

# Application: Edmund W. Gordon Brooklyn Lab CS

Eric Tucker - eric@brooklynlaboratoryschool.org  
2020-2021 Annual Report

## Summary

**ID:** 0000000295

**Last submitted:** Jan 5 2022 09:58 PM (EST)

**Labels:** Board of Regents

## Entry 1 School Info and Cover Page

**Completed** Jan 5 2022

### [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)

EDMUND W GORDON BROOKLYN LABORATORY CHARTER SCHOOL 331300861110

**a1. Popular School Name**

Brooklyn LAB

**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 #13 - BROOKLYN

**d. DATE OF INITIAL CHARTER**

6/2016

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2018

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

MISSION STATEMENT

Mission Statement: Brooklyn Laboratory Charter High School (BLCHS) prepares students—including students with disabilities, English language learners, and over-age, under-credited students—with the academic, applied science, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented 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

1. Rigorous, college-prep curriculum that develops habits of success: Our math, English, science, and social studies programs are aligned to CCLS and back mapped from the skills, knowledge, and habits necessary to succeed on Advanced Placement exams (APs), in college, and beyond. BLCHS will help students learn independently, think critically, and communicate proficiently. We also set clear expectations for high-quality work and foster metacognition. We will build knowledge through content-rich nonfiction; reading, writing, and speaking grounded in evidence; and regular practice with complex text and academic language. Engagement with foundational texts and global conversations allows students to learn academic vocabulary, gain command of evidence, conduct text analysis across disciplines, and study problems grounded in real-world contexts. We will also emphasize independent, college-level assignments. Research highlights the importance of working on tasks with sustained concentration. Studies also show increased achievement and motivation when students can self-correct their

work in response to feedback and when they work on larger projects that are important to them. BLCHS students take AP and college-level courses along with key formative assessments.

KDE 2

2. Entrepreneurial learning: The exponential rate of digital innovation is reordering the contours of knowledge and work. BLCHS must prepare students to succeed in jobs and industries we can hardly imagine. Harvard's David Weinberg argues that we are moving from a world of facts from books to a world of ubiquitous free information. John Seely Brown argues that in this era, "good questions are more important than answers." Working with industry partners and entrepreneurs, BLCHS cultivates entrepreneurial learners, providing scholars with opportunities to explore new challenges and learn from others. We offer experiences that foster inquiry-driven learning and instill in students a sense of curiosity in the face of challenge.

KDE 3

3. Warm/demanding culture of high expectations: We reject the idea that circumstances limit student potential. BLCHS will uphold uncompromising standards for attendance, coursework, and participation. We will train faculty and leaders to create a joyful and engaging learning environment that celebrates effort and achievement. Staff will have training in fostering joyous yet structured learning that respects and nurtures students.

KDE 4

4. Accelerated learning powered by innovative human capital: BLCHS is designed to support and motivate students with a range of learning needs and levels of mastery. We will remediate and accelerate learning to ensure that students who are behind reach grade level, and students who are ahead receive additional challenges. The LAB Fellowship program allows for a wealth of personalized instruction time. Through this selective public service fellowship, BLCHS will contract with InnovateEDU for a group of educators to provide small group tutoring to BCLHS students during time set aside for intervention and

acceleration. With this approach, students will receive both grade level content delivered through direct instruction and differentiated content delivered by Fellows in small groups. According to a RAND Corporation study of 23 schools (including LAB), this kind of personalized learning approach helps students make “significantly greater gains in math and reading over the last two years than a virtual control group made up of similar students at comparable schools.” MDRC proved the efficacy of high schools that emphasize “academic rigor, personalization, and community partnerships.”

KDE 5

5. Extended and personalized learning: We will have a longer school day (8:30am-5:15pm) and school year calendar (students attend classes at least 185 days each year plus support on breaks and weekends). BLCHS will also use the web-based learning system, Cortex to extend personalized learning time in and out of school. Cortex allows students to access learning opportunities anywhere and generates Personal Learning Plans to meet the wide range of student skills and ensure that every student achieves breakthroughs in learning.

KDE 6

6. Harnessing the assets of our community: We value partnerships with our families and will communicate with families regularly (in person, digitally, on paper, and via phone) on academic and behavioral progress. We provide opportunities for families to engage, including regular family nights, conferences, and a parent leadership council. We also conduct family input sessions to solicit feedback on school policies. The key to strong parent engagement is relationships built through trust and ongoing communication. Local business and institutions of higher learning also present opportunities for collaboration and BLCHS. 12th graders will be able to intern with local companies (e.g. Amplify, MakerBot), organizations (e.g. Made in NY Media Center, MAGNET Center), and colleges (e.g. NYU, Pratt, Carnegie Mellon, City Tech). BLCHS will partner with a college to enable 11th and 12th graders to enroll in credit-bearing courses to ease their academic and financial

	transition into college.
KDE 7	7. A focus on argumentation across the curriculum: Argumentation ensures rigor by asking students to support their thinking with evidence, to subject their thinking to counter-argument, to rise to the challenge of refuting opposing views, and to evaluate competing claims. Argument centered instruction builds cohesion across disciplines, connecting all content areas by asking students to employ argumentation to demonstrate comprehension.
KDE 8	8. Next generation assessment and data-driven instruction: Next generation assessments will help BLCHS meet the needs of diverse learners, including ELLs, students with IEPs, and students behind grade level. Research shows instruction is a school's most cost-effective investment. BLCHS invests in recruiting, training, retaining, and supporting effective teachers. BLCHS faculty will have a relentless improvement ethic and employ varied, real-time diagnostic data to inform practice and academic outcomes. Teachers will use Cortex playlists and diagnostics to bolster lessons and enhance interventions, using time set aside for data review. Faculty are provided regular time for data review to improve instruction. BLCHS will use digital tools to deliver challenges that that continuously progress and tailor learning to fit student needs. As students complete playlist activities, embedded assessments will track progress and give real-time feedback to motivate students and give them a sense of ownership.
KDE 9	(No response)
KDE 10	(No response)

**Need additional space for variables**

No

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

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

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

360

**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, 9, 10

**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?

	Yes, 2 sites
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**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	77 Sands Street Brooklyn NY 11201	347-473-8340	NYC CSD 13	6-11	6-11

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.org</a>
Operational Leader	Aaron Daly	347-473-8340		<a href="mailto:aaron@brooklynlaboratoryschool.org">aaron@brooklynlaboratoryschool.org</a>
Compliance Contact	Sheryl Gomez	646-553-9347		<a href="mailto:sheryl@brooklynlaboratoryschool.org">sheryl@brooklynlaboratoryschool.org</a>
Complaint Contact	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.org</a>
DASA Coordinator	Stephanie Mitchelson-Francios	347-473-8340		<a href="mailto:smitchelson@brooklynlaboratoryschool.org">smitchelson@brooklynlaboratoryschool.org</a>
Phone Contact for After Hours Emergencies	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.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)**

[77 Sands CO.pdf](#)

**Filename:** 77 Sands CO.pdf **Size:** 64.5 kB

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**Site 1 Fire Inspection Report**

[77 Sands Fire with letter.pdf](#)

**Filename:** 77 Sands Fire with letter.pdf **Size:** 151.9 kB

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**School Site 2**

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## m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	240 Jay Street Brooklyn NY 11201	347-473-8340	NYC CSD 13	6-11	6-11

### m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.org</a>
Operational Leader	Aaron Daly	929-417-1604		<a href="mailto:aaron@brooklynlaboratoryschool.org">aaron@brooklynlaboratoryschool.org</a>
Compliance Contact	Sheryl Gomez	646-553-9347		<a href="mailto:sheryl@brooklynlaboratoryschool.org">sheryl@brooklynlaboratoryschool.org</a>
Complaint Contact	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.org</a>
DASA Coordinator	Stephanie Mitchelson	347-473-8340		<a href="mailto:smitchelson@brooklynlaboratoryschool.org">smitchelson@brooklynlaboratoryschool.org</a>
Phone Contact for After Hours Emergencies	Eric Tucker	312-771-1816		<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.org</a>

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a 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 2 Certificate of Occupancy (COO)**

[240 Jay CO.pdf](#)

**Filename:** 240 Jay CO.pdf **Size:** 61.6 kB

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**Site 2 Fire Inspection Report**

[240 Jay Fire with letter.pdf](#)

**Filename:** 240 Jay Fire with letter.pdf **Size:** 152.3 kB

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

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**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	Eric Tucker
Position	Executive Director
Phone/Extension	312-771-1816
Email	<a href="mailto:eric@brooklynlaboratoryschool.org">eric@brooklynlaboratoryschool.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**

SRI C MCKER

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

Matthew...

**Date**

Aug 2 2021

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Jan 5 2022

## **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	As measured by New York State ELA and Math 6 8 assessments, 100% of LAB grade levels met or outperformed the statewide proficiency average at corresponding grade levels.	NYS ELA and Math Assessments	Unable to Assess	Data not available from NYSED.
Academic Goal 2	As measured by New York State ELA and Math 6 8 assessments, targeted LAB sub groups will meet or outperform the New York City proficiency average for like sub groups. Sub groups are students who are economically disadvantaged, students with disabilities (SWDs), and English Language Learners (ELLs).	NYS ELA and Math Assessments	Unable to Assess	Data not available from NYSED.
Academic Goal 3	As measured by New York State ELA and Math 6-8 assessments, 100% of LAB grade levels and Subgroups met or	NYS ELA and Math Assessments	Met	Data not available from NYSED.

	outperformed the proficiency rates for the school's Similar Schools Comparison			
Academic Goal 4	As measured by NWEA Measures of Academic Progress (MAP) or the PSAT, 60% of LAB scholars achieve at least one year of growth or perform at or above grade level on these exams	NWEA MAP or PSAT	Met	
Academic Goal 5	Average interim assessment (course unit exam) scores show a 10% increase in baseline proficiency from the previous Spring New York State exam, with no grade level average pass rate below State equivalence.	Interim Assessments	Met	
Academic Goal 6	At least 80% of instructional staff (fellows, teacher leaders, deans, and school directors) make at least 0.6 points of growth on their aligned performance rubrics in particular the (1) TNTP	TNTP Blended Core	Unable to Assess	

	Blended Core Teaching Rubric; or (2) TNTP PLUS Leadership Rubric			
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
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 goal, type N/A for Not Applicable
	At all times throughout the year, the LAB leadership Team			

Org Goal 1	maintains a base of identified potential new academic and operations leaders of at least 5 who are currently emerging leaders.	At least 5 staff are emerging leaders.	Met	
Org Goal 2	LAB Leadership team members each meet at least 90% of their individual scorecard goals as measured by performance against key scorecard metrics.	Leadership team meets at least 90% of their scorecard goals.	Not Met	Approaches
Org Goal 3	65% of LAB staff identify as people of color, with no gaps by level or function.	65% of LAB staff identify as people of color, with no gaps by level or function.	Met	
Org Goal 4	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs, ELL, and economically disadvantaged students	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs and economically disadvantaged students	Not Met	100% of Leadership Team members did not each meet at least 90% of their individual scorecard goals.
	The School shall be, and shall remain, in compliance with all local, state, federal laws and regulation relating to the operation of the School. These			

