **Size:** 70.1 kB

[3](#)

**Filename:** 3. CSP Agreed Upon Procedure Report.docx **Size:** 12.3 kB

## Entry 4d - Financial Services Contact Information

**Completed** Jul 30 2021

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

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Susan Tenner	[REDACTED]	[REDACTED]

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Schall & Ashenfarb	[REDACTED]	[REDACTED]	1

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	ASNY (Accounting Solutions of New York)	Digant Bahl	42 West 38th Street, 7th Floor New York, NY 10018	[REDACTED]	[REDACTED]	11

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** Oct 28 2021

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

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

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

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

### [BUGS FY22 NYSED Budget](#)

**Filename:** BUGS FY22 NYSED Budget.xlsx **Size:** 39.8 kB

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** Jul 30 2021

## **Required of ALL Charter Schools by August 2**

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

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

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

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

## **BUGS Board Disclosure Financial Interest 20-21**

**Filename:** BUGS Board Disclosure Financial Int M0qC4S4.pdf **Size:** 874.1 kB

## **Entry 7 BOT Membership Table**

**Completed** Jul 30 2021

## **Instructions**

### **Required of All charter schools**

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

## **Entry 7 BOT Table**

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

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

Trustee Name	Trustee Email	Position on the	Commit tee	Voting Member	Number of Terms	Start Date of	End Date of	Board Meeting
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		Address	Board	Affiliations	Per By-Laws (Y/N)	Served	Current Term (MM/DD/YYYY)	Current Term (MM/DD/YYYY)	s Attended During 2020-2021
1	Brooks Tanner		Chair	Finance, Education & Accountability, Governance & Nominating	Yes	4	6/26/2018	07/27/2021	12
2	Cathy Boeckmann		Vice Chair	Governance & Nominating	Yes	3	6/23/2019	6/28/2022	12
3	Christine Kang		Treasurer	Finance	Yes	2	6/23/2019	6/28/2022	12
4	Regina Fechter		Trustee/Member	Education & Accountability	Yes	2	6/23/2019	6/28/2022	12
5	Hallie Iannoli		Trustee/Member	Education & Accountability	Yes	2	6/22/2020	6/27/2023	7
6	Jackie Piccolo		Secretary	Governance & Nominating	Yes	2	9/25/2018	7/27/2021	11
	Jamal		Trustee/	Finance, Education			5/03/20	06/28/2	

7	Deek		Member	on & Account ability	Yes	1	19	022	12
8	Louis Green		Trustee/ Member	Finance	Yes	1	05/03/2019	06/28/2022	12
9	Don Mabrey		Trustee/ Member	Educational & Account ability	Yes	1	01/27/2020	06/27/2023	12

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

Yes

**1b. Current Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2020-2021
10	Felice Ekelman		Trustee/Member	Governance & Nominating	Yes	1	04/22/2020	06/27/2023	12
11	Charles Hertzog		Trustee/Member	Education & Accountability	Yes	1	04/22/2020	06/27/2023	12
12	Adam Drucker		Trustee/Member	Finance	Yes	1	06/15/2020	06/27/2023	10
13	Erin Walker		Trustee/Member	Education & Accountability	Yes	1	11/20/2020	06/27/2023	10
14									
15									

**1c. Are there more than 15 members of the Board of Trustees?**

No

## 2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2021	13
b.Total Number of Members Added During 2020-2021	1
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

### 3. Number of Board meetings held during 2020-2021

13

### 4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Jul 30 2021

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

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

## [Board Minutes 2020-21 Report](#)

Filename: Board Minutes 2020 21 Report.pdf Size: 1.2 MB

### Entry 9 Enrollment & Retention

Completed Jul 30 2021

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

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

### Entry 9 Enrollment and Retention of Special Populations

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

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

#### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
	BUGS distributed recruitment materials to elementary schools with a high percentage of FRPL eligible students, NYCHA public	Build additional and also deepening relationships with community-based organizations that serve economically disadvantaged families and provide information sessions to increase awareness of BUGS and

Economically Disadvantaged

housing complexes, community-based organizations serving ED populations such as community health care facilities, and posting flyers in neighborhood supermarkets, bodegas, parks, and other locations to provide information that BUGS is tuition free, provides a range of support services, free after-school, while increasing awareness of our commitment to providing an inclusive, and diverse community.

BUGS added a weighting in the lottery for economically disadvantaged families that, once it was approved, was highlighted during virtual info sessions and in communications.

BUGS recruited current families with children who formerly attended high FRPL feeder schools to ask them to reach out to guidance counselors and to share their experiences with school staff and other parents. BUGS included information about our diverse, inclusive, and welcoming learning community, as well as commitment to serving students from diverse socioeconomic backgrounds on our website, promotional materials, and social media. BUGS developed direct mail campaigns to zip codes with high population FRPL and ELLS.

ensure families of all backgrounds know about our school's program supports for ED students and FRPL lottery weighting.

Partner with elementary schools with high percentage FRPL populations for info tables and onsite presentations at their sites, and customized tours at BUGS.

Offer school tours to accommodate schedules of working families, including individual tours as requested by community partners.

Continue direct mail to zip codes with high population FRPL and ELLS.

Encourage current BUGS families to let friends, neighbors, and elementary school contacts know about BUGS diverse and welcoming school culture. Highlight in all our communications and recruitment materials that BUGS is tuition free, provides a range of support services, free after school and holiday camp, as well as increasing awareness of our commitment to providing a welcoming, inclusive, and diverse community.

Inform economically distressed families that BUGS has a program to reduce fees or subsidize costs for uniforms, field studies, school supplies, and special events.

English Language Learners

Designed and distributed bi-lingual recruitment outreach materials.

Created social media campaigns in Spanish as well as English.

Bi-lingual BUGS staff assisted with recruitment and presented Spanish-language only virtual information sessions.

Distributed bi-lingual brochures in person to elementary schools with high ELL populations in CSD 15.

Provided materials to organizations that serve recent immigrants.

Produced direct mailer in both English and Spanish for in-district and out-of-district families.

Contacted parent coordinators and ELL coordinators at elementary schools in CSD 15 and beyond to let them know about bi-lingual virtual Info Sessions and support programs for English language learners/Multilingual Learners.

BUGS Parent Coordinator called English language learners and Multilingual Learners who were

BUGS will employ many of the same strategies for the 2021-22 school year and will increase awareness about our new ELL lottery weighting and plan for in-person presentations (COVID health and safety rules permitting) at community-based organizations that serve non-English speaking families and school fairs in an effort to increase ELL enrollment.

We will continue to have our application in multiple languages by using the Charter Center Application in addition to our own application.

Install multi-language internal signage to ensure school is welcoming to all families as we increase in-person onsite contact.

Distribute brochures in person to elementary schools with high ELL populations in CSD 15 and plan for in-person info sessions.

Increase communications with parent coordinator and ELL coordinator at elementary schools in CSD 15 to let them know about Open Houses, as well as school tours and support programs for English language learners/Multilingual Learners.

Provide information about our ELL program and how to apply to current BUGS ELL families to share with their friends and families who are English

	<p>offered seats for 2020-21 to support enrollment for individual outreach and discussion. Also reached out to families who declined offers so as to better understand and address enrollment issues.</p> <p>Encouraged and provided recruitment materials to current BUGS ELL families to share with their friends and families who are English language learners and Multilingual Learners.</p> <p>Prepared lottery to provide additional ELL weighting.</p> <p>Continued to recruit multilingual staff, and continue ELL instructional strategy training for all staff.</p>	<p>language learners/Multilingual Learners.</p> <p>Continue to recruit multilingual staff, and continue ELL instructional strategy training for all staff.</p> <p>Increase student "community action projects" in high ELL/MLL communities to increase awareness about BUGS and the school's focus on sustainability and building healthy communities.</p> <p>Consistently follow-up with ELL applicants to maintain interest in attending BUGS.</p> <p>Reach MLL families by distributing brochures in community based stores and organizations. Also, set up outreach tables in community parks such as Sunset Park, Sunset Park Terminal Park, Prospect Park and playing fields.</p>
	<p>BUGS is well-known among our feeder schools for having a strong inclusion program, which helped us meet our targets in this area.</p> <p>We also designed and provided bilingual Student Academic Support Services information for families that was available at virtual info sessions and provided to community-based organizations with a focus on students with disabilities.</p>	<p>BUGS will continue to deepen our efforts to recruit students with disabilities and provide information about our inclusion model and special education services with feeder schools, community-based organizations, and prospective families.</p> <p>Our Director of Inclusion will participate in recruitment activities for our future and our incoming families and cultivate relationships with Committee on</p>

<p>Students with Disabilities</p>	<p>The Director of Inclusion participated in virtual outreach events and was always available to have conversations with families about IEPs and special services.</p> <p>The school's website describes our inclusion model, special education services and staffing as well as counseling supports.</p> <p>BUGS regularly communicated with Special Education coordinators at CSD 15 elementary schools with updates about programs and services.</p>	<p>Special Education (CSE) Coordinators and middle schools in the community.</p> <p>BUGS plans to highlight our inclusion model by describing our Integrated Co-Teaching approach at information sessions and in outreach materials and let families know that our classrooms have 2 teachers in every CORE class; one General Education Teacher and one Special Education teacher, with a focus on a range of co-teaching models that meet individual student's needs.</p>
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**Retention Efforts Toward Meeting Targets**

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>Given the challenges of Covid for our families, BUGS retention plans for economically disadvantaged students included regular and focused check-in calls from our school counselors and parent coordinator with families who were experiencing economic, health, or food trauma; connecting with the culture team to identify families who may be in distress through change in attendance or behavior.</p> <p>The school also offered to support families who were experiencing financial hardship with school supplies and uniforms.</p>	<p>BUGS will broaden its support of Economically Disadvantaged (ED) students to cover field trip expenses as well as costs for uniforms and supplies, and graduation fees</p> <p>BUGS will continue to provide our families an open space to address their concerns and be involved in our community. This includes monthly parent association meetings, daily morning meetings and other communication methods (email, phone, etc).</p>

<p>Economically Disadvantaged</p>	<p>BUGS provided 1:1 laptops to all students and secured hotspots for economically disadvantaged families to enable full tech access and engagement.</p> <p>BUGS parent coordinator consistently shared information about free meals programs and support services.</p> <p>BUGS designed and offered multiple virtual opportunities for families to feel comfortable and engaged in learning tools and resources during remote learning.</p> <p>BUGS staff was trained in trauma informed practices and strategies to support economically disadvantaged families struggling with impacts of Covid.</p>	<p>The school leadership team will continue to hold workshops (and also record and make available the presentations) on curriculum, accessing BUGS online tools, and strategies to support students' mental health.</p> <p>BUGS will continue to provide laptops and hotspots as needed to economically disadvantaged families.</p> <p>BUGS will continue to offer free after-school program with free holiday camp. A 2021 Summer session was also offered to ED students who needed extra academic support.</p>
<p>English Language Learners</p>	<p>BUGS strives to meet its ELL/MLL retention efforts through a strategy that includes training all teachers to embed supports in their classroom and recognizing that it is a community responsibility to support all learners. These trainings and ELL program efforts also received support from a Title III ELL consortium consultant.</p> <p>BUGS also provided online resources to support our ELLS including Achieve 3000 and Learning Ally.</p> <p>Our bi-lingual parent coordinator regularly checked in with families to answer questions, explain</p>	<p>During 2021-22, BUGS will continue to build on our commitment to, and experience with, a highly diverse student population. Our team is focused on fostering strong relationships with families to keep them up-to-date with school programs and policies and how to use school technology. Our bi-lingual parent coordinator is planning to increase the frequency of check-ins and follow-ups with ELL/MLL families.</p>

	<p>policies and procedures, and foster school engagement. The parent coordinator also made sure school communications were available in Spanish and provided translation services at school and PTA events.</p> <p>Our bi-lingual counselor also provided students and families with support in Spanish, or other arranged for other translations, as needed.</p>	<p>The school also plans to increase Field Studies and community action projects in ELL/MLL communities and provide a source of community pride and insights into our sustainability focus for our families.</p> <p>A 2021 Summer session was also offered to ELL students who needed extra academic support.</p>
<p>Students with Disabilities</p>	<p>BUGS retains students classified with disabilities through the scope of services it offers to serve a variety of student needs. For example, BUGS provides ICT core content classes in each section of each grade, and special education services- such as speech and language therapy, occupational therapy, hearing services, counseling</p> <p>Direct and continual support for students with special needs has been intentionally designed in our school model. Our team teaching and grade level coordination and data assessment supervised by the Director of Inclusion ensures we are able to meet learning goals for our students.</p> <p>During Covid, BUGS prioritized in-person/onsite seats for intervention for students with disabilities to allow increased opportunities for our most</p>	<p>BUGS will continue to provide all our families with the services that they need including IEP meetings, speech/language therapy, occupational therapy, hearing services, counseling and physical therapy.</p> <p>The school design deliberately includes time for one on one and small group intervention into the daily schedule.</p> <p>The Director of Inclusion is coordinating co-teaching training and trauma-informed professional development for teachers and school teams.</p> <p>A 2021 Summer session was also offered to SwD students who</p>

vulnerable students to receive face-to-face instruction.

needed extra academic support.

Students with IEPs, when possible, were scheduled to attend school on the same day as their special education teacher.

## **Entry 10 - Teacher and Administrator Attrition**

Completed Jul 30 2021

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

## **A. TEACH System - Employee Clearance**

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

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

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

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## **B. Emergency Conditional Clearances**

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

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

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

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

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Completed** Jul 30 2021

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
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, 2021)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
<b>Total Category B: not to exceed 5</b>	<b>5.0</b>

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category C: not to exceed 5	4.0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	0

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	25

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	39



Thank you.