Org Goal 5	<p>requirements include, but are not limited to, maintaining daily student attendance records, discipline incidents records, academic transcripts records and requirements for grade promotion and graduation, documenting annual retention rates, maintaining a four year graduation rate and ensuring students get appropriate credit hours.</p>	<p>The school is in compliance with applicable laws.</p>	<p>Met</p>	
Org Goal 6	<p>Complete athletic facilities renovation of 240 Jay campus such that the facility passes the facilities readiness audit.</p>	<p>The facilities readiness audit is passed by June 30, 2021.</p>	<p>Met</p>	
Org Goal 7	<p>Re-open facilities for on-site instruction 5-days a week to ensure LAB families have meaningful options during the pandemic.</p>	<p>5-day a week, onsite instruction reopened on August 18, 2021.</p>	<p>Met</p>	
	<p>Create and disseminate distilled recommendations</p>	<p>Codified findings of</p>		

Org Goal 8	and best practices from leaders across around the country regarding how to support families, scholars and school culture during start of year	health, safety, and well-being focused preparation to operate in-person during the pandemic.	Met	
Org Goal 9	Create or revise and document the mindsets, practices, and approaches to help train staff to ensure scholars are safe, known, and productively engaged in learning	Created training materials for building adult and scholar mindsets and skillsets	Met	
Org Goal 10	Define and attain a set of milestones which serve as leading indicators of staff and student being safe, known, and productively engaged as well as overall organizational health.	Created arc of the year framework with accompany training materials and evaluation process to	Met	
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				

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Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

**6. FINANCIAL GOALS**

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## 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	Maintain at least 90 days of cash on hand and begin building an operating reserve that totals 30 days of cash on hand by year end.	90 days of cash on hand and 30 days of operating reserve cash on hand.	Met	
Financial Goal 2	Clean audited financials delivered to the Board no later than November 1, 2021.	Audited financials delivered to the Board.	Met	
Financial Goal 3	The School will resolve the post water damage claims for construction, business interruption, and furniture and fixtures June 30, 2021.	Post water damage insurance claims resolved.	Met	
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 4 - Audited Financial Statements

Completed Nov 1 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.**

### Brooklyn Laboratory Charter FST

Filename: Brooklyn Laboratory Charter FST 7BkFRHm.pdf Size: 299.8 kB

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

Completed Jan 5 2022

### 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.**

### Edmund W Gordon\_BEDS-331300861110\_2020-21

Filename: Edmund W Gordon BEDS 331300861110 2020 21.xlsx Size: 76.0 kB

## Entry 4c - Additional Financial Documents

Completed Jan 5 2022

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

1. Advisory and/or Management letter

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

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

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

**[Brooklyn Laboratory Charter Mgmt Ltr](#)**

**Filename:** Brooklyn Laboratory Charter Mgmt L WujNHjc.pdf **Size:** 144.7 kB

**[Evidence of Required Escrow Account](#)**

**Filename:** Evidence of Required Escrow Account xSG3CRq.pdf **Size:** 73.5 kB

**Entry 4d - Financial Services Contact Information**

**Completed** Jan 5 2022

**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
	Sheryl Gomez	[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
	Daniel Smolan	[REDACTED]	[REDACTED]	4

**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
	Charter School Business Management	Gretchen Liga	237 W 35th St #301, New York, NY 10001	[REDACTED]	[REDACTED]	4

## Entry 5 - Fiscal Year 2021-2022 Budget

**Completed** Jan 5 2022

**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.**

[final2021-2022arbudgettemplate\\_EWGLAB](#)

**Filename:** final2021 2022arbudgettemplate EWGLAB.xlsx **Size:** 37.6 kB

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

**Completed** Jan 5 2022

**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.

## [Financial Disclosures Combined](#)

**Filename:** Financial Disclosures Combined 2Sl8wiX.pdf **Size:** 24.1 MB

## Entry 7 BOT Membership Table

**Completed** Jan 5 2022

## Instructions

### Required of All charter schools

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

## Entry 7 BOT Table

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

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

Trustee Name	Trustee Email Address	Position on the Board	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
Tokumb				Real				

1	o Shobowale		Trustee/Member	Estate Subcommittee	Yes	3	07/01/2021	07/01/2022	11
2	Adrien Siegfried		Treasurer	Finance/Audit Committee	Yes	6	07/01/2021	07/01/2023	10
3	Martha Revenaugh		Chair	"Executive Committee, Finance/Audit Committee"	Yes	5	07/01/2021	07/01/2023	12
4	Gary Wood		Trustee/Member	Real Estate Subcommittee	Yes	6	07/01/2021	07/01/2022	12
5	Nadine Augusta		Secretary	Executive Committee, Board Development and Nomination Committee	Yes	4	07/01/2021	07/01/2023	8
6	Walter Loughlin		Vice Chair	Real Estate Subcommittee	Yes	5	07/01/2021	07/01/2022	11
7	Sujata Rajpurohit		Trustee/Member	Academic Committee	Yes	3	07/01/2021	07/01/2022	11
8									

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

No

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

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

a. Total Number of BOT Members on June 30, 2021	7
b.Total Number of Members Added During 2020-2021	0
c. Total Number of Members who Departed during 2020-2021	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	7

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

12

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

12

Thank you.

## Entry 8 Board Meeting Minutes

Completed Jan 5 2022

### **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.

### **[2020-2021 Board Minutes \(1\)](#)**

**Filename:** 2020 2021 Board Minutes 1.pdf **Size:** 3.8 MB

## Entry 9 Enrollment & Retention

Completed Jan 5 2022

### **[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.

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### **Recruitment/Attraction Efforts Toward Meeting Targets**

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	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	<p>We continued our work with parent advocacy groups and bolster student recruitment through our partnerships with community institutions like MOUSE, Brooklyn Public Library, the HIVE Network, and local religious organizations. LAB continued to publicize the school to prospective families of the highest need. We uses extensive multilingual advertising and a range of media, including email blasts, online news sites, social media, paper flyers and brochures, the school's website, and direct mail to share about LAB. LAB remained committed to ensuring that LAB's programs and facilities are accessible to all members of the public. When recruiting or admitting students, we did not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, English language proficiency, or prior academic achievement.</p> <p>New key strategies included provision of technology supplies and internet access to support hybrid instruction and a family support fund to provide financial assistance for basic needs.</p>	<p>In 2021-2022, we will continue the described efforts to increase enrollment of economically disadvantaged students.</p>
	<p>To recruit ELLs, LAB distributed application information and materials n a variety of forms to reach the broadest scope of</p>	

English Language Learners

families, including non English speakers and those with limited internet access. LAB uses a variety of methods, including: Assigning extra staff time to recruit ELL students; Requesting an adjustment to LAB's lottery weighting to preference ELLs this fall; Conducting outreach to ELL communities, coordinators and advocates, therapists, Immigrant centers, and other social service providers, including at local houses of worship for non/limited English speaking families and community agencies such as Catholic migration services; Reaching out to families of ELLs currently on charter waitlists; Hosting fairs and information sessions at public and private venues frequented by families; Providing translation services for all promotional materials and in person interaction; Advertising our lottery in non English local newspapers, radio, and television stations; Distributing mailings and bilingual information to district residents, including residents in low income and mixed income communities; Dropping bilingual flyers and posters in public housing complexes, local businesses, supermarkets, and community centers; and Asking Brooklyn politicians for support reaching out to limited English speaking families.

LAB has implemented extensive recruitment strategies and program services to attract and retain English language learners. LAB uses a variety of methods, including:  
Translating school information into multiple languages.  
Hosting multilingual post-lottery enrollment days  
Application collection improvements  
Programs to attract and retain English language learner  
High-Dosage Academic Tutoring, Personalized Systems of support for Learners Co-teaching.

Organizing frequent open houses and information sessions, including

Students with Disabilities	<p>ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes. Contacting counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families. Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families.</p>	<p>New key strategies include outreach to and meetings with political and community leaders, public information sessions, and further outreach to scholars on charter waitlists. In addition, targeted advertising online (e.g. Facebook ads in parent and community groups) and featured articles in SPED resources and national forums like <a href="http://Understood.org">Understood.org</a> will increase the dialogue about LAB's mission and drive additional recruitment of students with disabilities.</p>
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	<p>LAB enrolls and retains scholars who are economically disadvantaged at far higher rates than the sending district. The percentage of students who are economically disadvantaged also now outpaces the district by 15%, compared to just 2% four years ago. LAB's strong increase in the recruitment of economically disadvantaged students is due to successful implementation of several Strategies. These efforts include:</p>	

<p>Economically Disadvantaged</p>	<p>Reaching out to counselors, social workers, parents, special education coordinators, and other administrators at high need public schools. Organizing frequent open houses and information sessions, including ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes. Contacting counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families. Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families. New key strategies include provision of technology supplies and internet access to support hybrid instruction and a family support fund to provide financial assistance for basic needs.</p>	<p>In 2021-2022, we will continue the described efforts to increase enrollment of economically disadvantaged students.</p>
<p>English Language Learners</p>	<p>LAB s focused on continuing to provide a successful academic option for ELL students. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment in high dosage tutoring, which is effective for English Language</p>	<p>To ensure that our ELL students are retained and are master English expeditiously, we provide trained staff, specialized curricular materials, extra time, tutoring, and in class services for students requiring extra support. All teachers and fellows receive PD in communicating with ELLs,</p>

	<p>Learners. LAB tracks each student's academic and character development. Interim assessments also help to identify which students are struggling and how they can be better Supported. LAB also surveys students who do not re enroll. This helps us adapt our programs to better retain all students, including those who are English Language Learners.</p>	<p>understanding cultural heritage, and applying appropriate instructional methodology. Through intensive small group instruction, co teaching, and 1:1 academic tutoring, LAB strives to meet the academic needs of all of our students, all days.</p>
Students with Disabilities	<p>LAB s focused on continuing to provide a successful academic option for complex learners. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment n high dosage tutoring, which is effective for low income students. LAB also Surveys students who do not re enroll. This helps us adapt our programs to better retain all students, including those with disabilities.</p>	<p>LAB enrolls and retains scholars with disabilities at far higher rates than the sending district. We have enrolled scholars with IEPs at considerably higher rates since our founding. To ensure that our students with disabilities are retained and supported, LAB designs and implements interventions and supports for complex learners. LAB s committed to inclusion and supporting students in the least restrictive environment possible. To achieve this, LAB uses a multi tiered system of support to design interventions for students in the bottom quartile of academics and behavior.</p>

## Entry 10 - Teacher and Administrator Attrition

Completed Jan 5 2022

### 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** Jan 5 2022

### **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)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category 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)	0
<b>Total Category B: not to exceed 5</b>	<b>4.0</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)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total Category D	7

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

	FTE Count
Total Category E	19

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	26



Thank you.

## Entry 12 Organization Chart

Completed Jan 5 2022

### [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

### [Last Approved Org Chart](#)

**Filename:** Last Approved Org Chart.pdf **Size:** 47.2 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.**

## [LAB Calendars](#)

Filename: LAB Calendars.pdf Size: 137.4 kB

# Entry 14 Links to Critical Documents on School Website

Completed Jan 5 2022

## 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: **Edmund W. Gordon Brooklyn Lab 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.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	<a href="https://www.brooklynlaboratoryschool.org/board-of-trustees-meetings">https://www.brooklynlaboratoryschool.org/board-of-trustees-meetings</a>
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://www.brooklynlaboratoryschool.org/board-of-trustees-meetings">https://www.brooklynlaboratoryschool.org/board-of-trustees-meetings</a>
3. Link to NYS School Report Card	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
4. Lottery Notice announcing date of lottery	<a href="https://brooklynlaboratorycharterschool.schoolmint.net/welcomeback">https://brooklynlaboratorycharterschool.schoolmint.net/welcomeback</a>
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
6. District-wide Safety Plan	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
7. Authorizer-Approved FOIL Policy	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>
8. Subject matter list of FOIL records	<a href="https://www.brooklynlaboratoryschool.org/forms-resources">https://www.brooklynlaboratoryschool.org/forms-resources</a>

**Thank you.**



# **Brooklyn Laboratory Charter Schools**

Financial Statements

June 30, 2021 and 2020

## **Independent Auditors' Report**

### **Board of Trustees Brooklyn Laboratory Charter Schools**

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

We have audited the accompanying financial statements of Brooklyn Laboratory Charter Schools (the "School"), which comprise the statements of financial position as of June 30, 2021 and 2020, and the related statements of activities, functional expenses and cash flows for the years 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.