## Entry 12 Organization Chart

Completed Jul 30 2021

### [Instructions](#)

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

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

### **[BUGS Org Chart- 2021-2022 SY \(No Names\)](#)**

**Filename:** BUGS Org Chart 2021 2022 SY No Names.pdf **Size:** 244.4 kB

## Entry 13 School Calendar

Completed Jan 5 2022

### [Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

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

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

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

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

## **[BUGS School Calendar 2021-22\\_NYSED](#)**

**Filename:** BUGS School Calendar 2021 22 NYSED.pdf **Size:** 364.4 kB

### **Entry 14 Links to Critical Documents on School Website**

**Completed** Jul 30 2021

#### **Instructions**

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

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

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

### **Form for Entry 14 Links to Critical Documents on School Website**

**School Name:** Brooklyn Urban Garden CS

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2019-20)	<a href="https://www.bugsbrooklyn.org/governance">https://www.bugsbrooklyn.org/governance</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.bugsbrooklyn.org/governance">https://www.bugsbrooklyn.org/governance</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.bugsbrooklyn.org/governance">https://www.bugsbrooklyn.org/governance</a>
3. Link to NYS School Report Card	<a href="https://www.bugsbrooklyn.org/governance">https://www.bugsbrooklyn.org/governance</a>
4. Lottery Notice announcing date of lottery	<a href="https://www.bugsbrooklyn.org/apply">https://www.bugsbrooklyn.org/apply</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.bugsbrooklyn.org/bugs-family-handbook">https://www.bugsbrooklyn.org/bugs-family-handbook</a>
6. District-wide Safety Plan	<a href="https://www.bugsbrooklyn.org/bugs-family-handbook">https://www.bugsbrooklyn.org/bugs-family-handbook</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.bugsbrooklyn.org/bugs-family-handbook">https://www.bugsbrooklyn.org/bugs-family-handbook</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.bugsbrooklyn.org/bugs-family-handbook">https://www.bugsbrooklyn.org/bugs-family-handbook</a>
8. Subject matter list of FOIL records	<a href="https://www.bugsbrooklyn.org/bugs-family-handbook">https://www.bugsbrooklyn.org/bugs-family-handbook</a>

**Thank you.**



**BROOKLYN URBAN GARDEN  
CHARTER SCHOOL**

Audited Financial Statements In Accordance  
With Government Auditing Standards

June 30, 2021

# BROOKLYN URBAN GARDEN CHARTER SCHOOL

## Table of Contents

	<b><u>Page</u></b>
Independent Auditor's Report	1 - 2
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 14
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	15 - 16
Schedule of Findings and Questioned Costs	17

## **Independent Auditor's Report**

To the Board of Trustees of  
Brooklyn Urban Garden Charter School

### ***Report on the Financial Statements***

We have audited the accompanying financial statements of Brooklyn Urban Garden Charter School ("BUGS"), which comprise the statements of financial position as of June 30, 2021 and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## ***Opinion***

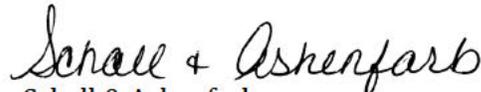
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Brooklyn Urban Garden Charter School as of June 30, 2021, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

## ***Report on Summarized Comparative Information***

We have previously audited the BUGS' 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 19, 2020. In our opinion, the summarized comparative information presented herein and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 20, 2021 on our consideration of BUGS' internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering BUGS' internal control over financial reporting and compliance.

  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 20, 2021

**BROOKLYN URBAN GARDEN CHARTER SCHOOL**  
**STATEMENT OF FINANCIAL POSITION**  
**AT JUNE 30, 2021**  
(With comparative totals at June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
<b>Assets</b>		
Cash and cash equivalents	\$915,107	\$2,038,612
Investments (Note 3)	2,550,000	1,523,934
Grant receivable - New York City (Note 4)	2,263	18,621
Grants receivable - other	70,581	158,620
Prepaid expenses and other assets	99,443	118,189
Restricted cash - escrow account (Note 6)	100,249	75,229
Fixed assets, net (Note 7)	79,080	76,347
Security deposit	103,208	103,208
	<u>                    </u>	<u>                    </u>
Total assets	<u><u>\$3,919,931</u></u>	<u><u>\$4,112,760</u></u>
<b>Liabilities and Net Assets</b>		
Liabilities:		
Accounts payable and accrued expenses	\$741,789	\$750,086
Deferred revenue	2,745	7,425
Paycheck Protection Program loan (Note 8)	0	942,360
Deferred rent	27,493	27,223
	<u>                    </u>	<u>                    </u>
Total liabilities	<u>772,027</u>	<u>1,727,094</u>
Net assets:		
Without donor restrictions	3,103,949	2,266,901
With donor restrictions (Note 9)	43,955	118,765
	<u>                    </u>	<u>                    </u>
Total net assets	<u>3,147,904</u>	<u>2,385,666</u>
	<u>                    </u>	<u>                    </u>
Total liabilities and net assets	<u><u>\$3,919,931</u></u>	<u><u>\$4,112,760</u></u>

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

**BROOKLYN URBAN GARDEN CHARTER SCHOOL**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2021**  
(With comparative totals for the year ended June 30, 2020)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/21	Total 6/30/20
Public support and revenue:				
Public school district: (Note 4)				
Revenue - resident student enrollment	\$4,811,909		\$4,811,909	\$4,750,119
Revenue - students with special education services	1,145,837		1,145,837	1,127,312
Subtotal public school district revenue	5,957,746	0	5,957,746	5,877,431
New York City rental assistance (Note 4)	933,764		933,764	908,455
Forgiveness of Paycheck Protection				
Program loan (Note 8)	942,360		942,360	0
Other government grants	255,818		255,818	272,311
Contributions	74,734	850	75,584	139,073
Program fees and other income	7,675		7,675	16,983
Interest income	23,958		23,958	32,853
Net assets released from restriction (Note 9)	75,660	(75,660)	0	0
Total public support and revenue	8,271,715	(74,810)	8,196,905	7,247,106
Expenses:				
Program services:				
Regular education	4,596,255		4,596,255	4,201,578
Special education	1,449,367		1,449,367	1,423,966
Total program services	6,045,622	0	6,045,622	5,625,544
Supporting services:				
Management and general	1,339,714		1,339,714	1,146,132
Fundraising	49,331		49,331	43,932
Total supporting services	1,389,045	0	1,389,045	1,190,064
Total expenses	7,434,667	0	7,434,667	6,815,608
Change in net assets	837,048	(74,810)	762,238	431,498
Net assets - beginning of year	2,266,901	118,765	2,385,666	1,954,168
Net assets - end of year	\$3,103,949	\$43,955	\$3,147,904	\$2,385,666

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

**BROOKLYN URBAN GARDEN CHARTER SCHOOL**  
**STATEMENT OF FUNCTIONAL EXPENSES**  
**FOR THE YEAR ENDED JUNE 30, 2021**  
(With comparative totals for the year ended June 30, 2020)

	Program Services			Supporting Services		Total Expenses 6/30/21	Total Expenses 6/30/20
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising		
Salaries	\$2,919,524	\$920,631	\$3,840,155	\$732,915	\$20,241	\$753,156	\$4,268,539
Payroll taxes and employee benefits	638,337	201,290	839,627	160,247	4,426	164,673	919,396
<b>Total personnel costs</b>	<b>3,557,861</b>	<b>1,121,921</b>	<b>4,679,782</b>	<b>893,162</b>	<b>24,667</b>	<b>917,829</b>	<b>5,187,935</b>
Professional fees	214,985	67,793	282,778	198,778	18,378	217,156	453,091
Occupancy and facility costs (Note 5)	597,654	188,462	786,116	150,034	4,144	154,178	872,165
Student and staff recruitment	17,614	5,554	23,168			23,168	38,837
Curriculum and classroom expenses	22,083	6,964	29,047			29,047	30,665
Supplies and equipment	75,501	23,808	99,309	12,453	344	12,797	20,561
Food services			0	20,596		20,596	10,733
Board and staff development	16,818	5,304	22,122	5,812	647	6,459	66,657
Insurance	29,564	9,323	38,887	7,422	205	7,627	40,660
Telephone and technology	35,256	11,118	46,374	8,851	244	9,095	45,230
Interest	0		0			0	1,568
Depreciation	24,950	7,868	32,818	6,264	173	6,437	34,030
Bad debt expense				19,342		19,342	0
Other	3,969	1,252	5,221	17,000	529	17,529	13,476
<b>Total other than personnel costs</b>	<b>1,038,394</b>	<b>327,446</b>	<b>1,365,840</b>	<b>446,552</b>	<b>24,664</b>	<b>471,216</b>	<b>1,627,673</b>
<b>Total expenses</b>	<b>\$4,596,255</b>	<b>\$1,449,367</b>	<b>\$6,045,622</b>	<b>\$1,339,714</b>	<b>\$49,331</b>	<b>\$1,389,045</b>	<b>\$6,815,608</b>

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

**BROOKLYN URBAN GARDEN CHARTER SCHOOL**  
**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED JUNE 30, 2021**  
(With comparative totals for the year ended June 30, 2020)

	<u>6/30/21</u>	<u>6/30/20</u>
Cash flows from operating activities:		
Change in net assets	\$762,238	\$431,498
Adjustments to reconcile change in net assets to net cash (used for)/provided by operating activities:		
Depreciation	39,255	34,030
Changes in assets and liabilities:		
Grant receivable - New York City	16,358	(21,215)
Grants receivable - other	88,039	6,560
Prepaid expenses and other assets	18,746	(39,609)
Accounts payable and accrued expenses	(8,297)	75,191
Deferred revenue	(4,680)	761
Paycheck Protection Program loan	(942,360)	942,360
Deferred rent	270	(38,195)
Total adjustments	<u>(792,669)</u>	<u>959,883</u>
Net cash (used for)/provided by operating activities	<u>(30,431)</u>	<u>1,391,381</u>
Cash flows from investing activities:		
Purchase of furniture, equipment, and leasehold improvements	(41,988)	(61,626)
Purchase of investments (including reinvested interest)	(1,026,066)	(23,930)
Net cash used for investing activities	<u>(1,068,054)</u>	<u>(85,556)</u>
Net (decrease)/increase in cash and cash equivalents	(1,098,485)	1,305,825
Cash, cash equivalents and restricted cash - beginning of year	<u>2,113,841</u>	<u>808,016</u>
Cash, cash equivalents and restricted cash - end of year	<u>\$1,015,356</u>	<u>\$2,113,841</u>
Cash, cash equivalents and restricted cash:		
Cash and cash equivalents	\$915,107	\$2,038,612
Restricted cash	100,249	75,229
Total cash, cash equivalents and restricted cash	<u>\$1,015,356</u>	<u>\$2,113,841</u>
Supplemental disclosures:		
Interest and taxes paid	<u>\$0</u>	<u>\$0</u>

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

**BROOKLYN URBAN GARDEN CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2021**

**Note 1 - Organization and Nature of Activities**

Brooklyn Urban Garden Charter School (BUGS) is an educational corporation that operates as a charter school in Brooklyn, New York. The mission of BUGS is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental sustainability. BUGS provides a full range of educational services appropriate for the sixth, seventh and eighth grade levels. BUGS completed the 2020-2021 fiscal year with an average enrollment of approximately 300 students. BUGS is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”).

On March 12, 2018, the Board of Regents and the Board of Trustees of the University of the State of New York, for and on behalf of the State Education Department, granted BUGS a renewal of their original charter valid through June 30, 2022.

BUGS has been notified by the Internal Revenue Service that it is a not-for-profit organization exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements.

The School is affiliated with Friends of Brooklyn Urban Garden Charter School (“Friends”) through the use of shared members of their respective Boards of Directors. Friends is a not-for-profit corporation established to support the School and function as the fundraising arm of the School. Friends does not meet the requirements for consolidation because the School does not exercise control over them.

**Note 2 - Significant Accounting Policies**

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Basis of Presentation

BUGS reports information regarding their financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* – represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* – represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time.

c. Revenue Recognition

BUGS follows the requirements of the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2018-08 ("Topic 605") for recording contributions. Contributions are recognized at the earlier of when cash is received or at the time a pledge becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

BUGS' public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under Topic 605. Revenue from these transactions is recognized based on rates established by BUGS' funding sources and when performance related outcomes are achieved as well as other conditions under the agreements are met

Contributions and grants that are due within one year are recorded at net realizable value. Long-term pledges are recorded at fair value, using risk-adjusted present value techniques. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2021. Write-offs will be made directly to operations in the period the receivable is deemed to be uncollected.

BUGS also follows the requirements of FASB's ASU No. 2014-09 ("Topic 606") for recognizing revenue from contracts with customers. BUGS receives program fees from students for school activities, such as field trips. This is classified as program fee income and recognized as revenue when the activity takes place and the performance obligation is met. Program fees that have been earned but not paid at year end are recognized as income and a related receivable. Cash that has been received but not earned at year-end are recognized is deferred revenue.

d. Cash and Cash Equivalents

BUGS considers all liquid investments purchased with a maturity of three months or less to be cash and cash equivalents. Restricted cash has been classified separately.

Effective July 1, 2020, the School adopted ASU 2016-18, *Statement of Cash Flows (Topic 230): Restricted Cash*. This requires that restricted cash and cash equivalents be included as components of total cash and cash equivalents as presented on the statement of cash flows. The implementation of this standard was applied retrospectively to all years presented on the financial statements.

e. Investments

Investments are recorded at fair value, which refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date.

f. Concentration of Credit

Financial instruments, which potentially subject BUGS to concentration of credit risk, consist of cash accounts and certificates of deposit which have been placed with a financial institution that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. At year-end, there was a significant uninsured balance; however, BUGS has not experienced any losses due to bank failure.

g. Capitalization Policy

Property and equipment that exceed pre-determined amounts and have a useful life of greater than one year are recorded at cost or at the fair value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, as follows:

Equipment – *3-year life*

Furniture and fixtures – *2 – 5 year life*

Leasehold improvements – *Life of lease*

h. Deferred Rent

Rent expense is recognized evenly over the life of the lease using the straight-line method. In the earlier years of the lease, as rent expense exceeds amounts paid, a deferred rent liability is created. In later years of the lease, as payments exceed the amount of expense recognized, deferred rent will be reduced until it is zero at the end of the lease.

i. Donated Services

Donated goods and services that create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided in-kind, are recognized at fair value. BUGS did not receive any donated goods or services during the years ended June 30, 2021 or 2020.

Board members and other individuals volunteer their time and perform a variety of tasks that assist BUGS. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

j. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

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

- Payroll taxes and employee benefits
- Occupancy and facility costs
- Supplies and equipment
- Board and staff development

- Insurance
- Telephone and technology
- Depreciation

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

k. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

l. Contingencies

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

m. Accounting for Uncertainty in Income Taxes

BUGS does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2018 and later are subject to examination by applicable taxing authorities.

n. Summarized Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the BUGS' financial statements for the year ended June 30, 2020 from which the summarized information was derived.

o. New Accounting Pronouncements

FASB issued ASU No. 2020-07, *Presentation and Disclosures by Not-for-Profit Entities for Contributed Nonfinancial Assets*, which becomes effective for the June 30, 2022 year with early adoption permitted. This ASU focuses on improving transparency in the reporting of contributed nonfinancial assets and requires a separate line item presentation on the statement of activities and additional disclosures.