### ***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits 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 auditors' 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 the School as of June 30, 2021 and 2020, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

***Report on Supplementary Information***

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of activities and functional expenses by school for the year ended June 30, 2021 on pages 22 through 24 are presented for purposes of additional analysis and are not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated November 1, 2021, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2021

## Brooklyn Laboratory Charter Schools

### Statements of Financial Position

	June 30,	
	2021	2020
<b>ASSETS</b>		
Current Assets		
Cash	\$ 13,843,860	\$ 11,703,212
Grants and contracts receivable	541,121	1,109,257
Other receivables	3,255	114,250
Prepaid expenses and other current assets	135,493	356,352
Due from related party	1,570,508	319,719
Note receivable from related party, current portion	-	80,000
Total Current Assets	16,094,237	13,682,790
Property and equipment, net	5,539,951	6,351,135
Security deposits	600,494	600,494
Cash, debt service reserve account	315,524	315,208
Note receivable from related party	1,000,000	1,550,000
Restricted cash	200,362	200,283
	<b>\$ 23,750,568</b>	<b>\$ 22,699,910</b>
 <b>LIABILITIES AND NET ASSETS</b>		
Current Liabilities		
Accounts payable and accrued expenses	\$ 470,132	\$ 803,330
Accrued payroll and payroll taxes	432,561	430,503
Refundable advances	-	20,381
Due to related parties	158,520	111,098
Note payable, current portion	1,081,561	581,528
Deferred rent and lease incentive, current portion	1,875,847	780,387
Total Current Liabilities	4,018,621	2,727,227
Note payable, long-term, net	2,034,342	3,107,945
Paycheck Protection Program loan payable	1,716,812	1,716,812
Security deposit payable	200,000	200,000
Deferred rent and lease incentive	722,798	2,630,200
Total Liabilities	8,692,573	10,382,184
Net Assets		
Without donor restrictions	12,887,624	10,317,726
With donor restrictions	2,170,371	2,000,000
Total Net Assets	15,057,995	12,317,726
	<b>\$ 23,750,568</b>	<b>\$ 22,699,910</b>

See notes to financial statements

## Brooklyn Laboratory Charter Schools

### Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
State and local per pupil operating revenue	\$ 15,743,206	\$ -	\$ 15,743,206
State and local per pupil facilities funding	3,699,345	-	3,699,345
Federal grants	675,256	-	675,256
Federal IDEA and E-Rate	341,143	-	341,143
State and city grants	23,442	-	23,442
Contributions and grants	600	2,000,371	2,000,971
Rental income	1,496,300	-	1,496,300
Interest and other income	19,538	-	19,538
Net assets released from restriction	<u>1,830,000</u>	<u>(1,830,000)</u>	<u>-</u>
Total Revenue and Support	<u>23,828,830</u>	<u>170,371</u>	<u>23,999,201</u>
<b>EXPENSES</b>			
Program Services			
Regular education	13,712,077	-	13,712,077
Special education	<u>4,811,910</u>	<u>-</u>	<u>4,811,910</u>
Total Program Services	18,523,987	-	18,523,987
Supporting Services			
Management and general	<u>2,734,945</u>	<u>-</u>	<u>2,734,945</u>
Total Expenses	<u>21,258,932</u>	<u>-</u>	<u>21,258,932</u>
Change in Net Assets	2,569,898	170,371	2,740,269
<b>NET ASSETS</b>			
Beginning of year	<u>10,317,726</u>	<u>2,000,000</u>	<u>12,317,726</u>
End of year	<u>\$ 12,887,624</u>	<u>\$ 2,170,371</u>	<u>\$ 15,057,995</u>

See notes to financial statements

## Brooklyn Laboratory Charter Schools

### Statement of Activities Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
<b>REVENUE AND SUPPORT</b>			
State and local per pupil operating revenue	\$ 15,862,460	\$ -	\$ 15,862,460
State and local per pupil facilities funding	3,879,238	-	3,879,238
Federal grants	1,114,697	-	1,114,697
Federal IDEA and E-Rate	331,165	-	331,165
State and city grants	48,327	-	48,327
Contributions and grants	51,640	2,000,000	2,051,640
Donated goods and services	180,013	-	180,013
Interest and other income	<u>20,715</u>	<u>-</u>	<u>20,715</u>
Total Revenue and Support	<u>21,488,255</u>	<u>2,000,000</u>	<u>23,488,255</u>
<b>EXPENSES</b>			
Program Services			
Regular education	12,522,363	-	12,522,363
Special education	<u>4,908,716</u>	<u>-</u>	<u>4,908,716</u>
Total Program Services	17,431,079	-	17,431,079
Supporting Services			
Management and general	<u>2,306,745</u>	<u>-</u>	<u>2,306,745</u>
Total Expenses	<u>19,737,824</u>	<u>-</u>	<u>19,737,824</u>
Change in Net Assets	1,750,431	2,000,000	3,750,431
<b>NET ASSETS</b>			
Beginning of year	<u>8,567,295</u>	<u>-</u>	<u>8,567,295</u>
End of year	<u>\$ 10,317,726</u>	<u>\$ 2,000,000</u>	<u>\$ 12,317,726</u>

**Brooklyn Laboratory Charter Schools**

Statement of Functional Expenses

Year Ended June 30, 2021

	No. of Positions	Program Services			Management and	Total
		Regular Education	Special Education	Total	General	
Personnel Services Costs						
Administrative staff personnel	25	\$ 1,238,192	\$ 434,822	\$ 1,673,014	\$ 717,007	\$ 2,390,021
Instructional personnel	84	3,912,456	1,374,318	5,286,774	-	5,286,774
Non-instructional personnel	<u>3</u>	<u>151,189</u>	<u>52,762</u>	<u>203,951</u>	-	<u>203,951</u>
Total Personnel Services Costs	<u>112</u>	5,301,837	1,861,902	7,163,739	717,007	7,880,746
Fringe benefits and payroll taxes		1,014,657	355,808	1,370,465	137,168	1,507,633
Retirement		62,965	22,055	85,020	8,509	93,529
Legal services		-	-	-	691,809	691,809
Accounting/audit services		-	-	-	103,796	103,796
Other purchased/professional/consulting services		894,051	313,513	1,207,564	120,864	1,328,428
Building and land rent/lease		4,001,276	1,402,865	5,404,141	540,894	5,945,035
Repairs and maintenance		354,723	124,392	479,115	47,954	527,069
Insurance		81,684	28,810	110,494	11,059	121,553
Utilities		194,551	68,218	262,769	26,300	289,069
Supplies/materials		62,867	22,063	84,930	-	84,930
Equipment/furnishings		37,584	13,179	50,763	5,081	55,844
Staff development		170,553	59,815	230,368	23,057	253,425
Marketing/recruitment		393,642	138,037	531,679	53,215	584,894
Technology		59	20	79	8	87
Food services		3,511	1,231	4,742	-	4,742
Student services		102,046	37,025	139,071	-	139,071
Office expense		309,063	108,040	417,103	41,748	458,851
Depreciation and amortization		711,777	249,596	961,373	96,224	1,057,597
Travel and conference		8,851	3,104	11,955	1,197	13,152
Interest expense		-	-	-	106,554	106,554
Other expenses		<u>6,380</u>	<u>2,237</u>	<u>8,617</u>	<u>2,501</u>	<u>11,118</u>
Total Expenses		<u>\$ 13,712,077</u>	<u>\$ 4,811,910</u>	<u>\$ 18,523,987</u>	<u>\$ 2,734,945</u>	<u>\$ 21,258,932</u>

See notes to financial statements

**Brooklyn Laboratory Charter Schools**

Statement of Functional Expenses

Year Ended June 30, 2020

	No. of Positions	Program Services			Management and	Total
		Regular Education	Special Education	Total	General	
Personnel Services Costs						
Administrative staff personnel	22	\$ 1,007,180	\$ 400,850	\$ 1,408,030	\$ 603,442	\$ 2,011,472
Instructional personnel	80	3,433,465	1,353,434	4,786,899	-	4,786,899
Non-instructional personnel	5	195,840	73,102	268,942	-	268,942
Total Personnel Services Costs	<u>107</u>	<u>4,636,485</u>	<u>1,827,386</u>	<u>6,463,871</u>	<u>603,442</u>	<u>7,067,313</u>
Fringe benefits and payroll taxes		944,995	367,455	1,312,450	122,118	1,434,568
Retirement		32,064	12,620	44,684	4,169	48,853
Donated services		-	-	-	180,013	180,013
Legal services		-	-	-	284,287	284,287
Accounting/audit services		-	-	-	118,967	118,967
Other purchased/professional/consulting services		384,598	150,216	534,814	49,816	584,630
Building and land rent/lease		3,884,905	1,533,177	5,418,082	505,975	5,924,057
Repairs and maintenance		254,000	101,353	355,353	33,276	388,629
Insurance		85,703	32,763	118,466	10,976	129,442
Utilities		127,974	52,096	180,070	16,946	197,016
Supplies/materials		144,554	59,305	203,859	-	203,859
Equipment/furnishings		70,197	21,324	91,521	8,027	99,548
Staff development		357,852	140,546	498,398	46,489	544,887
Marketing/recruitment		426,301	150,062	576,363	52,343	628,706
Technology		5,630	2,256	7,886	739	8,625
Food services		157,413	62,558	219,971	-	219,971
Student services		36,849	14,700	51,549	-	51,549
Office expense		173,764	66,679	240,443	22,300	262,743
Depreciation and amortization		765,347	300,039	1,065,386	99,329	1,164,715
Travel and conference		15,791	6,245	22,036	2,059	24,095
Interest expense		-	-	-	142,983	142,983
Other expenses		17,941	7,936	25,877	2,491	28,368
Total Expenses		<u>\$ 12,522,363</u>	<u>\$ 4,908,716</u>	<u>\$ 17,431,079</u>	<u>\$ 2,306,745</u>	<u>\$ 19,737,824</u>

See notes to financial statements

## Brooklyn Laboratory Charter Schools

### Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Change in net assets	\$ 2,740,269	\$ 3,750,431
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	1,057,597	1,164,715
Amortization of debt issuance costs	7,958	7,958
Deferred rent and lease incentive	(811,942)	619,592
Changes in operating assets and liabilities		
Grants and contracts receivable	568,136	(710,212)
Other receivables	110,995	(4,830)
Prepaid expenses and other current assets	220,859	5,424
Due from related party	(1,250,789)	-
Accounts payable and accrued expenses	(333,198)	381,259
Accrued payroll and payroll taxes	2,058	(61,766)
Refundable advances	(20,381)	13,746
Other liability	-	(72,166)
Due to related parties	47,422	(615,231)
Security deposit payable	-	200,000
Net Cash from Operating Activities	2,338,984	4,678,920
<b>CASH FLOWS FROM INVESTING ACTIVITIES</b>		
Proceeds from note receivable - related party	630,000	870,000
Purchases of property and equipment	(246,413)	(2,819,724)
Net Cash from Investing Activities	383,587	(1,949,724)
<b>CASH FLOWS FROM FINANCING ACTIVITIES</b>		
Proceeds from Paycheck Protection Program loan payable	-	1,716,812
Repayment of note payable	(581,528)	(1,342,848)
Net Cash from Financing Activities	(581,528)	373,964
Net Change in Cash and Restricted Cash	2,141,043	3,103,160
<b>CASH AND RESTRICTED CASH</b>		
Beginning of year	12,418,703	9,315,543
End of year	\$ 14,559,746	\$ 12,418,703
<b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>		
Cash paid during the year for interest	\$ 105,815	\$ 137,291

See notes to financial statements

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 1. Organization and Tax Status

Brooklyn Laboratory Charter Schools (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 17, 2013 to operate a charter school ("Charter 1") pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 17, 2013, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). The School's charter was renewed for a three year term expiring on June 30, 2022. The School's mission is to provide its students with a solid foundation for academic success, through achievement that exceeds citywide averages and meets or exceeds New York State standards and national norms in all curriculum areas tested, especially in mathematics and language arts. The School provided education to approximately 764 students in grades sixth through twelfth during the 2020-2021 academic year.

On June 14, 2016, Brooklyn Laboratory Charter High School ("Charter 2") (a related charter school that opened in the Fall 2018) was granted a provisional charter by the Board of Regents. The charter is effective for a five year term and expires June 30, 2023. The School and Brooklyn Laboratory Charter High School merged into a single not-for-profit legal entity under Brooklyn Laboratory Charter School, which serves as the sole surviving education corporation under the amended name Brooklyn Laboratory Charter Schools. The plan of merger was approved by the Board of Regents of the University of the State of New York on March 30, 2017, and became effective for financial purposes on July 1, 2017. The merged corporation shall operate under the provisional charter granted to Brooklyn Laboratory Charter School under the amended name Brooklyn Laboratory Charter Schools. The School is authorized by the Board of Regents of the University of the State of New York. Brooklyn Laboratory Charter High School was dissolved in conjunction with this merger.

The School used an outside vendor to serve breakfast and lunch to its students and files for reimbursement of qualified expenses through the National School Lunch Program and the School Breakfast Program. The School provides Metrocards to a majority of the School's students. Such amounts are not included in these financial statements.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

### 2. Summary of Significant Accounting Policies

#### ***Basis of Presentation and Use of Estimates***

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which 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. Accordingly actual results could differ from those estimates.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 2. Summary of Significant Accounting Policies *(continued)*

#### ***Net Assets Presentation***

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

*Net assets without donor restrictions* - consist of resources available for the general support of the School's operations. Net assets without donor restrictions may be used at the discretion of the School's management and/or the Board of Trustees.

*Net assets with donor restrictions* – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

#### ***Restricted Cash***

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

	2021	2020
Cash	\$ 13,843,860	\$ 11,703,212
Restricted cash	200,362	200,283
Cash, debt service reserve account	315,524	315,208
Security deposit held on behalf of others, included in security deposits	200,000	200,000
	<u>\$ 14,559,746</u>	<u>\$ 12,418,703</u>

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Property and Equipment***

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred. No amortization is recorded on construction-in-progress until property is placed into service.

Depreciation is provided on the straight line method over the estimated useful lives as follows:

Computers and other equipment	3 years
Software	5 years
Furniture and fixtures	5 years

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2021 and 2020.

#### ***Refundable Advances***

The School records certain government grants and contracts as refundable advances until related services are performed, at which time it is recognized as revenue.

#### ***Debt Issuance Costs***

Debt issuance costs are reported on the statements of financial position as a direct deduction from the face amount of the debt. The debt issuance costs are being amortized over the term of the debt on a method that approximates the effective interest method. The School reflects amortization of debt issuance costs within interest expense. Unamortized debt issuance costs at June 30, 2021 and 2020 was \$22,549 and \$30,507.

#### ***Deferred Rent***

The School records its rent in accordance with U.S. GAAP whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Revenue and Support***

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as support with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

#### ***Donated Goods and Services***

The School recognizes contributions of services if they create or enhance nonfinancial assets, require specialized skills, are provided by individuals possessing those skills, would typically need to be purchased if not provided by the School, and are measurable.

InnovateEDU, Inc., a related party, has provided consulting services to the School at no charge. The value of these services meets the criteria for recognition in the financial statements and were recorded at a fair value of \$0 and \$148,712 for the years ended June 30, 2021 and 2020. The value of these services is allocated to management and general services in the accompanying statements of activities and functional expenses.

Donated goods are recorded at their fair value when received. InnovateEDU, Inc., a related party, donated software licenses at a fair value of \$0 and \$31,301 for the years ended June 30, 2021 and 2020. The value of the goods received during the year ended June 30, 2020 is allocated to management and general services in the accompanying statements of activities and functional expenses.

Total donated goods and services are as follows for the year ended June 30, 2020:

Consulting services	\$ 148,712
Software licenses	<u>31,301</u>
	<u>\$ 180,013</u>

#### ***Marketing and Recruitment***

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2021 and 2020 was \$584,894 and \$628,706.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 2. Summary of Significant Accounting Policies (*continued*)

#### ***Functional Expense Allocation***

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses by function have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

#### ***Accounting for Uncertainty in Income Taxes***

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for the years prior to June 30, 2018.

#### ***Subsequent Events Evaluation by Management***

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is November 1, 2021.

### 3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year, and has not provided an allowance for doubtful accounts.

### 4. Property and Equipment

Property and equipment consists of the following at June 30:

	2021	2020
Computers and other equipment	\$ 1,157,804	\$ 1,083,039
Software	71,561	11,875
Furniture and fixtures	1,335,161	1,340,083
Leasehold improvements	7,079,238	6,962,354
	9,643,764	9,397,351
Accumulated depreciation and amortization	(4,103,813)	(3,046,216)
	<u>\$ 5,539,951</u>	<u>\$ 6,351,135</u>

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

	2021	2020
Cash and cash equivalents	\$ 13,843,860	\$ 11,703,212
Grants and contracts receivable	541,121	1,109,257
Other receivables	3,255	114,250
Due from related party	1,570,508	319,719
Note receivable from related party, current portion	-	80,000
	<u>15,958,744</u>	<u>13,326,438</u>
Less: Net assets with donor restrictions	<u>2,170,371</u>	<u>2,000,000</u>
	<u>\$ 13,788,373</u>	<u>\$ 11,326,438</u>

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid instruments. The School will continue to rely on funding received from the NYCDOE to cover its operating costs (see Note 13).

### 6. Retirement Plan

The School has a SEP-IRA retirement plan that covers all eligible employees. Under the plan, the School provides matching contributions of 1% to 5% of the employees' base salary based on years of service. Total employer match for the years ended June 30, 2021 and 2020 amounted to \$93,529 and \$48,855.

### 7. Related Party Transactions (not disclosed elsewhere)

#### *InnovateEDU, Inc.*

The School is related to InnovateEDU, Inc. ("Innovate"), a New York State not-for-profit corporation, by common management. On August 9, 2014, the School entered into a service agreement with Innovate to provide the School with educational core services. This agreement has been renewed through June 30, 2022. This agreement was amended to add services provided by senior fellows and consultants. In accordance with this agreement, the School provided donated facilities and services to Innovate at a fair value of \$1,488,574 and \$1,486,707 for the years ended June 30, 2021 and 2020, included in various expenses in the accompanying statements of functional expenses.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 7. Related Party Transactions (not disclosed elsewhere) (continued)

#### *InnovateEDU, Inc. (continued)*

Innovate charged the School \$729,631 and \$218,600 for services relating to the above agreements for the years ended June 30, 2021 and 2020, included in other purchased/professional/consulting services in the accompanying statements of functional expenses.

For the years ended June 30, 2021 and 2020, grants revenue from Innovate amounted to \$0 and \$35,507, and is included in contributions and grants in the accompanying statements of activities.

#### *Friends of Brooklyn Laboratory Charter Schools, Inc.*

The School is related to Friends of Brooklyn Laboratory Charter Schools, Inc. ("Friends Of"), a New York State, not-for-profit corporation, by common management.

During the year ended June 30, 2020, the School paid on behalf of Friends Of \$460,075 for rental payments for the facility located at 77 Sands Street, Brooklyn, New York. In addition, for the years ended June 30, 2021 and 2020, the School paid on behalf of Friends Of \$19,268 and \$8,600 for operating expenses.

On July 30, 2018, the School signed a promissory note receivable for \$2,500,000 with Friends Of (see Note 8). The note bears interest at 3% per annum and matures on July 1, 2023. If payment is not made within fifteen (15) days after the due date, Friends Of shall pay a late charge in the amount of the lesser of ten percent (10%) per annum or the maximum rate permitted under applicable law. This debt is subordinate to the loans payable in Note 10, where the School is a guarantor for Friends Of.

Future minimum payments to be received under the note are as follows for the years ending June 30:

2023	\$ 400,000
2024	<u>600,000</u>
	<u>\$ 1,000,000</u>

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 7. Related Party Transactions (not disclosed elsewhere) (continued)

Net balances due (to) from related parties consisted of the following at June 30:

	2021	2020
Due from Friends Of	\$ 1,570,508	\$ -
Note receivable from Friends Of	1,000,000	1,630,000
Security deposit receivable from Friends Of	-	319,719
	\$ 2,570,508	\$ 1,949,719
Due to Innovate	\$ (158,520)	\$ (16,988)
Due to Friends Of	-	(94,110)
	\$ (158,520)	\$ (111,098)

The School collected the full amount of the Due from Friends Of balance as of the date these financial statements were available to be issued.

### 8. Notes Payable

Notes payable consists of the following at June 30:

	2021	2020
Loan payable to Capital Impact Partners	\$ 1,588,452	\$ 2,089,980
Loan payable to CSGF Facility Fund III LLC	1,550,000	1,630,000
Debt issuance costs, unamortized	(22,549)	(30,507)
	3,115,903	3,689,473
Current portion	(1,081,561)	(581,528)
	\$ 2,034,342	\$ 3,107,945

On September 29, 2016, the School entered into a loan agreement with Capital Impact Partners (the "Lender") in the amount of \$3,500,000. The note bears interest of 5.75% per annum and matures on April 1, 2024. The proceeds were used towards the renovation of additional space located at 25 Chapel Street, Brooklyn, New York. The loan is payable in eighty-four (84) equal monthly installments of principal and interest of \$50,845 commencing May 1, 2017, and continuing on the first (1<sup>st</sup>) day of each and every calendar month thereafter until the maturity date of April 1, 2024.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 8. Notes Payable (*continued*)

Per the loan agreement, a debt service reserve account established in the name of the School, and pledged to and controlled by the Lender, shall be funded with the final disbursement of loan proceeds, equal to six (6) months of principal and interest payments that would be required to be paid on the then outstanding principal amount of the note. Under the terms of the loan agreement, provided that no event of default has occurred and remains outstanding, upon the expiration of any notice or cure period, the Lender shall disburse to the School all funds remaining in the debt service reserve account promptly after both (a) the School has obtained a renewal of its charter, and (b) the School has satisfied the financial covenants for three (3) consecutive years. The balance of this debt service reserve account at June 30, 2021 and 2020 amounted to \$315,524 and \$315,208.