FASB issued ASU No. 2016-02, *Leases*. The ASU which becomes effective for the June 30, 2023 year, requires the full obligation of long-term leases to be recorded as a liability with a corresponding "right to use asset" on the statement of financial position.

BUGS is in the process of evaluating the impact these standards will have on future financial statements.

**Note 3 - Investments**

Accounting standards establish a fair value hierarchy giving the highest priority to quoted market prices and the lowest priority to unobservable data. The fair value hierarchy is categorized into three levels based on the inputs, as follows:

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

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

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

Investments at June 30, 2021 and 2020 consist of certificates of deposit, which are considered level 2 securities. Level 2 securities are valued using observable market inputs for securities that are similar to those owned. These methods produce a fair value calculation that may not be indicative of net realizable value or reflective of future values. The use of different methodologies or assumptions to determine the fair value or certain financial instruments could result in different fair value measurements.

Interest earned on the certificates of deposit is reported as interest income on the statement of activities.

**Note 4 - Grant Receivable – New York City Department of Education**

Grant receivable consists of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Beginning grant receivable/(advance)	\$18,621	(\$2,594)
Funding based on allowable FTE's	5,957,746	5,877,431
Advances received	<u>(5,974,104)</u>	<u>(5,856,216)</u>
Prior year FTE adjustment/ Ending grant receivable	<u>\$2,263</u>	<u>\$18,621</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy, that is calculated at the lower of 30 percent of the per pupil amount or actual lease costs as approved by DOE. During the years ended June 30, 2021 and 2020, the School recognized revenue of \$933,764 and \$908,455 as a subsidy for payments made to Friends, a related party, under the sublease agreement referred to in Note 5.

**Note 5 - Related Party Transactions and Future Commitments**

BUGS had a lease agreement with Rocklyn Assets Corporation for a term of 5 years that expires on June 30, 2022. On July 1, 2020, BUGS assigned the lease to Friends, a related entity. BUGS guaranteed the lease between Friends and Rocklyn Assets Corporation.

The School simultaneously entered into a sublease agreement with Friends for an amount that includes base rents of \$763,270 and \$741,036 plus additional facility costs of \$170,494 and \$167,419 for the years ended June 30, 2021 and June 30, 2020, respectively. The sublease was amended effective July 1, 2019. Both the lease and sublease expire on June 30, 2022.

Future minimum payments under all lease agreements total \$963,171 for the year ending June 30, 2022.

**Note 6 - Restricted Cash - Escrow**

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

**Note 7 - Fixed Assets**

Fixed assets consist of the following:

	<u>6/30/21</u>	<u>6/30/20</u>
Equipment	\$369,717	\$336,292
Furniture and equipment	101,740	93,177
Leasehold improvements	<u>316,405</u>	<u>316,405</u>
	787,862	745,874
Less: accumulated depreciation	<u>(708,782)</u>	<u>(669,527)</u>
Total fixed assets, net	<u>\$79,080</u>	<u>\$76,347</u>

**Note 8 - Paycheck Protection Program Loan**

During the year ended June 30, 2020, BUGS obtained a loan from the SBA through the Paycheck Protection Program. Terms of the loan indicated that if certain conditions are met, which include maintaining average work forces during periods subsequent to receipt of the loan funds that are not less than pre-determined historical periods, that the loan, or a portion thereof, will be forgiven.

BUGS accounts for the PPP loan in accordance with Topic 605 as a conditional contribution. During the year ended June 30, 2021, BUGS met all conditions for forgiveness, and recognized the loan as revenue. In addition, BUGS was notified that full forgiveness was approved by the SBA.

**Note 9 - Net Assets With Donor Restrictions**

The following summarizes the changes in net assets with donor restrictions:

	<u>June 30, 2021</u>			
	Balance <u>7/1/20</u>	<u>Contributions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/21</u>
Gardening program	\$7,378	\$0	0	\$7,378
Scholarship fund	1,150	850	(2,000)	0
Community market	35,792	0	(35,792)	0
Sustainability project	<u>74,445</u>	<u>0</u>	<u>(37,868)</u>	<u>36,577</u>
Total	<u>\$118,765</u>	<u>\$850</u>	<u>(\$75,660)</u>	<u>\$43,955</u>

	<u>June 30, 2020</u>			
	Balance <u>7/1/19</u>	<u>Contributions</u>	Released from <u>Restrictions</u>	Balance <u>6/30/20</u>
Gardening program	\$15,869	\$0	(\$8,491)	\$7,378
Education technology	4,925	0	(4,925)	0
Scholarship fund	0	1,150	0	1,150
Community market	0	35,792	0	35,792
Sustainability project	<u>0</u>	<u>74,445</u>	<u>0</u>	<u>74,445</u>
Total	<u>\$20,794</u>	<u>\$111,387</u>	<u>(\$13,416)</u>	<u>\$118,765</u>

**Note 10 - Significant Concentrations**

BUGS is dependent upon grants from NYCDOE to carry out its operations. Approximately 85% and 95% of BUGS' total public support and revenue was received from NYCDOE for the years ended June 30, 2021 and 2020, respectively. If NYCDOE were to discontinue funding, this would have a severe economic impact on BUGS' ability to operate.

**Note 11 - 401(k) Plan**

BUGS has a retirement plan under IRS Section 401(k). All employees age 21 or older are eligible to participate. Eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts. For each pay period, BUGS matches 100% of eligible compensation contributed into the plan, up to the first 3%. BUGS contributed \$99,000 and \$72,000 toward the plan for the years ended June 30, 2021 and 2020, respectively.

## Note 12 - Availability and Liquidity

The following reflects BUGS' financial assets at June 30, 2021 that are available to meet cash needs for general expenditures within one year:

Financial assets at year-end:		
Cash and cash equivalents	\$915,107	
Investments	2,550,000	
Grant receivable – New York City	2,263	
Grants receivable – other	<u>70,581</u>	
Total financial assets		\$3,537,951
Less amounts not available for general expenditures:		
Donor contributions restricted to specific purposes		<u>(43,955)</u>
Financial assets available to meet cash needs for operations within one year		<u>\$3,493,996</u>

BUGS maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, BUGS operates its programs within a board approved budget and relies on grants to fund its operations and program activities.

## Note 13 - Subsequent Events

Management has evaluated the impact of all subsequent events through October 20, 2021, which is the date that the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date, through our evaluation date, that would require adjustment to or disclosure in the financial statements.

## Note 14 - Other Matters

On January 30, 2020, the World Health Organization declared the coronavirus outbreak a "Public Health Emergency of International Concern" and on March 10, 2020, declared it to be a pandemic. Actions taken around the world to help mitigate the spread of the coronavirus include restrictions on travel, quarantines in certain areas, and forced closures for certain types of public places and businesses. The coronavirus and actions taken to mitigate it have had and are expected to continue to have an impact on the economies and financial markets of many countries, including the geographical area in which the School operates. As of the date of the financial statements, many of the travel restrictions and stay at home orders have been lifted, however, supply chains remain impacted. Management continues to monitor the outbreak, however, as of the date of these financial statements, the potential impact cannot be quantified.

**INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditor's Report

To the Board of Trustees of  
Brooklyn Urban Garden Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Urban Garden Charter School ("BUGS"), which comprise the statement of financial position as of June 30, 2021, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 20, 2021.

**Internal Control over Financial Reporting**

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

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

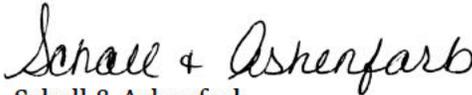
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not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

## **Compliance and Other Matters**

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

## **Purpose of this Report**

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

  
Schall & Ashenfarb  
Certified Public Accountants, LLC

October 20, 2021

**BROOKLYN URBAN GARDEN CHARTER SCHOOL  
SCHEDULE OF FINDINGS AND QUESTIONED COSTS  
JUNE 30, 2021**

Current Year:

None

Prior Year:

None – There were no findings in the prior year.



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

May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

**CUSTOMER SERVICE INFORMATION**

Web site: **Chase.com**  
Service Center: **1-800-242-7338**  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679

00056201 DRE 802 219 18421 NNNNNNNNNN 1 000000000 D2 0000  
BROOKLYN URBAN GARDEN CHARTER SCHOOL  
DISSOLUTION ESCROW ACCOUNT  
500 19TH ST  
BROOKLYN NY 11215

**SAVINGS SUMMARY**

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$100,246.75</b>
Deposits and Additions	1	1.79
<b>Ending Balance</b>	<b>1</b>	<b>\$100,248.54</b>
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.79
Interest Paid Year-to-Date		\$9.81

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

**TRANSACTION DETAIL**

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$100,246.75</b>
06/30	Interest Payment	1.79	100,248.54
	<b>Ending Balance</b>		<b>\$100,248.54</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



May 29, 2021 through June 30, 2021

Account Number: [REDACTED]

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**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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

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

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

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Cathy Boeckmann

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee, Vice Chair, Chair of the Governing and Nominating Committee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

n/a

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

n/a

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
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**Trustee Name:**

Jamal Deek

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**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

n/a

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

n/a

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

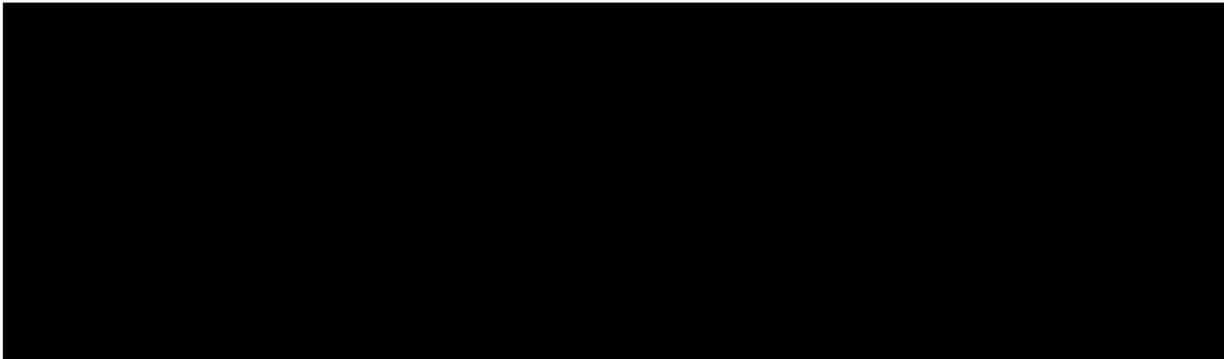
None	Please write "None" if applicable.	None	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) governed 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.	None	Do not leave this space blank.	None

Jamal Deek 07 / 03 / 2021  
 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 Charter School  
Education Corporation Trustee**

**Trustee Name:**

Adam Drucker

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

N/A

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable.	None	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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**.

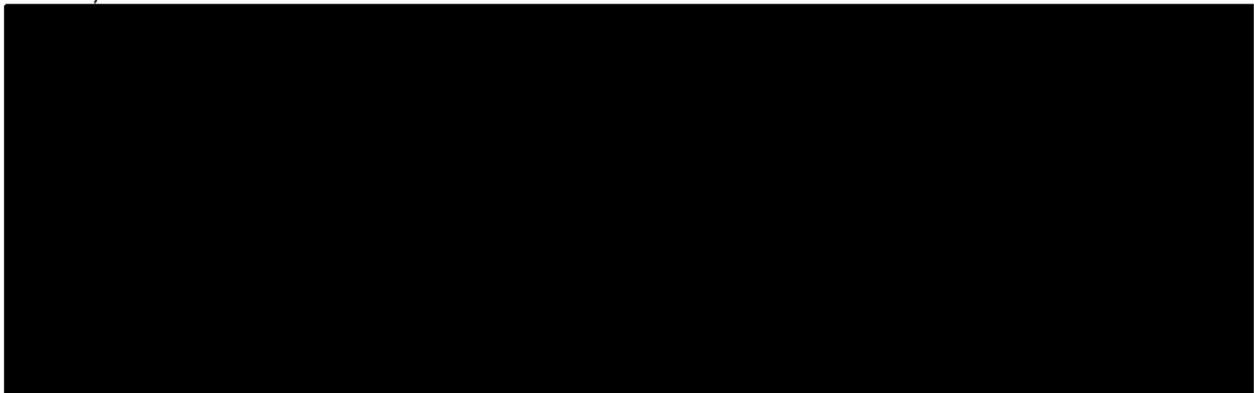
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

  
 \_\_\_\_\_  
 Signature

06 / 23 / 2021

\_\_\_\_\_  
 Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Felice Ehelman

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Urban Garden School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Member

2. Is the trustee an employee of any school operated by the Education Corporation?

Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

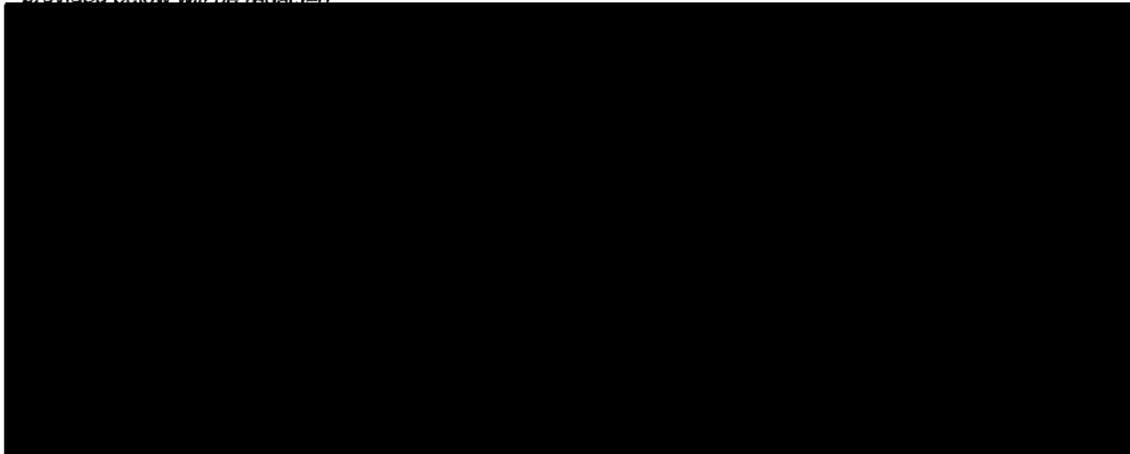
Please write "None" if applicable. Do not leave this space blank.			
None	None	None	None

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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	None	None	None	None

Felix B Ghelmer 6/29/21  
 Signature Date

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



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Regina Fechter

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Chair of Education & Accountability Committee (ending June 2021)

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

N/A

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

N/A

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable.	None	None	None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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.	None	None	None

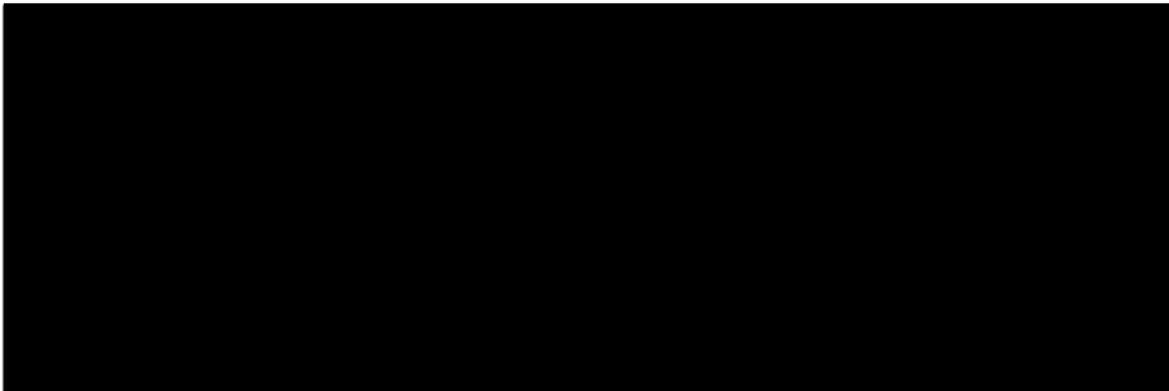
*Regina Feethen*

06 / 26 / 2021

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 Charter School  
Education Corporation Trustee**

**Trustee Name:**

Louis Green

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Finance committee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

None

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

None

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable.	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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**.

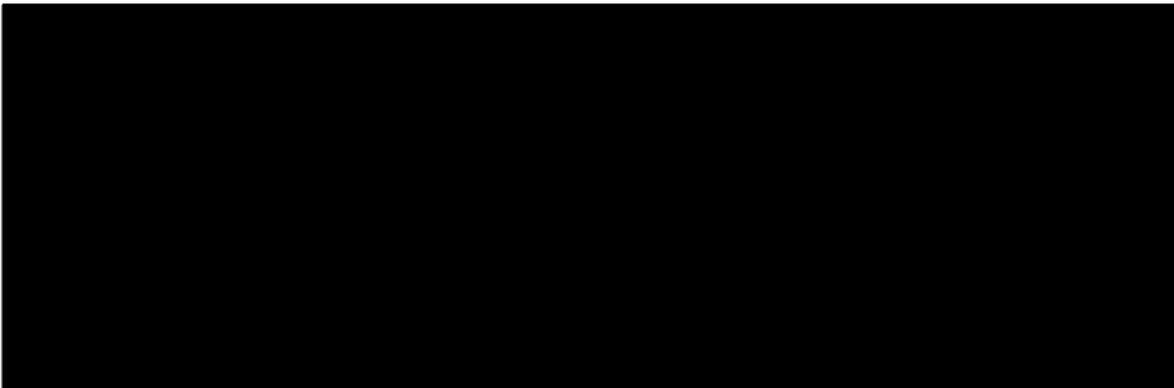
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

*[Handwritten Signature]* 06 / 23 / 2021

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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.*



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
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**Trustee Name:**

Charles Hertzog

---

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden School

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1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Member, Ed and Accountability Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

Board Member, Ed and Accountability Member - April 2020

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable	Do not leave this space blank.	None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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

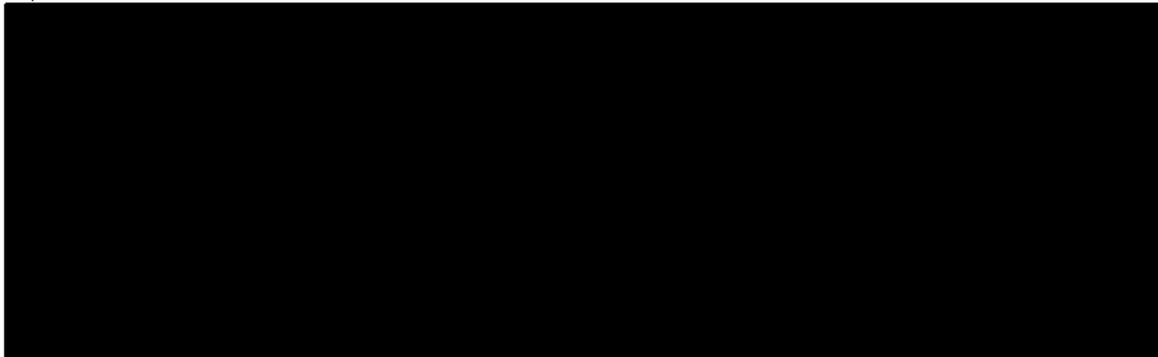
*Charles Hertzog*

06 / 25 / 2021

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 Charter School  
Education Corporation Trustee**

**Trustee Name:**

Hallie Iannoli

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

N/A

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

N/A

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable.	None	None
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed by the Education Corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school(s) that is/are doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, write **None**.

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

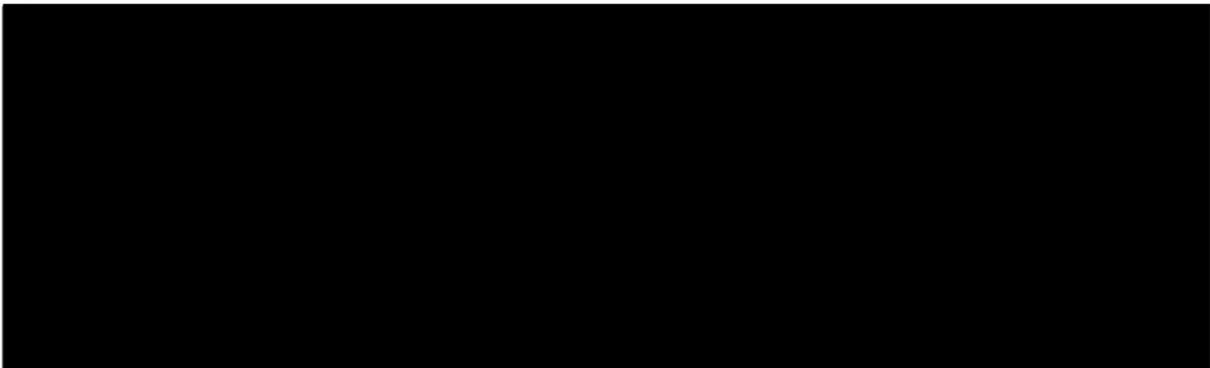
*LatDand*

06 / 23 / 2021

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 Charter School  
Education Corporation Trustee**

**Trustee Name:**

Christine Kang

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

n/a

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

n/a	Please write "None" if applicable.	n/a	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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
n/a	Please write "None" if applicable.	n/a	Do not leave this space blank.	n/a

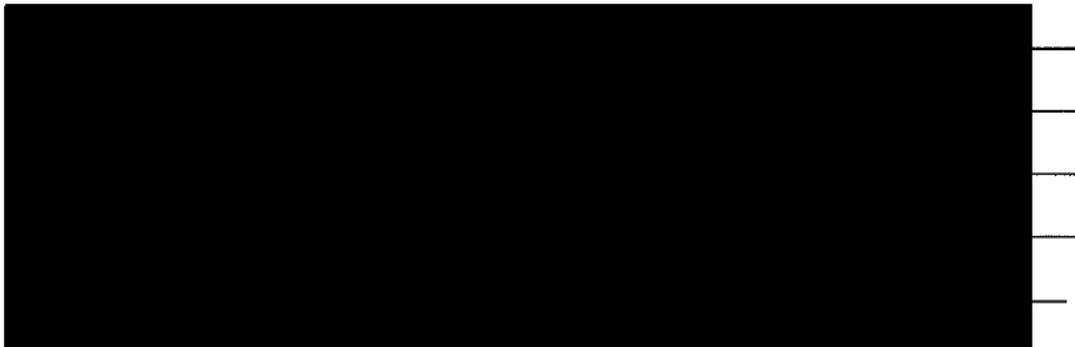
*AASTG*

06/27/2021

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 Charter School  
Education Corporation Trustee**

**Trustee Name:**

Don Mabrey

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School (BUGS)

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

N/A

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

N/A

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

None	Please write "None" if applicable.	None	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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

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

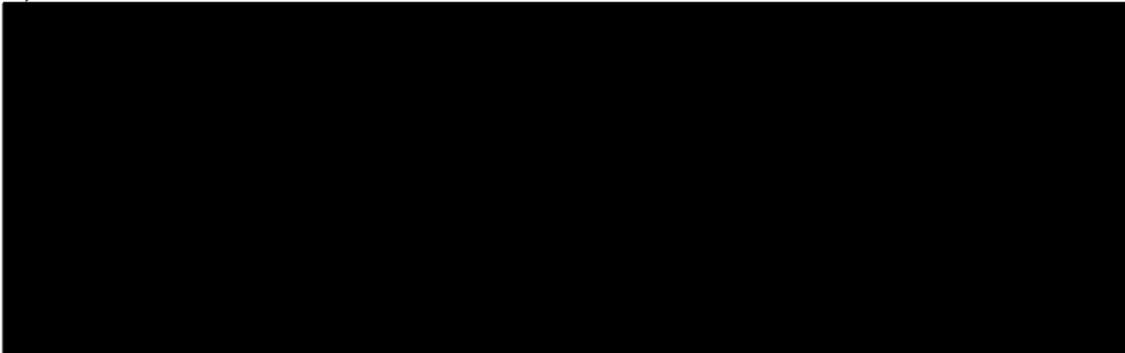
Donald W. Mabrey

07 / 08 / 2021

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.



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
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**Trustee Name:**

Jackie Piccolo

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

n/a

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

n/a

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

none	Please write "None" if applicable.	none	Do not leave this space blank.
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5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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.	none	Do not leave this space blank.	none

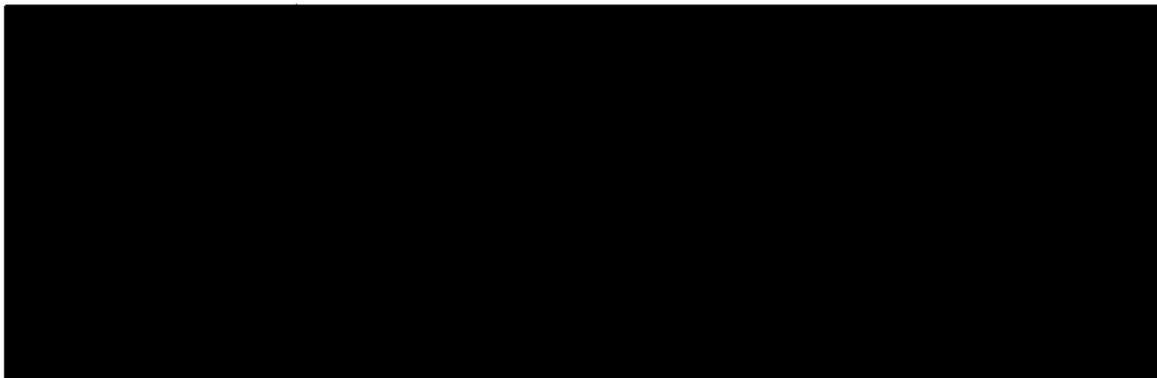
*[Handwritten Signature]*

06 / 29 / 2021

Signature

Date

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**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Brooks Tanner

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Chair

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

None

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes  No

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

None

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

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

5. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, 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) governed 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

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

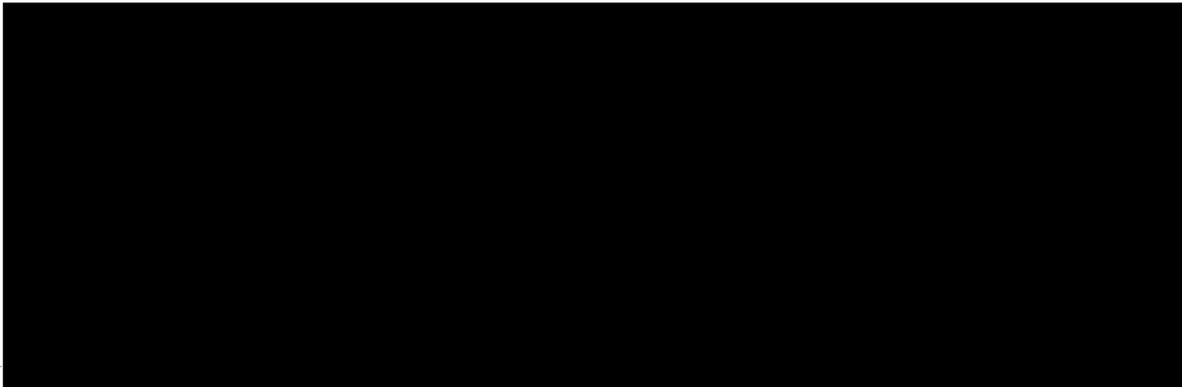
*B. W. Tan*

06 / 23 / 2021

Signature

Date

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**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Erin Walker

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

The Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee

2. Is the trustee an employee of any school operated by the Education Corporation?  
 Yes  No

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

n/a

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 Yes  No

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

n/a

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself

none	Please write "None" if applicable.	none	Do not leave this space blank.
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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
Learning Ally	Providing access to audiobooks	\$1,000	Erin Walker	Erin Walker receives no direct benefit from this relationship and reports it annually.

  
 Signature \_\_\_\_\_ Date 07 / 13 / 2021

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.





Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
July 28, 2020  
6:30 - 8:00 p.m.

**Members Present by Video Conference:** Don Mabrey, Charles Hertzog, Brooks Tanner, Felice Ekelman, Erin Walker, Adam Drucker, Cathy Boeckmann, Jamal Deek, Hallie Iannoli, Regina Fechter, Jackie Piccolo, Christine Kang

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Ana Bast (parent)

1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:36 p.m.
- B. Charles Hertzog made a motion to approve the June board meeting minutes, Don Mabrey seconded the motion, and all approved.
- C. Susan Tenner's Mission Moment informed the board about some of the challenges to families that the school is learning about while planning re-entry. She also celebrated the two after-school students who won DYCD Film Festival awards and showed a preview trailer that the students who had been nominated for the Festival had produced during remote learning.

II. Governance and Nominating Committee

Cathy Boeckmann's report covered several items, including.