Under the terms of the loan agreement, the School must maintain three financial performance covenants. At June 30, 2021 and 2020, the School was in compliance with all covenants.

On July 30, 2018, the School entered into a loan agreement with CSGF Facility Fund III LLC in the amount of \$2,500,000. The note bears interest of 3% per annum and matures on July 15, 2023. The proceeds are to be used towards the renovation of a facility located at 77 Sands Street, Brooklyn, New York. Under the terms of the agreement, the School must maintain one financial performance covenant. At June 30, 2021 and 2020, the School was in compliance with this covenant. The School loaned the full amount to Friends Of (see Note 7).

Minimum future principal payments under these notes are to be paid as follows for the years ending June 30:

2022	\$ 1,081,561
2023	963,392
2024	<u>1,093,499</u>
	<u>\$ 3,138,452</u>

### 9. Paycheck Protection Program Loan Payable

On April 17, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act, from a qualified PPP lender, for an aggregate principal amount of \$1,716,812 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the SBA. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School intends to apply for forgiveness of the PPP Loan with respect to these covered expenses. The School believes that most, if not all, of the PPP Loan will meet the requirements for debt forgiveness. To the extent that all or part of the PPP Loan is not forgiven, the School will be required to pay interest on the PPP Loan through the date principal is repaid in full or maturity date.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 10. Commitments

#### *Facility Leases*

On July 1, 2014, the School entered into an operating lease agreement with The Trustees of St. James Roman Catholic Church, Brooklyn, New York to lease a building located at 240 Jay Street in Brooklyn, New York. The lease term commenced on July 1, 2014 and expires on June 30, 2024, with an option to extend the lease for an additional ten years. Under the terms of the lease, the School paid a security deposit in the amount of \$54,000. The School is responsible for utilities, custodial services, and maintenance.

On June 17, 2016, the School entered into an operating lease agreement with 40 Flatbush Realty Associates (the "Landlord") to lease the eighth floor of a building located at 25 Chapel Street a/k/a 40 Flatbush Avenue Extension, Brooklyn, New York. The lease term commenced on July 1, 2016 and expires on June 30, 2026, with an option to extend the lease for an additional five years. On June 2, 2017, the lease was amended to add the tenth floor to the current lease. The new lease term commenced on June 1, 2017 and expires on June 30, 2027, with an option to extend the lease for an additional five years. Under the terms of the lease, the School paid an additional security deposit in the amount of \$75,000 to be added to the security deposit that was paid with the original lease in the amount of \$250,000. The School is responsible for utilities, custodial services, and maintenance. This space is used as additional classroom space that began during the 2017-18 school year. On August 9, 2017, the lease was amended for a third time to clarify, modify and amend certain aspects of the landlord's obligations with respect to the purchase and installation of a heating, venting and air condition system ("HVAC System").

Under the terms of the second lease, the Landlord has provided the School with a tenant improvement allowance to perform work on the leased property relating to cement, concrete, flooring and HVAC system. This amount is recorded as a lease incentive and amortized over the life of the lease. Adjustment to rental expense for this lease incentive amounted to \$15,778 for the years ended June 30, 2021 and 2020. The unamortized amount of this lease incentive is \$94,666 and \$110,444 at June 30, 2021 and 2020.

On April 3, 2020, the School entered into a sublease agreement with Brooklyn Prospect Charter School ("BPCS") for a portion of the above property. The sublease commenced on July 1, 2020 and expires on June 30, 2022. Pursuant to the terms of the sublease agreement, BPCS paid to the School a security deposit in the amount of \$200,000 during the year ended June 30, 2020.

Future minimum sublease payments to be received under this sublease are \$1,596,300 for the year ending June 30, 2022.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 10. Commitments (continued)

#### **Facility Leases (continued)**

The School is a guarantor for a lease agreement entered into between Friends Of and RFR/77 Sands Owner, LLC for a facility located at 77 Sands Street, Brooklyn, New York. Under the terms of a rental deposit agreement entered into between the School and Friends Of, the School paid a security deposit in the amount of \$319,719 on behalf of Friends Of during the year ended June 30, 2018. Per the agreement, Friends Of repaid the School in full during the year ended June 30, 2021. On July 25, 2018, the School entered into a sublease agreement with Friends Of to occupy a portion of the ground floor, entire second, third, fourth, and fifth floors, and a portion of the twelfth floor of this facility. The sublease agreement commenced on July 1, 2018 and expires on June 29, 2034 with an option to extend the sublease for a period of five or ten years. In October 2019, the sublease agreement was amended to expire on June 30, 2022 with three consecutive extension options of four years each. The School is not required to pay a security deposit to Friends Of under the sublease. Friends Of is responsible for all additional rent, escalations, operating expenses, and taxes under the original lease, as well as utilities, custodial services, and maintenance.

Future minimum lease payments under all leases are as follows for the years ending June 30:

2022	\$	7,805,654
2023		1,763,141
2024		1,784,103
2025		1,439,756
2026		1,461,352
Thereafter		<u>1,483,272</u>
	\$	<u>15,737,278</u>

Rent expense under these leases for the years ended June 30, 2021 and 2020 was \$5,945,035 and \$5,924,057.

#### **Loans Payable**

The School is a guarantor for a \$4,600,000 loan agreement entered into on July 30, 2018 between Friends Of and Capital Impact Partners (“CIP”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from CIP. This loan is *pari passu* with the Nonprofit Finance Fund loan below. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2021 and 2020, the School was in compliance with these covenants.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 10. Commitments *(continued)*

#### ***Loans Payable (continued)***

The School is a guarantor for a \$4,800,000 loan agreement entered into on July 30, 2018 between Friends Of and the Nonprofit Finance Fund (“NFF”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from NFF. This loan is *pari passu* with the CIP loan above. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2021 and 2020, the School was in compliance with these covenants.

The School Loan (see Note 7) is subordinate to both the CIP loan and the NFF loan.

### 11. Insurance Proceeds

In February 2019, the School suffered flood damages at the 77 Sands Street facility. During the years ended June 30, 2021 and 2020, the School incurred expenses of \$191,045 and \$1,908,684 relating to these damages. During the years ended June 30, 2021 and 2020, the School received insurance proceeds in the amount of \$191,045 and \$1,908,684 for claims resulting from the flood damages.

### 12. Net Assets with Donor Restrictions

Net assets with donor restrictions at June 30, 2021 and 2020 consists of funds restricted for the purpose of the design and development of Brooklyn Laboratory High School.

Net assets totaling \$1,830,000 were released from restriction during the year ended June 30, 2021.

### 13. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2021 and 2020, the School received approximately 81% and 84% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School’s finances could be materially adversely affected.

### 14. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation (“FDIC”) limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. As of June 30, 2021 and 2020, approximately \$14,060,000 and \$11,920,000 of cash was maintained with institutions in excess of FDIC limits.

## Brooklyn Laboratory Charter Schools

Notes to Financial Statements  
June 30, 2021 and 2020

### 15. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

### 16. Risks and Uncertainties

The School's operations and financial performance may be affected by the recent COVID-19 outbreak which has spread globally and is expected to adversely affect economic conditions throughout the world. If the outbreak continues and conditions worsen, the School may experience a disruption in operations as well as a decline in revenue activities. Economic uncertainty is related to the potential reduction and/or delays in state and local per pupil operating revenue, shortfalls and variations in enrollment, and operational and other changes that could increase expenses. The outbreak may adversely affect the School's activities, financial condition, results of operations, and cash flows. Management is closely monitoring the impact of COVID-19 and believes the School is taking appropriate actions to mitigate the negative impact. However, management is unable to estimate the financial impact, if any, related to this matter.

\* \* \* \* \*

# **Brooklyn Laboratory Charter Schools**

Supplementary Information

June 30, 2021

**Brooklyn Laboratory Charter Schools**

Schedule of Activities by School  
Year Ended June 30, 2021

	Charter 1			Charter 2			Total
	Without Donor Restrictions	With Donor Restrictions	Total	Without Donor Restrictions	With Donor Restrictions	Total	
<b>REVENUE AND SUPPORT</b>							
State and local per pupil operating revenue	\$ 9,878,228	\$ -	\$ 9,878,228	\$ 5,864,978	\$ -	\$ 5,864,978	\$ 15,743,206
State and local per pupil facilities funding	2,275,060	-	2,275,060	1,424,285	-	1,424,285	3,699,345
Federal grants	412,632	-	412,632	262,624	-	262,624	675,256
Federal IDEA and E-rate	256,166	-	256,166	84,977	-	84,977	341,143
State and city grants	15,872	-	15,872	7,570	-	7,570	23,442
Contributions and grants	600	1,320,245	1,320,845	-	680,126	680,126	2,000,971
Rental income	987,558	-	987,558	508,742	-	508,742	1,496,300
Interest and other income	16,041	-	16,041	3,497	-	3,497	19,538
Net assets released from restriction	1,207,800	(1,207,800)	-	622,200	(622,200)	-	-
<b>Total Revenue and Support</b>	<b>15,049,957</b>	<b>112,445</b>	<b>15,162,402</b>	<b>8,778,873</b>	<b>57,926</b>	<b>8,836,799</b>	<b>23,999,201</b>
<b>EXPENSES</b>							
Program Services							
Regular education	8,976,433	-	8,976,433	4,735,644	-	4,735,644	13,712,077
Special education	3,330,832	-	3,330,832	1,481,078	-	1,481,078	4,811,910
<b>Total Program Services</b>	<b>12,307,265</b>	<b>-</b>	<b>12,307,265</b>	<b>6,216,722</b>	<b>-</b>	<b>6,216,722</b>	<b>18,523,987</b>
Supporting Services							
Management and general	1,807,012	-	1,807,012	927,933	-	927,933	2,734,945
<b>Total Expenses</b>	<b>14,114,277</b>	<b>-</b>	<b>14,114,277</b>	<b>7,144,655</b>	<b>-</b>	<b>7,144,655</b>	<b>21,258,932</b>
 Change in Net Assets	 935,680	 112,445	 1,048,125	 1,634,218	 57,926	 1,692,144	 2,740,269
<b>NET ASSETS (DEFICIT)</b>							
Beginning of year	10,704,213	1,400,000	12,104,213	(386,487)	600,000	213,513	12,317,226
End of year	\$ 11,639,893	\$ 1,512,445	\$ 13,152,338	\$ 1,247,731	\$ 657,926	\$ 1,905,657	\$ 15,057,995