- A. Board experiences using the docusign platform. While some experienced technical issues, most found it to be easy to use and took less time than printing, signing, and scanning the forms.
- B. Updates from committees about discussions they had in response to Cathy's questions (what stakeholders are we not hearing from right now whose perspectives are important/critical for our overall committee goals? What activities/actions could we, as team members, do to become more immersed in understanding our students/teachers/families perspectives/priorities?)
  - Regina Fechter reported that the Ed and Accountability Committee's discussion focused on topics including:

- Ensuring that teachers feel seen and heard and the Committee's interest in becoming more engaged in classroom learning.
- Achieving greater diversity on the Committee.
- Looking at infractions from an equity point of view. Susan Tenner suggested that the Committee could disaggregate data at future meetings and also look at curriculum from an anti-racist lens.
- The board discussed how it could support and track the school's anti-racist goals and each board committee could identify and hold to its own DEI goals.
- The board will also bring additional voices to board meetings from the PTA with alternating PTA cabinet members attending board meetings.
- The board also discussed helping BUGS strategize about how to lead DEI efforts at the school level.

C. Cathy let the board know that she will be circulating a board composition survey to better understand current members' skills and expertise to inform recruitment strategies. Cathy will present results and share conclusions at the August meeting.

### **Education & Accountability Committee**

A. Regina Fechter reported that the committee had met with Principal Wynette to reflect on the past year and talk about planning and goals for the coming year. The Committee is looking at how to use forward looking data with the transition to Mastery Connect to support learning goals for students, including the creation of a data dashboard linked to schoolwide goals and mission.

B. The Committee is preparing for the school's upcoming renewal and how to speak about BUGS growth and learning model development. The team is also planning to hone in on its vision statement.

C. The Committee will support Susan Tenner and the school with its school-wide and individual goals and planning for the upcoming school year.

### **Finance Committee**

A. Christine Kang updated the board about the completion of the last fiscal year, reviewed the financial report, and reminded them that the financials are still unaudited. She let the board know that a discussion of tracking expenses against PPE will take place at the August meeting.

B. Christine informed the board that funds from Friends of BUGS, earmarked for facilities related work, may be available for COVID related expenses for what will be above and beyond what was budgeted. She alerted the board that the state is suggesting that schools should expect to spend additional funds without increases at the state level.

C. Susan Tenner told the board that she is working with financial consultant, Digant Bahl on CARES Act facilities funding.

### **ED Report**

A. Cathy Boeckmann made a motion to approve the Data Privacy Policy, Regina Fechter seconded the motion, and all approved.

B. Susan Tenner provided the board with an overview of the school's Re-Entry Plan, planning process, and timeline, including staff and family information sessions. She also reviewed issues and challenges around reopening, human resources considerations, and health and safety training for staff, families, and students.

C. The board recognized Susan and the team's work in creating the plan and engaging stakeholders amidst so much uncertainty and so many moving pieces.

Public Comment - There was no public comment

Adam Drucker made a motion to adjourn the meeting, Cathy Boeckmann seconded, and all approved. The meeting ended at 8:22 p.m.



Brooklyn Urban Garden Charter School  
Board of Trustees Meeting

August 25, 2020

6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

**Minutes - Approved**

**Members Present by Video Conference:** Charles Hertzog, Brooks Tanner, Felice Ekelman, Adam Drucker, Cathy Boeckmann, Jamal Deek, Regina Fechter, Jackie Piccolo, Chrstine Kang, Don Mabrey, Louis Green

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Lydia Bailey (Director of Operations), Susan Bakst (BUGS Director of Marketing and Outreach), Ana Bast (PTA representative), Erin Walker (Prospective Board Member)

**1. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:36 p.m.
- B. Charles Hertzog made a motion to approve the July board meeting minutes, Felice Ekelman seconded the motion, and all approved.

**II. Governance and Nominating Committee**

Cathy Boeckmann discussed the committee's work on the following actions:

- A. The committee's focus is on analyzing the board's expertise and using that information to set clear goals for future recruitment in alignment with skills needed, and diversity, equity, and inclusion (DEI) goals.
- B. The committee is also focusing on succession planning for committees and overall leadership.

**III. Finance Committee**

Brooks Tanner reported that the committee is working to wrap up year end financial reports.

- A. The focus of the committee is currently on the annual audit.
- B. July financials were not distributed given that there is only one month of the new fiscal year to review.

- C. Student enrollment is currently at 320 students with expectation of some dropoff as we move closer to the opening of the school year.
- D. The committee is waiting on guidance for how to apply for forgiveness for the PPE loan. Digant will update the committee about timing.
- E. There is some uncertainty about billing in the upcoming school year around special education. The committee is expecting more clarity to come soon.

#### **IV. Mission Moment**

Jamal Deek reported about the first BUGS Alumni College Scholarship. He described the review process of the 18 applications, the decision to award a runner-up gift, and the committee's request for additional donations from the board to allow for small participation gift certificates. Jamal and Susan Tenner provided quick portraits of the winner and runner-up. They thanked the board members who served on the review committee and encouraged those who wished to make a contribution to contact Susan Tenner.

#### **V. Education & Accountability Committee**

A, Regina Fechter reported that the committee's focus is to better understand the considerations and challenges related to school-wide goals, especially around student growth and assessments.

B. The committee is also working on a vision statement that provides guidance and accountability. The vision statement will also help to shape the data and dashboard that the committee reviews at monthly meetings and shares with the board.

D. Principal Wynette Caesar explained the evolution of the schoolwide goals and the change in approach to better determine impact and growth, alignment to Common Core and ISC competencies, and learning targets for content areas. Teachers are now also aligning their rubric and curriculum to standards and ISC competencies. The school is piloting a venture into standards-based grading through Mastery Connect for science and math. There will also be goals for climate and culture aligned with our sustainability focus. The Leadership Team is also looking more deeply on individual student portfolios and how best to assess skills within student's sustainability work.

#### **VI. ED Report**

Susan Tenner led a discussion about the timeline for the launch of the hybrid model and the obstacles (staff scheduling, contracting with cleaning/janitor, acquiring/assessing effective ventilation to address air quality standards, difficulties coordinating with other schools in the building, and subsequent delays in scheduling necessary planning/training) for the return to brick and mortar as planned on October 5.

- A. Lydia Bailey presented an overview of the project plan and the need for the school to have at least 30 days to plan for return to the building.
- B. There was a discussion about school opening priorities and scheduling with the understanding that families and staff need time to plan and the focus on continuing to develop rigorous and innovative remote learning.

- C. Ana on behalf of the PTA agreed to speak with other PTA members to better understand family needs and desires about hybrid or remote and how to build a strong community within remote learning.
- D. Susan Tenner is following how other DOE and charters are thinking and communicating about return to school plans and schedule changes. She will send communications to families next week that reflects the board's input at the meeting.
- E. Susan also shared that the sustainability team is exploring outdoor learning opportunities that could be available in the fall for families who chose the hybrid learning option.

Public Comment - There was no public comment

Jackie Piccolo made a motion to adjourn the meeting, Felice Ekelman seconded, and all approved. The meeting ended at 8:32 p.m.



Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
September 22, 2020  
6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

### Minutes

**Members Present by Video Conference:** Charles Hertzog, Brooks Tanner, Felice Ekelman, Adam Drucker, Cathy Boeckmann, Jamal Deek, Regina Fechter, Jackie Piccolo, Christine Kang, Don Mabrey, Louis Green, Hallie Iannouli, Jenara Prieto (PTA President)

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (BUGS Principal), Susan Bakst (BUGS Director of Marketing and Outreach), Ana Bast (parent, PTA VP) Erin Walker (prospective board member)

#### I. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:33 p.m.
- B. Louis Green made a motion to approve the August board meeting minutes, Charles Hertzog seconded the motion, and all approved.
- C. During the mission moment, the board participated in a discussion of the Serial podcast series "Nice White Parents." Members shared what about the podcast resonated with them personally and/or in their role as a board or PTA member. Some of the responses expressed included: the importance of being aware of the voices that get attention and make sure to capture diverse perspectives in both feedback and data, encourage engagement in PTA regardless of a family's ability to contribute financially, be aware that families perceive and engage in community differently, the value of the board pursuing diversity and equity goals, and the importance of listening to make sure to understand community perspective and effectively serve families.

#### II. Education & Accountability Committee

- A. Regina Fechter shared that members of the committee had participated in classroom observations with Principal Wynette. The committee is pursuing opportunities for all board members to observe classrooms.

- B. Regina shared the new Ed & Accountability dashboard and discussed how its design is aligned with committee goals and provides key data and performance metrics that will help understand performance and fuel student growth.
- C. Principal Wynette reviewed the school goal of sustainability integration across content and school culture and how the team has refined what that looks like, how it is measured, and ways to measure how sustainability competencies support academic growth and essential skills within classroom learning and across subject areas.

### III. Finance Committee

- A. Christine Kang shared that the audit is underway with the new auditors. The committee expects to be able to bring in the full board for review in October and submit in December.
- B. The committee reported on a good start to the year financially and remarked on the organization maintaining a strong level of enrollment given previous considerations that enrollment might drop as a result of families leaving NYC during the pandemic.
- C. The committee will regroup in October to discuss the PPP funds in hand and next steps in the forgiveness application.
- D. The committee flagged Friends of BUGS relationship to help with facilities and rent in particular. Christine noted that the NYC DOE has asked for back up documentation about how funds are being used. This information is being requested from other schools as well.
- E. Brooks suggested getting a Friends of BUGS board meeting on the calendar.

### IV. Governance and Nominating Committee

- A. Cathy Boeckmann provided an update about the executive director review and that the next step is to connect with her around goal setting. The board will be further engaged once the review memo is created.
- B. The board retreat scheduled for October will be rescheduled to early in the new year with the hope it can be held in person. Cathy proposed having a board meeting instead on October 27.
- C. Jackie updated the board on progress made toward making inclusion part of tangible goals on long-term vision and key performance indicators. She will share the document to get thoughts from board members and present about it at the next board meeting.

### V. ED Report

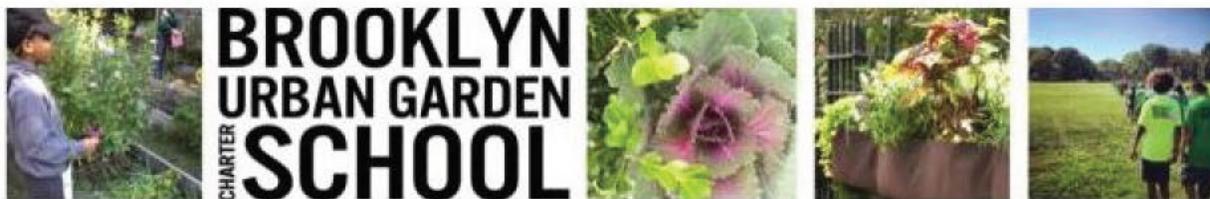
- A. Susan Tenner informed the board that the school is launching a DEI committee with Dean Dameon as chairman and welcomed input on the document included in her ED report. The BUGS leadership team is planning on engaging in deeper work on DEI on a personal level as well as setting goals for the school and confirming the structure for the committee so it can be launched to the staff.
- B. Susan requested the board review the dashboard with consideration on whether it should be adapted in this unique school year to help the school accurately understand if

it is achieving its goals that no family be left behind and that BUGS is recognizing and addressing academic and social emotional needs.

- C. The board advised Susan on Re-Entry scenarios and decision points about hybrid launch dates. Field studies and outdoor learning opportunities were also discussed as was designing a survey to gauge family needs and preferences.

Public Comment - There was no public comment

Felice Eckelman made a motion to adjourn the meeting, Charles Hertzog seconded, and all approved. The meeting ended at 8:20 p.m.



## Approved Minutes

Brooklyn Urban Garden Charter School

Board of Trustees Meeting

October 27, 2020

6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

**Members Present by Video Conference:** Charles Hertzog, Brooks Tanner, Felice Ekelman, Adam Drucker, Cathy Boeckmann, Jamal Deek, Regina Fechter, Jackie Piccolo, Christine Kang, Don Mabrey, Louis Green, Hallie Iannouli

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (BUGS Principal), Susan Bakst (BUGS Director of Marketing and Outreach), Erin Walker (prospective board member)

### I. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:34 p.m.
- B. Louis Green made a motion to approve the September board meeting minutes, Charles Hertzog seconded the motion, and all approved.
- C. Susan Tenner's Mission Moment featured the Morning Meeting announcements produced by the Office of Student Affairs. She also read statements from students about how much they enjoy being together and the joy they are experiencing by being in the gardens.

### II. Education & Accountability Committee

- A. Regina Fechter shared the highlights of the Math Department presentation to the committee and commended the clarity of the director's goals and analysis of successes and challenges. The focus of the math department is on capturing more robust and predictive data around specific standards and being able to provide valuable information about how to serve BUGS students better. The team is using the Mastery Connect platform and also creating math lexiles to better analyze student understanding and support struggling learners.
- B. Principal Wynette described to the board how the focus of the Math department is also on acceleration instead of remediation with the goal that every student has the opportunity to take algebra.
- C. The math team is also working more closely with the sustainability director to increase integration with sustainability concepts and project-based learning.

- D. The director of math is also launching a champion program to ensure students have 1:1 support to help them feel they can be successful with math. The team is also emphasizing building relationships between students and students, and students and teachers.

### III. Finance Committee

- A. Christine Kang informed the board that the audit is close to completion and the high level view shows a clean audit. The partnership with the new audit firm is going smoothly. Christine reported that the school has a strong balance sheet with desired liquidity. BUGS is in a good position with student recruitment, and expenses are lower than budgeted for now.
- B. The auditors did request clarity about the relationship between Friends of BUGS and the school. The committee will look more closely to make sure they understand the issues.
- C. The board acknowledged that they had a chance to review and accept the audit report for last year.
- D. Christine updated the board that the NYSED report had a cash marker based on incorrect data that BUGS was below the marker for a certain month. The committee asked NYSED to respond to the draft report and fix the marker.

### IV. Governance and Nominating Committee

- A. Cathy Boeckmann read the required motion to elect Erin Walker to the Board. Brooks Tanner made a motion to approve, Regina Fechter seconded, and all approved.
- B. Cathy updated the board about Susan Tenner's review. The committee's goal is to have the review done by the end of the year. Cathy will send a draft of the review to the full board for comments and to review before finalizing.
- C. Jackie provided an analysis of the Inside Out Review of the board in light of DEI related topics. There was a discussion about pipeline and succession planning, as well as building a board that is more representative of the community, as well as what does board diversity and inclusion mean to us. Topics discussed included:
  - o Looking beyond board networks to communities the board had not tapped before.
  - o Making meaningful connections to the community, key stakeholders, and school culture.
  - o Engaging in two outreach opportunities with the school per school year.
  - o Bringing in multi-perspectives to push board understanding whether by demographic, skill set or sustainability expertise with the suggestion of having guest speakers each quarter to offer external perspective.
  - o Plan for one DEI presentation from school a year so the board understands what's happening from the school perspective.
- D. There was also a discussion about how to achieve an Outside In Look to reveal blind spots and the value of having an outside professional or organization help to guide the board's DEI work as the school is also addressing these important and challenging issues.

- V. The ED Report from Susan Tenner focused on the changing student demographics and strategies being considered to achieve the school's mission of serving a diverse population.

Public Comment - There was no public comment

Regina Fechter made a motion to adjourn the meeting, Adam Drucker seconded, and all approved. The meeting ended at 8:31 p.m.



Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
November 24, 2020  
6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

**Members Present by Video Conference:** Charles Hertzog, Brooks Tanner, Felice Ekelman, Adam Drucker, Cathy Boeckmann, Jamal Deek, Regina Fechter, Jackie Piccolo, Christine Kang, Don Mabrey, Louis Green, Hallie Iannoli, Erin Walker

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (BUGS Principal), Susan Bakst (BUGS Director of Marketing and Outreach)

1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:35 p.m.
- B. Louis Green made a motion to approve the October board meeting minutes, Adam Drucker seconded the motion, and all approved.
- C. Susan Tenner's Mission Moment focused on the enthusiastic response to Field Study from students, families, and staff. Field Study this fall is supporting students' social/emotional needs and addressing "nature deficit disorder."

II Education & Accountability Committee

Regina Fechter reported on the presentation from the Humanities Team and shared a dashboard that will be used for tracking data from baseline, midline and endline assessments.

- A. Principal Wynette provided an overview of growth and proficiency comparisons in Humanities (Reading, Writing, and Social Studies) over the last three years. While the running records assessment was not administered for the baseline, it will be administered for the midline. Running Records allows for one-on-one feedback to students and more individualized support to address specific comprehension skills to support students in reaching grade-level learning standards.
- B. The Team also focused on how to serve our English Language Learners ("ELLs"). The Director of Inclusion is completing a WIDA assessment with ELLs, to determine struggles and strengths. The WIDA (World-Class Instructional Design and Assessment) English Language Development (ELD) Standards represent the social, instructional, and academic language

that students need to engage with peers, educators, and the curriculum in schools. The WIDA assessment information will inform strategies for teachers across content areas to support students. BUGS approach, based on recommendations from the New York City Charter School Center Inclusion Collaborative, is to focus on keeping ELLs in the classroom and build their skills in their content areas to help move them to proficiency, instead of pull-out sessions.

- C. Remote Learning assessments continue to provide challenges with students demonstrating a decrease in stamina needed to complete assessments/assignments, struggles with completing assignments and assessments on the computer instead of paper, and students arriving at BUGS from different schools with varying levels of preparation and experience with the Teacher College Workshop model.
- D. The team is also considering ongoing strategies to engage those students who are struggling most with remote learning. Teachers are calling and emailing students and families.
- E. Teacher teams are looking at pacing, calendar reflections and analysis, and realigning vertical and horizontal skills to focus on what's important and necessary to make the learning experience more engaging and productive while still meeting standards, especially while BUGS is remote. Teaching Assistants have been very effective with small group guided reading lessons to support struggling students using breakout rooms. The team is also using digital learning options such as Learning Ally that allows students to engage in text that is on grade level even if they are reading below grade level. BUGS is also working to get physical books to students.
- F. Principal Wynette gave a shout out to BUGS teachers as innovators and dedicated educators. They continue to learn as they go, being flexible, working incredibly hard, every day, all day long during the pandemic.

### III. Finance Committee

Christine Kang reported on behalf of the committee to explain enrollment billing, updates on operation expenses, and expected increase in staffing expenses because of the school's need for support staff in these challenging times.

- A. The committee discussed Friends of BUGS and its role in reimbursements for facilities funding.
- B. The committee briefly discussed the Payroll Protection Program (PPP), and the topic will be picked up for more discussion at the next committee meeting.

### IV. Governance and Nominating Committee

- A. The NYSED approved Erin Walker to the BUGS board with a three-year term.
- B. The committee continues to work on Susan Tenner's annual review.
- C. Conversations about Diversity, Equity and Inclusion (DEI) training for the Board are continuing. Cathy shared that she and Jackie plan to meet with the Executive Director of Center for Racial Justice in Education (CRJE) to learn more about an agenda, allocation of time, and expected outcomes. They will share updates with the Board at the December meeting.

## V. ED Report

- A. Susan Tenner updated the board about discussions with NYSED and next steps needed to achieve diversity, equity and inclusion goals through a fair admissions policy to enroll students with disabilities, ELLs, and those economically disadvantaged to reflect the diversity of CSD 15.
- B. Don Mabrey and Erin Walker volunteered to help Susan Tenner with updated Key Design Element (KDE) language, and admissions and enrollment policy for the Board to review and vote on at the December meeting and submission to NYSED on December 18. The Education & Accountability Committee will also be involved from a programmatic perspective.
- C. Communications to BUGS families will begin with the December PTA meeting. BUGS will also share any material changes with the community for feedback. Adam Drucker proposed a motion to authorize Susan Tenner to work with appropriate parties on a material charter revision request for submission to the authorizer, to address enrollment of students who are economically disadvantaged, English Language Learners, and Students with Disabilities, in proportion to the district. Erin Walker seconded the motion, and all were in favor.
- D. Susan Tenner and Susan Bakst discussed end-of-year fundraising strategies, including Giving Tuesday plans featuring a generous matching gift from a board member.

Public Comment - There was no public comment

Louis Green made a motion to adjourn the meeting, Felice Eckelman seconded, and all approved. The meeting ended at 8:08 p.m.



## Minutes

Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
December 15, 2020  
6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

**Members Present by Video Conference:** Charles Hertzog, Brooks Tanner, Felice Ekelman, Adam Drucker, Cathy Boeckmann, Jamal Deek, Regina Fechter, Christine Kang, Louis Green,

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (BUGS Principal), Susan Bakst (BUGS Director of Marketing and Outreach)

### 1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:34 p.m.
- B. Louis Green made a motion to approve the November board meeting minutes, Adam Drucker seconded the motion, and all approved.
- C. Susan Tenner opened the Mission Moment with a call for the board to read the new blog post by Math Teacher William Jones "Making Social Justice a Factor in My Algebra Class." She led the board in a review of BUGS Key Design Elements (KDE) to provide context and preparation for a vote on a Resolution to add a new KDE on BUGS commitment to diversity later in the meeting.

### II. Education and Accountability Committee

Regina Fechter and Wynette Caesar provided highlights from the culture report and presentation from Dean Dameon and his update on the Office of Student Affairs (OSA) in context of remote learning. The report included an overview on how he and his team are working to best serve students and teachers and collecting data and feedback to promote students' academic success and personal growth.

- A. The main areas of focus for the OSA team within remote learning include: developing a strong community; classroom online behavior; attendance; interventions; and measuring/supporting engagement and participation.
- B. OSA is collaborating with grade level teams and also with BUGS Child Study Team (guidance counselors and reading specialist) to provide support for students identified as severely at risk for failure this school year.
- C. The team has also initiated a program where students can come into the school building for one-on-one work. Teachers are volunteering to be BUGS Champions to meet with students and be available for students to reach out to them at other times.
- D. The OSA team has also increased its connection with teachers giving them support in and outside the classroom and hearing their feedback on ways to support students by attending grade team meetings, collaborating with grade team leaders, and reaching out to families.

- E. The OSA team is focused on strategies to encourage students to keep their cameras on to increase engagement and impact academic outcomes.
- F. The board recognized how the OSA and BUGS staff is collaborating to meet students' needs and the value of collecting data to measure impact during these challenging times.
- G. Susan Tenner and Wynette Caesar provided the board with a quick update on the hybrid launch planned for January 25, 2021.

### **Finance Committee**

Christine Kang shared that the financial report was similar to the previous month. Other committee updates included:

- A. The committee will begin working on the application for forgiveness for the Payroll Protection Program loan and present to the board before proceeding. Digant Bahl is researching the process now.
- B. The committee is revisiting board retreat conversations from fall 2019 to see what areas still need to be addressed or revised.

### **Governance and Nominating Committee**

Cathy Boeckmann reported to the board about the committee's conversation about a board session with the Center for Racial Justice and Education (CRJE). The committee recommended moving forward based on alignment in approach, session design, and CRJE's familiarity with BUGS as an ongoing partner in the school's diversity, equity, and inclusion (DEI) work. The board is interested in moving forward with preference for a weekend session.

### **ED Report**

- A. Susan Tenner recapped the previous board discussion on addressing diversity decreases due to demographic shifts at BUGS, and adding a new key design element (KDE) called "Commitment to Diversity". She reviewed again a resolution stating the school's reasons for adding a new KDE. Susan explained that the resolution authorizes the school to continue to update the enrollment and admissions policy and mark up the renewal document to include programmatic elements specific to the new KDE. (See Resolution below.)
- B. Information about the new KDE has been shared with staff and families with enthusiastic response.
- C. Regina Fechter made a motion to approve the resolution, Louis Green seconded, and all approved.
- D. Brooks Tanner thanked everyone for their involvement during this "interesting" year and making a difference for BUGS.

Public Comment - There was no public comment

Charles Hertzog made a motion to adjourn the meeting, Felice Eckelman seconded, and all approved. The meeting ended at 8:10 p.m.

**BROOKLYN URBAN GARDEN CHARTER SCHOOL**

**RESOLUTIONS OF THE BOARD OF TRUSTEES**

**CHARTER REVISION REQUESTS**

**December 15, 2020**

**WHEREAS**, the BUGS Board notes that BUGS is experiencing a change in its student demographics the last two years, and in the context of the Community School District (CSD) 15 middle school diversity initiative is finding itself increasingly unable to enroll students who are English language learners and students who are eligible applicants for the free and reduced price lunch program, in proportions reflective of CSD15; and

**WHEREAS**, the BUGS Board is committed to recruiting and serving a diverse student body that reflects the diversity of CSD 15; and

**WHEREAS**, the BUGS Board believes it is the best interests of the school to add a new Key Design Element (KDE) to the school's charter titled "Commitment to Diversity," to reflect the Board's commitment to recruiting and serving a diverse student body that reflects the diversity of CSD 15, and to enable the school to add one or more enrollment preferences to its admissions lottery for students with disabilities, students who are English language learners, and/or students who are eligible applicants for the free and reduced price lunch program as a non-material change to its Enrollment Policy, as may be needed from year-to-year to recruit a student body that reflects the diversity of CSD 15 (the "Material Charter Revision Request"); and

**WHEREAS**, the Board of BUGS also wishes to revise the BUGS Enrollment Policy to add enrollment preferences for students who are English language learners and students who are eligible applicants for the free and reduced price lunch program, in alignment with the new KDE, and to otherwise update the BUGS Enrollment Policy (the "Non-Material Charter Revision Request"); and

**WHEREAS**, in order to effectuate these changes, the BUGS Board proposes to submit the Material Charter Revision Request to the school's charter entity, the Board of Regents of the University of the State of New York (the "Board of Regents"), and to submit the Non-Material Charter Revision Request to the Charter School Office of the New York State Education Department (the "CSO"), in substantially the forms presented to the BUGS Board and attached hereto as Exhibit A (the "Requests") to be effective upon approval by the Board of Regents and the CSO.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of BUGS does hereby authorize and direct the Executive Director of BUGS, in the name and on behalf of BUGS, to do all such things and take all such acts and to expend such fees for and on behalf of BUGS 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 Requests to the CSO and the Board of Regents, in substantially the form presented to the Board of BUGS, along with any other documents in connection with the Requests as may be required by the CSO, with such changes or amendments thereto as the Executive Director deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by the Executive Director; and

**IT IS HEREBY FURTHER RESOLVED**, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, member of BUGS school leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS 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.



Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
January 26, 2021  
6:30pm - 8:00 p.m.

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Members Present by Video Conference: Ana Bast, Cathy Boeckmann, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Halie Ianouli, Christine Kang, Don Mabrey, Jackie Piccolo, Brooks Tanner, Erin Walker

Others Present By Video Conference: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

### **I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:34 p.m.
- B. Louis Green made a motion to approve the December board meeting minutes, Charles Hertzog seconded the motion, and all approved.
- C. Susan Tenner opened the Mission Moment by highlighting recent PTA initiatives to support the BUGS team including hats and blankets for staff and lunches during onsite orientation. She also shared excerpts from thank you notes from families to teachers that was also organized by the PTA. Susan updated the board on the pause of the hybrid launch due to potential COVID infection of a staff member who interacted with many of the onsite team during orientation.

### **II. Governance and Nominating Committee**

Cathy Boeckmann updated the board about the following items.

- A. The committee is kicking off the process for gathering feedback for Susan Tenner's review. The board will be provided with a worksheet in the next few days to prompt reflection. Cathy will follow up by email to synthesize the information for the formal review memo.
- B. The committee is working to plan the board workshop with the Center for Racial Justice and Education in place of a future board meeting with a possible earlier start time.

### **III. Finance Committee**

Christine Kang let the board know that the financial report has remained mostly consistent since the last meeting. The committee has been focused on budgeting in consideration of many unknowns and uncertainty about funding from the city and state.

- A. Susan Tenner suggested that budgeting include consideration of an ELL coordinator and consider other staffing issues in regard to hybrid coverage.
- B. The team briefly discussed the PPP loan and consideration of an additional application with the committee agreeing to look more deeply into the issue and report back to the board.
- C. Christine informed the board that the committee has been following up from a discussion point from the 2019 retreat about increasing new members' familiarity with the school

and the finance committee's role and responsibilities through one-on-one meetings with Christine and Digant. Christine also offered to have these meetings with other board members to increase their level of comfort and engagement with the finance reports.

- D. There was additional discussion about growth and impact and ongoing priorities including facilities consideration, grade expansion, and growing and retaining master teachers. One action step could include ed and accountability committee, finance committee, and Principal Wynette meeting together to strategize on ways to impact academic performance and other student growth goals.

#### **IV. Education & Accountability Committee**

Regina Fechter shared highlights from the sustainability team's presentation to the committee, which included staff changes and team goals including integrating project based learning, student led inquiry projects, and sustainability competencies into the curriculum as well as implementing strategies to more effectively engage students during remote learning (more small group options, additional 1:1 opportunities, and technology such as flipgrid).