**Brooklyn Laboratory Charter Schools**

Schedule of Functional Expenses - Charter 1  
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and	Total
		Regular Education	Special Education	Total	General	
Personnel Services Costs						
Administrative staff personnel	15	\$ 815,881	\$ 302,744	\$ 1,118,625	\$ 479,411	\$ 1,598,036
Instructional personnel	62	2,584,208	958,907	3,543,115	-	3,543,115
Non-instructional personnel	<u>2</u>	<u>93,941</u>	<u>34,858</u>	<u>128,799</u>	-	<u>128,799</u>
Total Personnel Services Costs	<u>79</u>	3,494,030	1,296,509	4,790,539	479,411	5,269,950
Fringe benefits and payroll taxes		659,765	244,815	904,580	90,525	995,105
Retirement		40,510	15,032	55,542	5,558	61,100
Legal services		-	-	-	456,594	456,594
Accounting/audit services		-	-	-	65,040	65,040
Other purchased/professional/consulting services		581,302	215,700	797,002	79,760	876,762
Building and land rent/lease		2,597,372	963,792	3,561,164	356,382	3,917,546
Repairs and maintenance		230,673	85,595	316,268	31,650	347,918
Insurance		55,958	20,764	76,722	7,678	84,400
Utilities		126,421	46,910	173,331	17,346	190,677
Supplies/materials		41,184	15,282	56,466	-	56,466
Equipment/furnishings		24,437	9,067	33,504	3,353	36,857
Staff development		111,036	41,201	152,237	15,235	167,472
Marketing/recruitment		255,942	94,971	350,913	35,117	386,030
Technology		38	14	52	5	57
Food services		2,283	847	3,130	-	3,130
Student services		87,637	32,519	120,156	-	120,156
Office expense		195,152	72,414	267,566	26,777	294,343
Depreciation and amortization		462,790	171,725	634,515	63,500	698,015
Travel and conference		5,755	2,136	7,891	790	8,681
Interest expense		-	-	-	69,848	69,848
Other expenses		<u>4,148</u>	<u>1,539</u>	<u>5,687</u>	<u>2,443</u>	<u>8,130</u>
Total Expenses		<u>\$ 8,976,433</u>	<u>\$ 3,330,832</u>	<u>\$ 12,307,265</u>	<u>\$ 1,807,012</u>	<u>\$ 14,114,277</u>

See independent auditors' report

**Brooklyn Laboratory Charter Schools**

Schedule of Functional Expenses - Charter 2  
Year Ended June 30, 2021

	No. of Positions	Program Services			Management and	Total
		Regular Education	Special Education	Total	General	
Personnel Services Costs						
Administrative staff personnel	10	\$ 422,311	\$ 132,078	\$ 554,389	\$ 237,596	\$ 791,985
Instructional personnel	22	1,328,248	415,411	1,743,659	-	1,743,659
Non-instructional personnel	<u>1</u>	<u>57,248</u>	<u>17,904</u>	<u>75,152</u>	-	<u>75,152</u>
Total Personnel Services Costs	<u>33</u>	1,807,807	565,393	2,373,200	237,596	2,610,796
Fringe benefits and payroll taxes		354,892	110,993	465,885	46,643	512,528
Retirement		22,455	7,023	29,478	2,951	32,429
Legal services		-	-	-	235,215	235,215
Accounting/audit services		-	-	-	38,756	38,756
Other purchased/professional/consulting services		312,749	97,813	410,562	41,104	451,666
Building and land rent/lease		1,403,904	439,073	1,842,977	184,512	2,027,489
Repairs and maintenance		124,050	38,797	162,847	16,304	179,151
Insurance		25,726	8,046	33,772	3,381	37,153
Utilities		68,130	21,308	89,438	8,954	98,392
Supplies/materials		21,683	6,781	28,464	-	28,464
Equipment/furnishings		13,147	4,112	17,259	1,728	18,987
Staff development		59,517	18,614	78,131	7,822	85,953
Marketing/recruitment		137,700	43,066	180,766	18,098	198,864
Technology		21	6	27	3	30
Food services		1,228	384	1,612	-	1,612
Student services		14,409	4,506	18,915	-	18,915
Office expense		113,911	35,626	149,537	14,971	164,508
Depreciation and amortization		248,987	77,871	326,858	32,724	359,582
Travel and conference		3,096	968	4,064	407	4,471
Interest expense		-	-	-	36,706	36,706
Other expenses		<u>2,232</u>	<u>698</u>	<u>2,930</u>	<u>58</u>	<u>2,988</u>
Total Expenses		<u>\$ 4,735,644</u>	<u>\$ 1,481,078</u>	<u>\$ 6,216,722</u>	<u>\$ 927,933</u>	<u>\$ 7,144,655</u>

See independent auditors' report

**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 Auditors' Report**

**Board of Trustees  
Brooklyn Laboratory Charter Schools**

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 Laboratory Charter Schools (the "School"), 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 November 1, 2021.

***Internal Control Over Financial Reporting***

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the School'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 the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

***Purpose of this Report***

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

*PKF O'Connor Davies, LLP*

November 1, 2021

**Board of Trustees**  
**Brooklyn Laboratory Charter Schools**

In planning and performing our audit of the financial statements of Brooklyn Laboratory Charter Schools (the "School") as of and for the year ended June 30, 2021, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or 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.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

*PKF O'Connor Davies, LLP*

Harrison, New York  
November 1, 2021



May 29, 2021 through June 30, 2021

Primary Account: [REDACTED]

### CHASE PLATINUM BUSINESS CHECKING

BROOKLYN LABORATORY CHARTER SCHOOL

Account Number: [REDACTED]

#### CHECKING SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$0.00
Ending Balance	0	\$0.00

### CHASE BUSINESS PREMIER SAVINGS

BROOKLYN LABORATORY CHARTER SCHOOL

Account Number: [REDACTED]

#### SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$200,355.14
Deposits and Additions	1	7.21
Ending Balance	1	\$200,362.35
Annual Percentage Yield Earned This Period		0.04%
Interest Paid This Period		\$7.21
Interest Paid Year-to-Date		\$39.52

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

#### TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$200,355.14
06/30	Interest Payment	7.21	200,362.35
	Ending Balance		\$200,362.35

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.

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

Name:

WALTER P. LOUHLIN

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

Brooklyn LAB Schools

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

Board of Trustees, vice chair

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

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

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

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

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

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

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

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

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

Yes  No

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

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

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

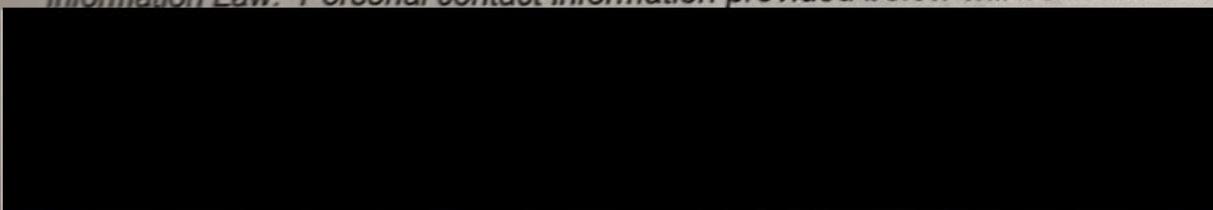
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

*Walter P. [Signature]*  
 Signature

*July 21, 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.





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

Name:

Adrien Siegfried

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

Brooklyn Lab

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

Treasurer

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

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

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

No

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

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

No

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

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

No

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

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

Yes  No

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

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

NONE

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

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

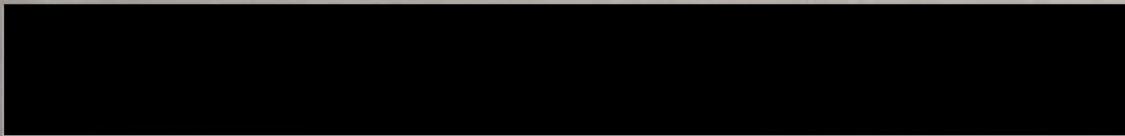
*None*

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>				

*[Handwritten Signature]*  
 \_\_\_\_\_  
 Signature

*7/21/21*  
 \_\_\_\_\_  
 Date

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





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

Name:

Marsha (Mickey) Revenaugh

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

Brooklyn Laboratory Charter Schools

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

Board Chair

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

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

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

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

No

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

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

No

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

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

NO

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

Yes  No

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

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

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

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

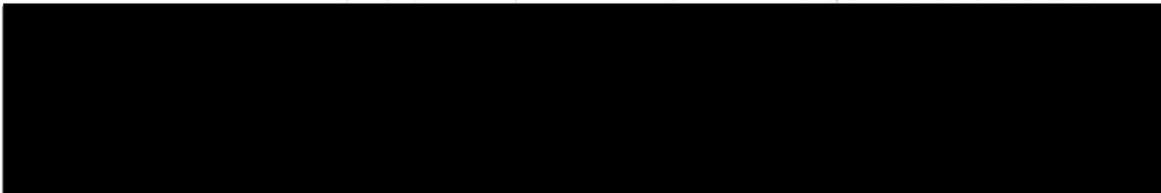
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

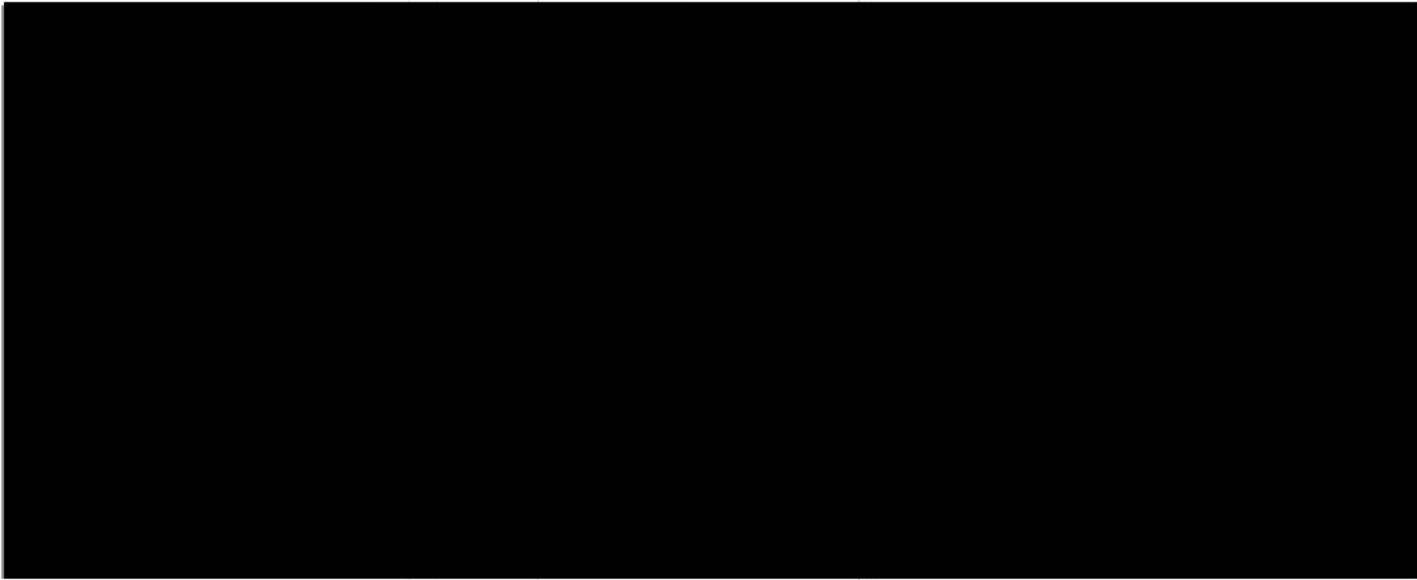
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps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