- A. The board discussed assessments and 8th graders preparedness to sit for the Living Environment Regent exam and the challenges to completing required lab work while remote learning. The committee will look at assessments and report back to the board.
- B. Regina updated the board about the sustainability curriculum three-year course sequence and the increased integration of sustainability concepts across the curriculum. Field Studies in the fall provided safe opportunities for learning and in-person engagement.

#### **V. ED Report**

Susan Tenner's report focused on reviewing metrics for the hybrid opening decision making process.

- A. The team discussed the potential of implementing on-site COVID-19 testing as a way to support the return to school. The board was interested in looking at costs and opportunities to have testing onsite and if it would be possible to make testing available to families too. Brooks asked board members to contact him if they would be interested in supporting the school's onsite testing program research, and Susan confirmed the task force will be looking into options
- A. The procedures to encourage staff to get vaccinated were also discussed and how access to vaccinations would impact the opening of school in the fall.
- B. The board requested additional information on families' decisions to remain remote only or hybrid, how that broke down by grade and if testing would impact the decision to return onsite.

Public Comment - There was no public comment

Regina Fecher made a motion to adjourn the meeting, Adam Drucker seconded, and all approved.

The meeting ended at 8:33 p.m.



**Brooklyn Urban Garden Charter School**

**Board of Trustees Meeting**

**February 23, 2021**

**6:30pm - 8:00pm**

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

Members Present by Video Conference: Cathy Boeckmann, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Hallie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, Brooks Tanner, Erin Walker

Others Present By Video Conference: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

**I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:33 p.m.
- B. Louis Green made a motion to approve the January board meeting minutes, Regina Fechter seconded the motion, and all approved.

**II. Education & Accountability Committee**

- A. The committee reported on its meeting with the Math Team and is very enthusiastic about the director of math, his vision for the department, data driven approach for student learning and professional development of his team.
- B. The remote setting is challenging for maintaining pacing, especially given that the middle school math curriculum is very broad and challenging in a regular school year, students are less engaged, and parents are resistant to additional screen time.
- C. The math team is having success with small group intervention, one-to-one connections, and using technology and adaptive standards-based testing as a way of tracking toward expected learning.
- D. Future plans include rolling out Mastery Connect in the fall and greater integration of sustainability concepts within the math curriculum.
- E. The board reviewed proficiency data with a focus on how the school is supporting sub-groups.

**III. Finance Committee**

- A. The Finance Committee and the Ed & Accountability Committee are discussing one-time options to recognize teachers as part of the recommitment process.
- B. The Committee is reviewing the teacher salary matrix within issues of staff retention as they consider budget projections for the fiscal year. Lydia Bailey, Director of Operations, is doing research that will help inform the Committee's staff salary considerations and more

information is forthcoming from the NY Charter Center. The Committee should receive more information from the BUGS team in a few weeks and provide guidance to Susan Tenner.

- C. Revenue for next year's budget continues to be uncertain as the Committee awaits updates on city, state, and federal government funding whether it's facility funding or other ways BUGS may be impacted. They are also taking into account additional COVID related expenses such as the onsite testing program.

#### **IV. Governance and Nominating Committee**

- A. The committee recommended holding a 3-hour workshop with the Center for Racial Justice in Education (CRJE) or another partner at the March board meeting to move forward with the board's diversity, equity, and inclusion work. A majority of the board said they could meet from 5-8pm on March 23rd.
- B. Susan Tenner requested that part of the March board meeting be used for board work if necessary.
- C. The board was reminded to email Cathy their responses for Susan Tenner's review.

#### **V. ED Report**

- A. Board members reacted to the PTA's February Town Hall about considerations regarding BUGS postponement of the hybrid launch noting Susan Tenner's advocating in a way that seemed compassionate and genuine and the strong efforts of the PTA and executive group.
- B. Susan Tenner reviewed the mitigation criteria (vaccination, testing, meeting CDC guidelines ((mask wearing, hand washing, ventilation, etc.)) and transmission rates) and timeline for the hybrid launch that the leadership team is reviewing. She is also meeting with the Re-Entry TaskForce in February. The plan is to share the information with families on March 5.
- C. The board also reviewed and discussed the school's plan for in person learning to begin in March with Field Studies.
- D. Christine Kang recommended that BUGS consider working with a nurse-healthcare consultant who could also be available for future meetings with staff and families.
- E. The board may need to meet in a special meeting to vote on Admissions and Enrollment lottery weighting revisions for English Language Learners and Free and Reduced Price Lunch.

Public Comment - There was no public comment

Felice Ekelman made a motion to adjourn the meeting, Jackie Piccolo seconded, and all approved. The meeting ended at 8:49 p.m.



**Brooklyn Urban Garden Charter School**

**Special Board of Trustees Meeting**

**March 17, 2021**

**5:30pm - 6:00pm**

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

**Minutes**

Members Present by Video Conference: Cathy Boeckmann, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Christine Kang, Don Mabrey, Jackie Piccolo, Brooks Tanner, Erin Walker

Others Present By Video Conference: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

**The meeting was called to order at 5:32 pm**

- A. Susan Tenner recapped the previous board discussion on addressing diversity decreases due to demographic shifts at BUGS, and adding changes to the Admission and Enrollment policy to include added weighting for English Language Learners to 10 times and including Free and Reduced Price Lunch weighting at 10 times. (See Resolution below.)
- B. Information about the changes has been shared with staff and families with enthusiastic response.
- C. Regina Fechter made a motion to approve the resolution, Don Mabrey seconded, and all approved.

There was no public comment.

Charles Hertzog made a **motion to approve the March 17 board meeting minutes**, Jackie Piccolo seconded the motion, and all approved.

Cathay Boeckmann made a **motion to adjourn the meeting**, Regina Fechter seconded, and all approved.

The meeting ended at 5:46 p.m.



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## **BROOKLYN URBAN GARDEN CHARTER SCHOOL**

### **RESOLUTIONS OF THE BOARD OF TRUSTEES**

#### **NON-MATERIAL CHANGE: Admissions and Enrollment Policy Change**

**March 17, 2021**

The Board of Trustees (the “Board”) of Brooklyn Urban Garden Charter School (“BUGS”) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above:

**WHEREAS**, the BUGS Board notes that BUGS is experiencing a change in its student demographics the last two years, and in the context of the Community School District (CSD) 15 middle school diversity initiative is finding itself increasingly unable to enroll students who are English language learners and students who are eligible applicants for the free and reduced price lunch program, in proportions reflective of CSD15; and

**WHEREAS**, the BUGS Board is committed to recruiting and serving a diverse student body that reflects the diversity of CSD 15; and

**WHEREAS**, the Board of BUGS believes it is in the best interest of the school to revise the BUGS Enrollment Policy to **increase the weighting for students who are English language learners from x3 to x10**, and to **add a weighting of x10 for students who are eligible applicants for the free and reduced price lunch (FRPL) program**, and to otherwise update the BUGS Enrollment Policy (the “Non-Material Charter Revision Request”); and

**WHEREAS**, in order to effectuate these changes, the BUGS Board proposes to submit the Non-Material Charter Revision Request to the Charter School Office of the New York State Education Department (the “CSO”), in substantially the forms presented to the BUGS Board and attached hereto as Exhibit A (the “Request”) to be effective upon approval by the Board of Regents and the CSO.

**NOW, THEREFORE, BE IT RESOLVED**, that the Board of BUGS does hereby authorize and direct the Executive Director of BUGS, in the name and on behalf of BUGS, to do all such things and take all such acts and to expend such fees for and on behalf of BUGS 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 Requests to the CSO and the Board of Regents, in substantially the form presented to the Board of BUGS, along with any other documents in connection with the Requests as may be required by the CSO, with such changes or amendments thereto as the Executive Director deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by the Executive Director; and

**IT IS HEREBY FURTHER RESOLVED**, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, member of BUGS school leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS 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.

#### **CERTIFICATE**

The undersigned does hereby certify that the foregoing resolutions were duly adopted by the Board of Trustees of Brooklyn Urban Garden Charter School on March 17, 2021.

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**Brooklyn Urban Garden Charter School**

**Board of Trustees Meeting**

**March 23, 2021**

**6:30pm - 8:00pm**

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

**Members Present** by Video Conference: Cathy Boeckmann, Jamal Deek, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Christine Kang, Don Mabrey, Jackie Piccolo, Brooks Tanner, Erin Walker, Ana Bast (PTA Officer), Jenara Prieto (PTA Officer)

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Wynette Caesar (principal), Aaron Linskey (teacher), Bethel Betai (teacher), Dean Dameon (Dean of Student Affairs), Mark Narvaez (teacher), William Jones (teacher), Lydia Bailey (Director of Operations), Kevin Peñaloza (parent coordinator)

**I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:33 p.m.
- B. Don Mabrey made a motion to approve the February board meeting minutes, Jamal Deek seconded the motion, and all approved.

**II. Diversity, Equity & Inclusion (DEI) Discussion**

Staff shared their perspectives and insights about DEI at BUGS and provided the board with an understanding about the state of DEI work at the school and the impact on their work.

**III. Finance Committee**

- A. Christine updated the board about the compensation analysis being done for the upcoming school year looking at relevant data comparison points and financial considerations including sustainability, fundraising, and student outcomes.
- B. The committee will share a draft of the budget in May for approval in June.

**IV. Education & Accountability Committee**

Regina Fechter updated the board about the humanities department's presentation to the committee.

- A. The team is feeling positive about general trends and assessment results. They are gearing up for State Tests and addressing implementation challenges with the launch of hybrid occurring at the same time.

- B. The coordination of standards is making an impact. The team is also focusing more on social emotional learning and using a DEI lens for current events.
- C. The pandemic continues to impact student engagement with the gap widening between students performing very well during remote learning and those who are struggling. It has been difficult to get 8th grade families to respond to requests for meetings or intervention with teachers and the parent coordinator continuing to make outreach efforts even offering sessions on the weekends to support students.
- D. The team is working on a proposal for a charter incubator to support ELLs. BUGS has launched in person Intervention with one-to-one sessions with students on Wednesdays and new check in periods every day.

#### **V. ED Report**

- A. Susan Tenner invited board members to respond to CDC revised guideline recommendations of at least 3 feet between students in classrooms with clearer guidance when a greater distance (such as 6 feet) is recommended and how much BUGS should align around DOE's adapting to the recommendation. The board agreed with Susan's suggestion to watch how the DOE responds to the guidance and check in with the Director of Operations and Principal Wynette about the impact on BUGS.
- B. The BUGS team is also working on planning for next year about in-school capacity with the goal of five days a week of instruction.
- C. The BUGS COVID testing program pilot is on track to launch with a great response from families in completing consent forms.
- D. The Enrollment & Admissions policy with new weighting for FRPL is being tweaked with NYSED with the expectation that BUGS will be able to implement it for the 2021-22 lottery.

Public Comment - There was no public comment

Regina Fechter made a motion to adjourn the meeting, Don Mabrey seconded, and all approved. The meeting ended at 8:50 p.m.



Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
April 27, 2021  
6:30pm - 8:00pm  
<https://meet.google.com/iww-pkee-pye>  
+1 470-250-1672 PIN: 639951412#

**Members Present** by Video Conference: Ana Bast, Cathy Boeckmann, Adam Drucker, Felice Ekelman, Regina Fechter, Jamal Deek, Louis Green, Charles Hertzog, Christine Kang, Don Mabrey, Jackie Piccolo, Brooks Tanner, Erin Walker

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

### **I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:34 p.m.
- B. Charles Hertzog made a motion to approve the March board meeting minutes, Christine Kang seconded the motion, and all approved.
- C. Susan Tenner led a mission moment open book quiz focused on facts about BUGS key design elements, accountability goals, and performance benchmarks in preparation for the NYSED visit in May.

### **II. Education & Accountability Committee**

Regina Fechter updated the board about the Talent Management report.

- A: BUGS is enjoying strong retention, the team is finding growth opportunities, there has been a focus on diversity, equity, and inclusion in professional development and it is also being used as a lens in hiring. Turnover has occurred mid-school year due to factors such as remote learning, career changes, and family care.
- B. The focus now is on the communications and strategy about recommitment letters to be sent to staff regarding the next fiscal year.
- C. The board discussed compensation philosophy, bonuses, and BUGS framework relative to other educational organizations and insights from meetings with compensation consultants. An important issue the committee is addressing is how to compensate experienced teachers in a way that is attractive and sustainable.

### **III. Finance Committee**

Christine Kang provided a review of the fiscal year commenting on a much improved bottom line for FY '21 due to substantial savings from being remote and high enrollment.

- A. The committee is starting to draft the FY '22 budget. The committee shared that there will be increase in per pupil funding with other key assumptions including a 5-day onsite program, full enrollment at approximately 300 students, possible federal funding for COVID related relief at some level, an increased

fundraising goal, filling of team vacancies with challenges related to expense of the co-teaching model particularly if there is a decrease in SPED students.

- B. There was discussion about how to treat the PPP loan and how it would impact this fiscal year and the sustainability road map. More research will be done by the committee about qualifications for loan forgiveness.
- C. The board discussed different compensation, bonus scenarios with the goal of making a decision by May 10 to include in recommitment letters. Members were invited to share thoughts with Christine, Brooks, and Susan Tenner.
- D. Adam Drucker made a motion to approve the submission of the form 990. Charles Hertzog seconded and all approved.

#### **IV. Governance and Nominating Committee**

- A. Cathy Boeckmann and Jackie Piccolo focused their report on the diversity, equity, and inclusion work of the committee reflecting on the voices of BUGS staff who participated in a panel at the March board meeting. Jackie reviewed the 4 buckets of DEI goals the committee is working on:
  - 1) Diverse board leadership - strengthen the board pipeline for future board members.
  - 2) Community connection. Look for opportunities for board members to engage in 2 school events per year.
  - 3) Diverse perspectives: invite one guest speaker per quarter. Hear about what's happening at school level and how we can support.
  - 4) Board support for BUGS DEI: Engage in setting goals for Susan Tenner around DEI. The committee will provide proposals on what that goal could look like.
- B. Cathy informed the board that Susan Tenner's review memo is finalized. Following a discussion with Susan, the committee will launch the compensation review and prepare the memo for Susan and Wynette Caesar for the board to review at the June meeting.
- C. The committee discussed its strategies to prepare for the NYSED check in visit in May.

#### **V. ED Report**

Brooks provided an update for Susan Tenner about the successful design and roll-out of the COVID testing program

Public Comment - There was no public comment

Adam Drucker made a motion to adjourn the meeting, Louis Green seconded, and all approved. The meeting ended at 8:20 p.m.





Brooklyn Urban Garden Charter School  
Board of Trustees Meeting  
May 25, 2021  
6:30pm - 8:00pm  
<https://meet.google.com/iww-pkee-pye>  
+1 470-250-1672 PIN: 639951412#

**Members Present** by Video Conference: Ana Bast, Cathy Boeckmann, Adam Drucker, Felice Ekelman, Regina Fechter, Jamal Deek, Louis Green, Charles Hertzog, Christine Kang, Don Mabrey, Brooks Tanner, Erin Walker

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Susan Bakst (BUGS Director of Marketing and Outreach)

### **I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:35 pm
- B. Felice Ekelman made a motion to approve the April board meeting minutes, Louis Green seconded the motion, and all approved.
- C. Susan Tenner led a mission moment about the vision for BUGS asking for members to share their vision and discuss in terms of the vision developed by the Ed & Accountability committee.

### **II. Education & Accountability Committee**

- The focus of the committee's report was on Talent Management with Susan Tenner providing updates about plans for the 2021-22 school year.
- Principal Wynette Caesar shared her vision for the next school year including the team becoming more effective and efficient around data and how best to use it to drive academic achievement. There was also an effort to be explicit in teacher professional practice commitments about expectations for teacher performance and student performance. She is also taking a new look at time allocated for meetings with the goal of more effectively using that time to have teachers in classrooms focused on curriculum, student growth and development, and on their own growth and development. Her goal is to grow BUGS teachers and support them to keep growing at BUGS.
- Principal Wynette is also creating a year long calendar showing areas BUGS needs to prioritize and focus on month to month and week to week. This scheme also aligns directors' roles and responsibilities so they collaborate with the student support team to impact outcomes.

### **III. Finance Committee**

- Christine Kang updated the board about shifts in the draft of the budget since the last meeting and suggested that additional slight shifts may happen before the vote next month.

- The Finance Committee has discussed and researched the Paycheck Protection Program (PPP) issue and is recommending that BUGS go ahead and apply for forgiveness for the PPP loan.
- The committee recommended that long-term budget sustainability issues will need to be addressed because of changing SPED and federal funding and increasing costs of the BUGS model.

#### **IV. Governance and Nominating Committee**

- Cathy Boeckmann updated the board that the Executive Director review is complete and the committee is moving on to the review of senior leadership compensation. A memo will be presented for approval at the next board meeting.
- The committee is looking for updates to the Open Meeting Law with the expectation that eventually board meetings will resume in person with the hope that BUGS can hold its annual offsite meeting in the fall.
- The committee is focused on succession planning with a rotation of leadership roles. Brooks Tanner's term as a trustee ends this June and the committee will solicit volunteers from the existing Board to take over the Chair role.

#### **V. ED Report**

Susan Tenner updated the board about BUGS summer program. There will be more detailed information about student outcomes at the June meeting when the endline results will be reviewed.

Public Comment - There was no public comment

Don Mabrey made a motion to adjourn the meeting, Charles Hertzog seconded, and all approved.

The meeting ended at 8:28pm





**Brooklyn Urban Garden Charter School  
Board of Trustees Meeting**

**June 22, 2021**

**6:30pm - 8:00pm**

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

**Members Present** by Video Conference: Ana Bast, Cathy Boeckmann, Adam Drucker, Felice Ekelman, Regina Fechter, Jamal Deek, Louis Green, Hallie Iannoli, Christine Kang, Don Mabrey, Jacqueline Piccolo, Brooks Tanner

**Others Present By Video Conference:** Susan Tenner (BUGS Executive Director), Wynette Caesar (BUGS Principal), Susan Bakst (BUGS Director of Marketing and Outreach)

**I. Welcome and Approval of Minutes**

- A. The meeting was called to order at 6:35pm
- B. Adam Drucker made a motion to approve the May board meeting minutes, Jamal Deek seconded the motion, and all approved.
- C. Susan Tenner led a mission moment featuring welcome videos created by rising 7th graders to welcome new students.

**II. Education & Accountability Committee**

Regina Fechter and Wynette Caesar reported on initial end-of-year academic assessment data and provided context on new NYSED requirements, as well as teaching and assessment challenges in a remote learning environment for both Humanities and Math.

- The math team is engaging in a curriculum review and standards analysis. Regina informed the board that she would share information on their research when it was available.
- The board was also updated on strategies BUGS will be implementing to serve the needs of diverse learners in core content areas in the 2021-22 school year and work that is taking place on schoolwide goals.
- The academic team is looking to focus during 2021-22 on data analysis and effective use for instructional impact, building a collaborative learning culture, and rebuilding BUGS in-person learning environment.

**III. Finance Committee**

Christine Kang informed the board of the committee's work on developing a budget that addressed sustainability issues amidst shifting revenue and expense streams.

- The committee is still mapping out the five year plan that will be submitted with the renewal.

- Additional scenarios of cost reductions in case of changes in revenue forecasts are also being explored.
- The Finance Committee plans to meet again before the submission of the five year plan with a draft prepared by July 12.

Louis Green made a motion to approve the FY 21-22 budget as presented, Adam Drucker seconded, and all approved.

#### **IV. Governance and Nominating Committee**

On behalf of the Governance and Nominating Committee, Cathy Boeckmann brought several measures before the board for votes.

- Louis Green made a motion to approve compensation as outlined in the committee's Executive Compensation for SY21-22 memo for Susan Tenner, Wynette Caesar, and Lydia Bailey, Regina Fechter seconded, and all approved.
- Feilce Eckelman and Jackie Piccolo have stepped forward to take on co-chair roles on the board. Additional discussions and planning on this arrangement are taking place with the goal of presenting this in more detail and having it approved at the July board meeting. Since both Brooks Tanner and Jackie Piccolo's terms expire at the end of June, the board was asked to vote to approve an extension of Brooks's term for one month as well as a new term for Jackie.
- Don Mabrey made a motion to approve a new three year term for Jackie beginning at the end of June and a one month extension for Brooks through the end of July. Louis Green seconded, and all approved.
- The board was asked to approve the calendar for 2021-22 board meetings. Brooks Tanner made a motion to approve, Jackie Piccolo seconded, and all approved.

#### **V. ED Report**

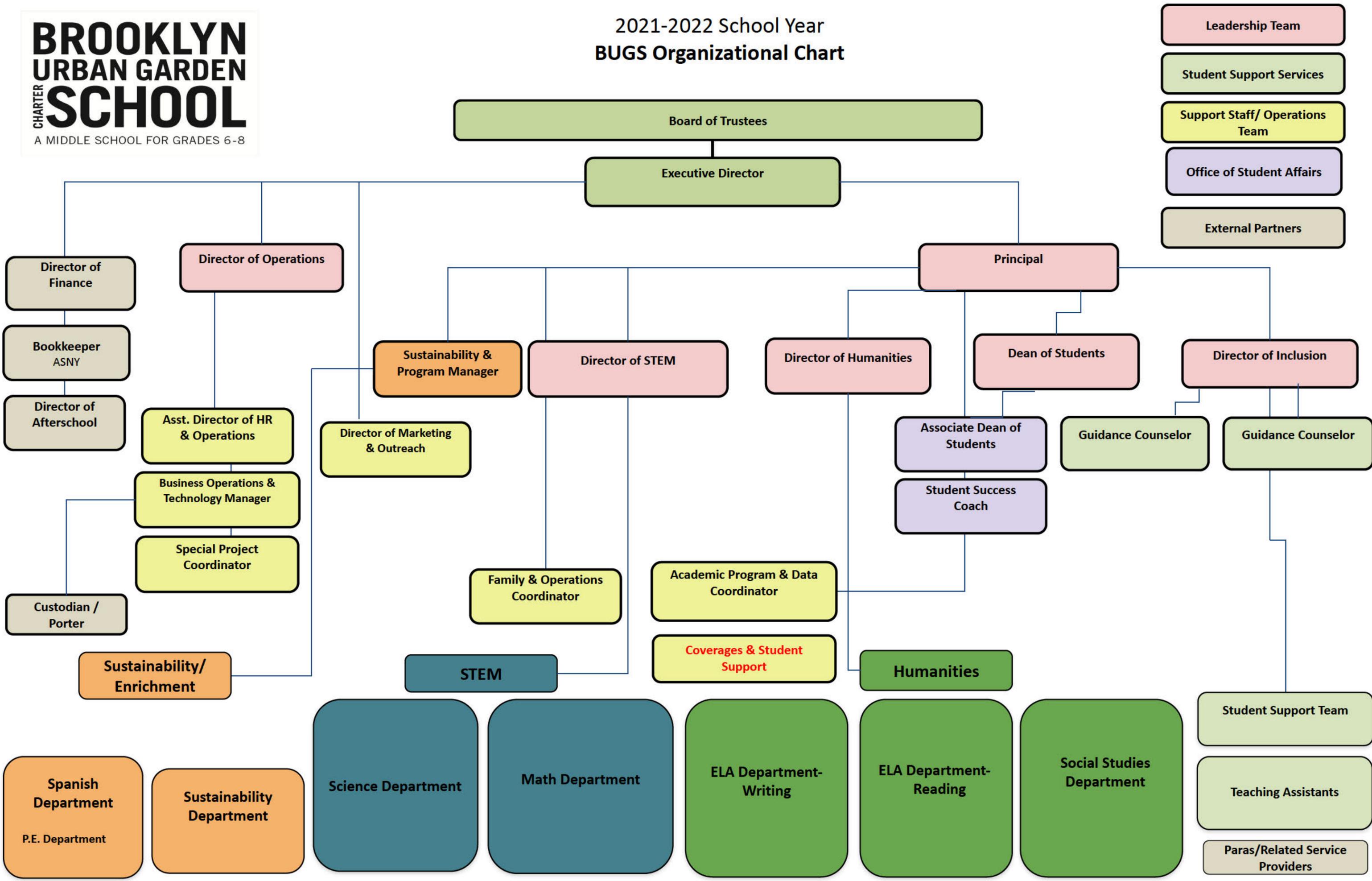
- Susan Tenner thanked board members for renewing their commitment to BUGS and suggested that they visit the board "homebase" (with linked board documents) for more information about positions and other resources.
- During the summer the board will be asked to review the NYSED renewal application, especially the parts that relate to their committees. The board will be asked to vote to approve the application and a special meeting might be called.
- BUGS is planning on an August information session for families to discuss the year ahead in academics, social emotional support, and health and safety precautions.

Public Comment - There was no public comment

Regina Fechter made a motion to adjourn the meeting, Christine Kang seconded, and all approved.

The meeting ended at 8:15pm.

2021-2022 School Year  
BUGS Organizational Chart



# BUGS 2021-2022 School Calendar

## August/September '21

S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		20

## October '21

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						20

## November '21

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				
						18

## December '21

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
						17

## January '22

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					20

## February '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					
						14

## March '22

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
						23

## April '22

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
						15

## May '22

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
						20

## June '22

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		
						15

**Arrival/Start:**  
M-F 8:10 am  
**Dismissal:**  
3:15 pm  
**Instructional Days:**  
**182**

**Key**

- 1** Holiday/No School
- 2** Asynchronous Day
- 3** School Event
- 4** 1PM Dismissal
- 5** Field Study
- 6** Number of Instructional Days/ Month

## 2021

- Aug 30 First day for New Students | 1PM Dismissal
- Aug 31 First day for Returning Students | 1PM Dismissal
- Sept 1-3 1PM Dismissal
- Sept 6 School Closed - Labor Day
- Sept 7-8 School Closed - Rosh Hashanah
- Sept 16 School Closed - Yom Kippur
- Sept 29 Curriculum Night
- Sept 30 Asynchronous - Staff Development Day
- Oct 11 School Closed - Indigenous People's Day
- Nov 2 No Classes - Election Day & Staff Development
- Nov 11 School Closed - Veterans Day
- Nov 15-16 1PM Dismissal - Student-led Conferences
- Nov 24 1PM Dismissal
- Nov 25-26 Thanksgiving Recess (School Closed)
- Nov 29 Asynchronous - Staff Development Day
- Dec 24-Dec 31 School Closed - Winter Recess

## 2022

- Jan 3 Asynchronous - Staff Development
- Jan 17 School Closed - Dr. Martin Luther King Jr. Day
- Feb 1 School Closed - Lunar New Year
- Feb 21-25 School Closed - Midwinter Recess
- Feb 28 Asynchronous - Staff Development Day
- Mar 8-9 1PM Dismissal - Student-led Conferences
- Mar 29-31 NYS ELA Exams - 1PM Dismissal
- Apr 15-22 School Closed - Spring Recess
- Apr 26-28 NYS Math Exams - 1PM Dismissal
- May 2 School Closed - Eid al-Fitr
- May 3 Asynchronous - Staff Development Day
- May 30 School Closed - Memorial Day
- June 7 No School - Staff Development Day
- June 9 No School - Staff Development Day
- June 20 School Closed - Juneteenth Observed
- June 24 Last Day of School



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.08.2021.

### PREMISES

Brooklyn Urban garden Charter School  
500 19<sup>th</sup> Street  
Brooklyn NY 11215

Brooklyn Urban garden Charter School  
500 19<sup>th</sup> Street  
Brooklyn NY 11215

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 **01.06.2021**.

~~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

**CO Number: 301573161F**

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.*

<b>A. Borough:</b> Brooklyn	<b>Block Number:</b> 00889	<b>Certificate Type:</b> Final
<b>Address:</b> 500 19 STREET	<b>Lot Number(s):</b> 1	<b>Effective Date:</b> 10/17/2005
<b>Building Identification Number (BIN):</b> 3017307		
<b>Special District:</b> None	<b>Building Type:</b> Altered	

**This Certificate supercedes CO Number(s):** None

*For zoning lot metes & bounds, please see BISWeb.*

<b>B. Construction classification:</b>	OLD CODE: 1	<b>Number of stories:</b>	3
<b>Building Occupancy Group classification:</b>	G	<b>Height in feet:</b>	58
<b>Multiple Dwelling Law Classification:</b>	HAEA	<b>Number of dwelling units:</b>	21

**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

**Borough Comments:** None

*[Signature]*  
Borough Commissioner  
Brooklyn 1

Borough Commissioner

*[Signature]*

Commissioner



# Certificate of Occupancy

CO Number: 301573161F

## Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy group	Zoning dwelling or rooming units	Zoning use group	Description of use
							

*R.A. Hartman*  
Borough Commissioner  
Brooklyn 1

Borough Commissioner

*[Signature]*

Commissioner

END OF DOCUMENT