*Martina J. Gh*  
 Signature

12/30/21  
 Date

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





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

**Name:**

Olatokumbo Shobowale

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

Brooklyn Laboratory Charter Schools

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

Board Member

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

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

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

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

No

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

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

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

No

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

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

**Yes**     **No**

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

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

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

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

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



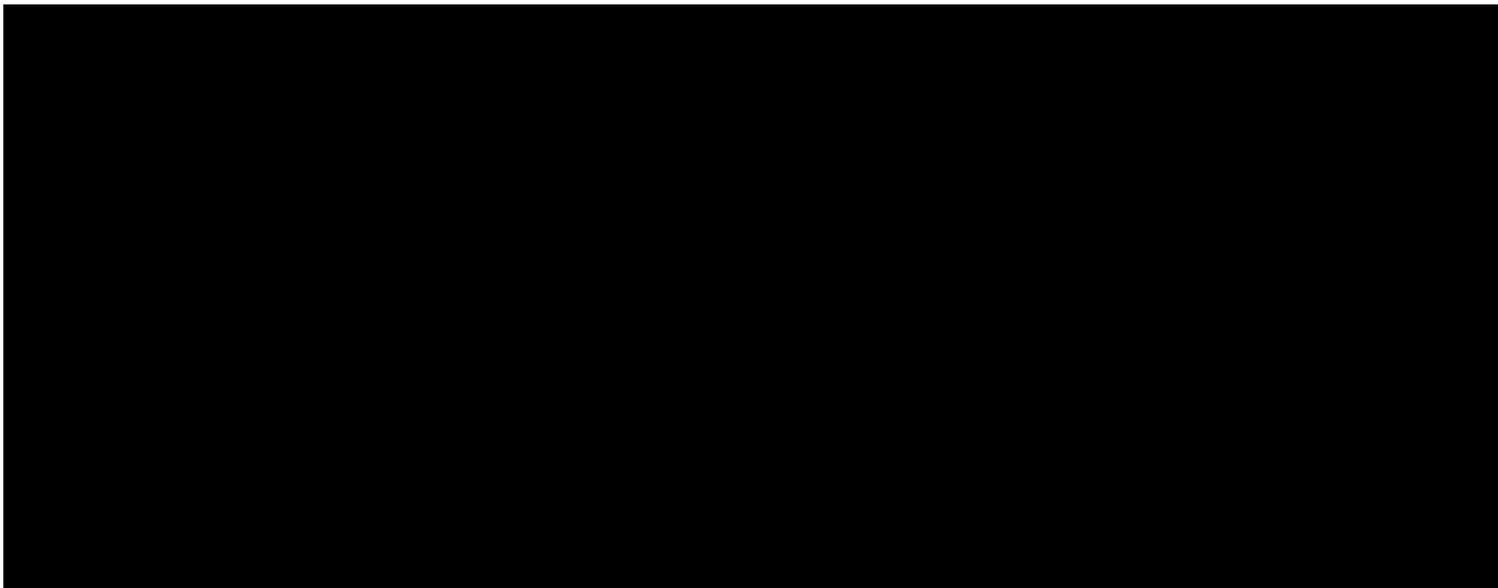
Signature

1/4/2022

Date

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

**Name: Gary L. Wood**

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

**Brooklyn Laboratory Charter Schools**

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

Board

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

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

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

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

NO

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

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

No

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

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

No

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

Yes  No

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

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

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

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

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

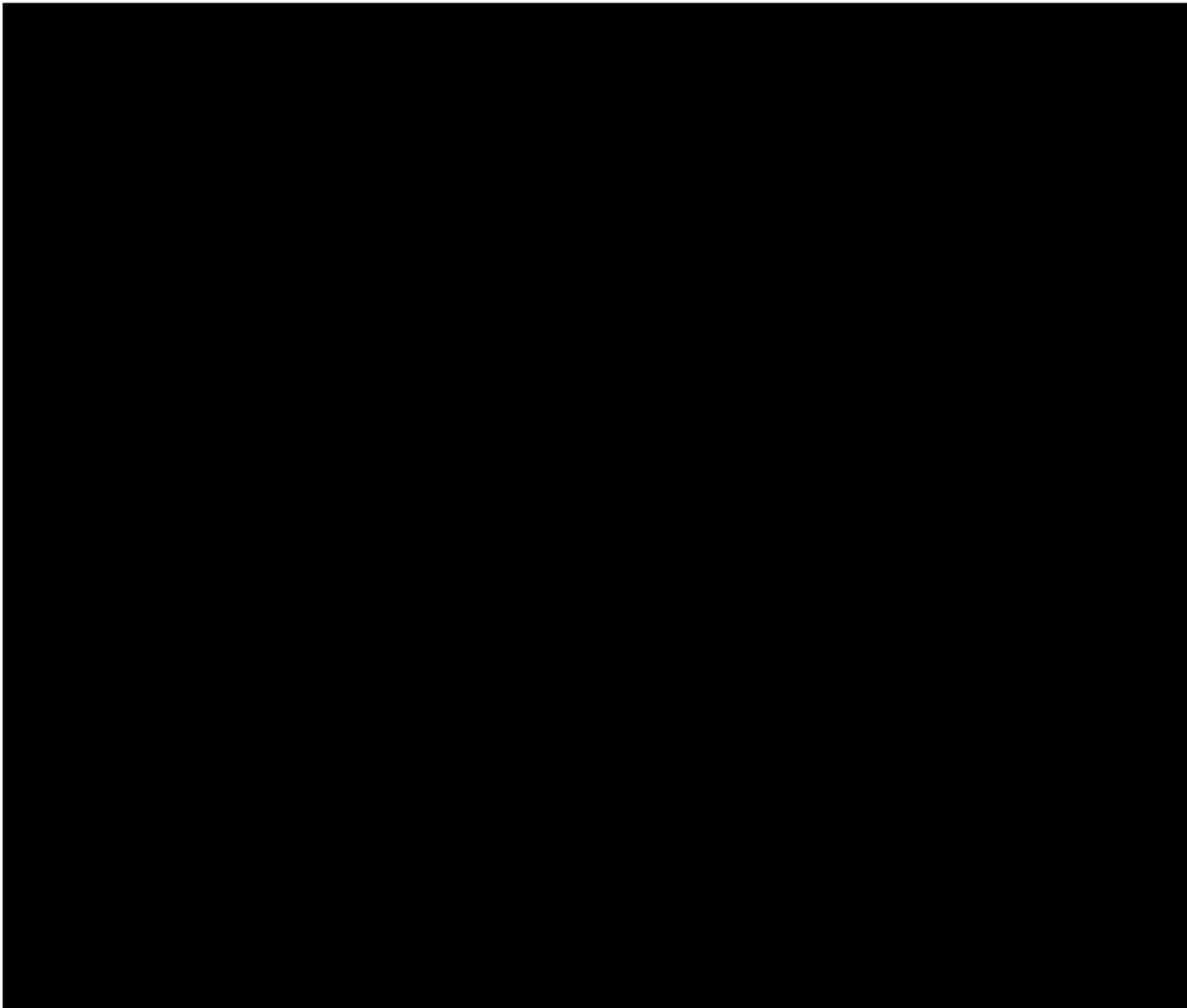
*Gary L. Wood*

Signature

*7/20/2021*

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 Board of Trustees Member**

Name: Nadine Augusta

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

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

Secretary

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

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

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

no

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

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

no

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

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

no

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

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

Yes  No

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

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

*None*

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

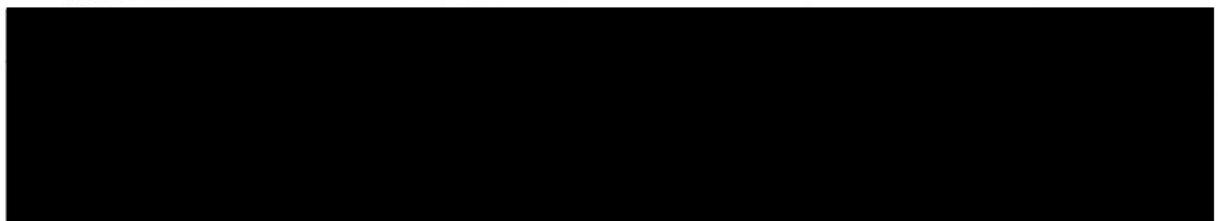
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

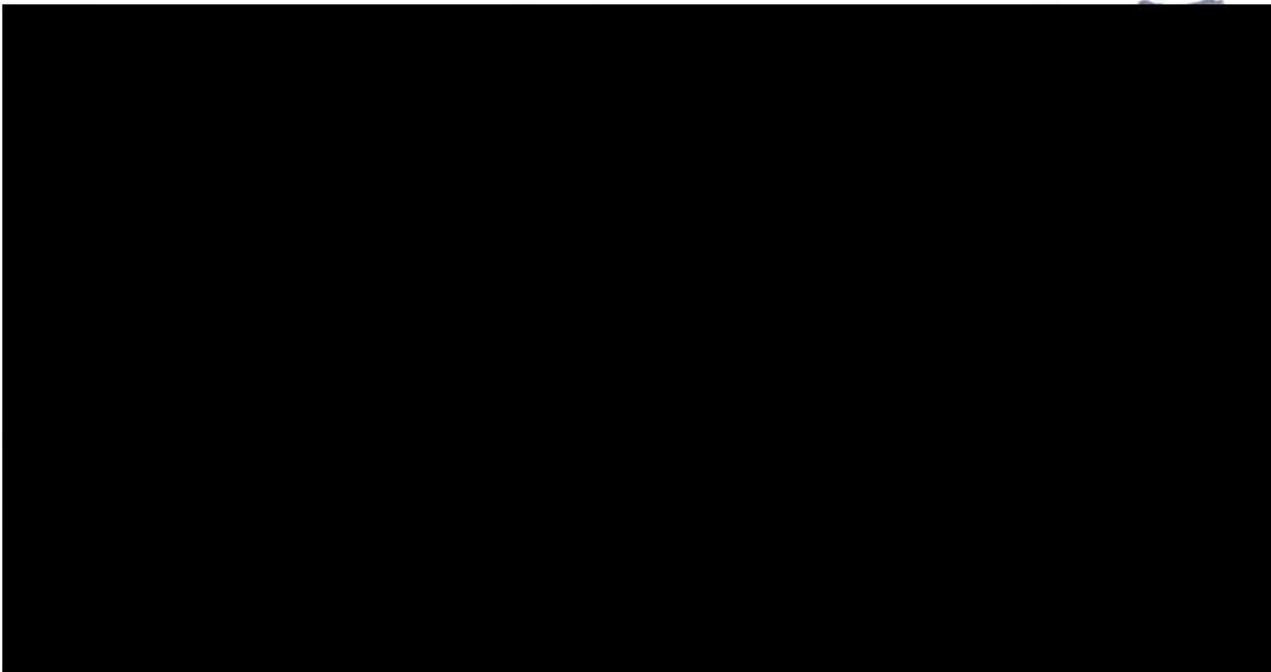
*None*

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>				

Signature *[Handwritten Signature]* Date 7/21/21

*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.*





Name of school or institution	Name of the organization conducting business with the school, and the nature of the contract	Business conducted	Date	City (School)

Signature \_\_\_\_\_ Date 11/1/11

Please note that this document is distributed to all members of the Board of Education and is available to members of the public upon request. The Director of Information Law, Privacy and Access Services will be notified.

Business Telephone: 512-218-6509

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

**Name: Sujata Rajpurohit**

---

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

Brooklyn Laboratory Charter Schools

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

Trustee

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

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

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

No

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

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

No

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

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

No

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

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

Yes  No

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

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

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

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

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

*Sujata Rajpurohit*

Sujata Rajpurohit (Jul 30, 2021 13:46 EDT)

\_\_\_\_\_  
Signature

7/30/21\_\_\_\_\_  
Date

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



**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
July 22, 2020**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on July 22, 2020 at 6:00 PM EDT.*

***Remote Board participants include:***

*Mickey, Tokumbo (by phone), Walter, Gary, Nadine, Sujata, Adrien*

***Other Remote participants include:***

*Bennison, Sheryl, Eric, Aaron, Jonathan*

**Meeting called to order.**

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

**Finance Committee**

**Finance Committee Summary Report from the June working session**

**Staff Members in Attendance**

- Eric Tucker, Executive Director
- Sheryl Gomez, Chief Financial Officer
- Aaron Daly, Chief Operating Officer

**Committee Members in Attendance**

- Mickey Revenaugh, Board Chair
- Adrien Siegfried, Treasurer
- Gary Wood, Trustee
- Tokumbo Shobowale, Trustee

**Board Oversight and Management Reports**

- Cash Flow Projection

*6:05pm: Let the minutes reflect that Eric Tucker has left the room at this point and was not present for the consideration of or vote on the below resolutions.*

**The Board approves management to negotiate and the Board Chair or Chief Financial Officer to execute an agreement with InnovateEDU to provide services related to the**

**recruitment, employment, and supervision of fellows to staff the School's tutoring and individualized instruction program**

**WHEREAS**, the School published a Request For Proposal (RFP) for the provision of tutoring services, and distributed that RFP to a significant number of potential providers;

**WHEREAS**, multiple competitive entities responded to that RFP, including InnovateEDU;

**WHEREAS**, the management team completed a comparative analysis of the proposed services and related costs with supervision from the Finance Committee; and

**WHEREAS**, the comparison analysis presented a cost variance of greater than 1:5 between the selected provider and the next closest bidder -- meaning that InnovateEDU is proposing to provide high dosage tutoring services at a cost that is dramatically lower than the market rate; and

**WHEREAS**, a third-party consulting firm (JM Collaborative) was retained by the Board to analyze the costs of a wide range of organizations that providesimilar tutoring services and costs for organizations that provide services that support the recruitment, selection, on-boarding, supervision, and development of educators;

**WHEREAS**, this third-party analysis concluded that the Fellowship program, as operated by InnovateEDU, provides a crucial service to Brooklyn LAB, a service which Brooklyn LAB would not have access to otherwise; and

**WHEREAS**, a range of other talent and programmatic experts provided compelling analysis and rationale to the Board for the outsourcing of this service, and continuing to prioritize this component of the School's approach;

**WHEREAS**, the School's Board has put in place procedures for evaluating and managing related party transactions (such as the one with InnovateEDU), and is satisfied that such procedures were followed in this instance;

**WHEREAS**, the School has had various business and contractual relationships and dealings in recent years with a separate corporation, InnovateEDU;

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

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

**WHEREAS**, the Board considers the FY 2020-2021 contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and

educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY 2020-2021;

**WHEREAS**, the Board is properly reviewing and approving a contractual relationship and contract being put in place between InnovateEDU and the School;

**WHEREAS**, the Board, following overview and discussion of the proposed LAB Corps Fellowship Services Agreement, the Board is directing the Management team to prepare and ensure the execution of a LAB Corps Agreement with InnovateEDU for the 2020-2021 School Year;

**THEREFORE**, the Board of Trustees authorizes the Board Treasurer and Chief Financial Officer to negotiate an agreement with InnovateEDU to provide tutoring/individualized instruction services for the fiscal year ending June 30, 2021; and to evaluate and ensure the quality and satisfaction of these services on an ongoing basis throughout the fiscal year.

Gary moved. Tokumbo seconded the motion. All in favor.

### **Approval to execute the FY 2020-2021 school partnership agreement with InnovateEDU for DYCD extended learning programming**

**WHEREAS**, the School has a unique need in the 2020-21 School Year to have additional staff persons and programmatic options to provide extended learning opportunities and enrichment-focused child care options to middle school scholars;

**WHEREAS**, the School is considering whether to execute the school year 2020-2021 services agreement for out of school time (afterschool and weekend) programming with InnovateEDU, in conjunction with substantial funding and technical assistance provided to InnovateEDU through the Department of Youth and Community Development;

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

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

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

**WHEREAS**, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY 2020-2021;

**WHEREAS**, the Board is properly reviewing and approving a contractual relationship and contract being put in place between InnovateEDU and the School;

**THEREFORE**, the Board, following overview and discussion of the proposed partnership agreement, is directing the Board Chair or the Chief Financial Officer to execute the respective agreements.

Gary moved. Walter seconded. All in favor.

### **Consideration of Facilities License Agreement Between Brooklyn Laboratory Charter Schools and InnovateEDU**

**WHEREAS**, the Board considers a proposed License Agreement to be entered into by and between Brooklyn Laboratory Charter Schools (“Licensor”) and InnovateEDU. (“Licensee”).

**WHEREAS**, licensor is the tenant of certain premises located at 25 Chapel Street, Brooklyn, New York; at 240 Jay Street, Brooklyn, New York; and the subtenant of certain premises located at 77 Sands Street, Brooklyn, New York (the “Premises”);

**WHEREAS**, the Licensor desires to license to Licensee and Licensee desires to license from Licensor certain workspace located at the Premises;

**WHEREAS**, in consideration for the usage of the Licensed Areas, Licensee shall pay to Licensor a License Fee of one hundred dollars;

**THEREFORE**, the Board approves the Board Chair to execute a License agreement with InnovateEDU in relation to workspace located at the School’s premises.

Walter moved Tokumbo seconded. unanimously approved

*6:18pm: Let the minutes reflect that Eric Tucker has returned to the room at this point and was not present for the consideration of or vote on the above resolutions.*

### **Board Adoption of Resolution for School Year 2020-2021 Reopening Plans**

**WHEREAS**, the School developed a plan for ensuring scholars had continued access to educational opportunities through home instruction and remote learning during school closure;

**WHEREAS**, the Educational Continuity Plan presented by the School in March 17 2020 and revised on April 29 of 2020 has five components: system preparation/operation; content delivery; ensuring access; design for unique student needs; and preparing for long-term closure;

**WHEREAS**, the School is committed to making any return for the 2020-2021 school year as focused on safety, healthy, and wellness as possible for all students and staff. Given the current

public health pandemic, the School is exploring ways to adapt school facilities and school operations in a way that prioritizes and protects the school community's health;

**WHEREAS**, to generate the most effective and comprehensive solutions, the School has undertaken a series of intensive design processes with firms that in the field of architecture, engineering, and urban design;

**WHEREAS**, the resultant tool kit contains potential modifications to our school facilities that support our commitment to meeting the needs of all learners. The Back to School Facilities Tool Kit covers operational adjustments that the LAB team is developing and focuses on general education, students with special needs, and small classes;

**WHEREAS**, the School also worked with expert partners to develop the Back to School Instructional Program Scheduling Map. The map is intended to help our school community think about where students will learn this fall, how they will learn, from whom they will learn, and what they will learn. It emphasizes the need for several things including the use of remote and in-person spaces, collaboration among staff from paraprofessionals to administrators, and recognition of students' diverse emotional and academic needs—to make the return to school safe and successful for all students;

**WHEREAS**, this Scheduling Map incorporates guidance on social distancing for reopening school while pulling together options regarding where, what, when, how, and with whom components of learning happen.

**WHEREAS**, the Instructional Program Scheduling Map aims to provide a framework to support clear communication between administrators, educators, families, and scholars so that our school community can work collaboratively and inclusively to promote safety, health, well-being, and learning when our school reopens this fall;

**WHEREAS**, the School has been working through the creation of a COVID-19 era Master Facilities Plan that includes health- and safety-focused plans focused on facilities, hygiene, social distancing, physical barriers, etc.

**WHEREAS**, the School is working to prepare sections of plans for reopening, including Remote Learning Strategy, Learning Platforms, Health and Safety, Student and Family Re-Enrollment, Remediation, Resurgence Planning, Hybrid Learning, and Organizing for the Response.

**WHEREAS**, the School has worked extensively with the Educating All Learners Alliance to ensure that our approaches to Students with Special Educational Needs and ENL students are particularly robust;

**WHEREAS**, New York State Education Department Charter Schools Office (“**NYSED CSO**”) requested the submission of school year 2020-2021 reopening plans by July 31, 2020;

**WHEREAS**, such plans must meet [mandatory requirements](#) under the following categories:

- Health and Safety;
- Facilities;
- Nutrition;
- Transportation;
- Social-Emotional Well-Being;
- School Schedules;
- Budget and Fiscal;
- Attendance and Chronic Absenteeism;
- Technology and Connectivity;
- Teaching and Learning;
- Special Education;
- Bilingual Education and World Languages;
- Staffing and Human Resources;

**WHEREAS**, reopening plans must be posted on the School’s public website in a location that is easily located by students, parents, teachers, administrators, and other community stakeholders. All efforts should be made to make the plans available in the dominant languages spoken by the school community;

**THEREFORE**, the Board authorizes the management team to submit by no later than July 31, 2020 and update on an ongoing basis the School’s reopening plans to NYSED CSO and comply with the requirements set forth by the authorizer.

Gary moved. Tokumbo seconded. unanimously approved.

Tokumbo left the meeting.

### **Board Adoption of Resolution for Front Porch Facilities Project**

**WHEREAS**, schools located in multistory buildings typically face challenges of limited points of entry, shortage of space and overcrowding of classrooms;

**WHEREAS**, as part of the School’s plan to reopen in a safe manner in the midst of the COVID-19 epidemic, the School wishes to utilize a sidewalk bridge that will serve as a “front porch”;

**WHEREAS**, an outdoor staging area that will, among other uses, provide protection from the elements for students as they queue, obtain temperature checks and personal protective equipment, prior to entering the School;

**WHEREAS**, the long term nature of such measures demand solutions that respect the surrounding public space and community, that address the needs of all students, and that are practical and universally adaptable;

**THEREFORE**, the Board authorizes the Executive Director and Chief Financial Officer to negotiate and execute agreements with expert organizations, such as Urban Umbrella, Urban Project Collaborative, WXY/SITU’s, in relation to the front porch project.

Gary moved. Adrien seconded. unanimously approved

### **Board Adoption of Resolution for Jay Street Auditorium Repairs**

**WHEREAS**, the School intends to renovate and replace existing floor finish in the auditorium of the building located at 240 Jay Street;

**WHEREAS**, the School published a Request For Proposal (RFP) for the provision of project management and construction consulting services, and distributed that RFP to a number of potential providers;

**WHEREAS**, three organizations submitted proposals in response to the RFP;

**WHEREAS**, the management team completed a comparison analysis of proposed services, related costs and provider reliability; and determined AKA Studio to be the best option to provide the outlined services;

**THEREFORE**, the Board authorizes the Executive Director and management team to negotiate and execute an agreement with AKA Studio for project management and construction consulting services in relation to this project.

Adrien moved Nadine second. unanimously agreed

### **Board Adoption of Resolution for Restoration Solutions Guide**

**WHEREAS**, the School has engaged Urban Project Collaborative to work on the Restoration Solutions Guide to identify preventative measures and crisis management protocols for a safe return to the School's facilities;

**WHEREAS**, the guide presents potential solutions for policy and behavior changes, social distancing, preparing facilities, PPE and screening guidance, and circulation options, crisis response and communication management, isolation protocol and training, and emergency notification and public health coordination;

**WHEREAS**, it will also include protocols, RFP with winning deep cleaning firms, communication templates, standards of certification of completion of work, guidance on documentation of expenses consistent with expectations;

**THEREFORE**, the Board authorizes the Executive Director and management team to continue this engagement with Urban Project Collaborative in relation to the Restoration Solutions Guide project.

Gary moved. Sujata seconded. unanimously approved

### **Board Adoption of Resolution for Approval of Proof of Loss Submission**

**WHEREAS**, a frozen sprinkler pipe burst loss occurred at the School's facilities premises located at 77 Sands Street on the 3rd Day of February 2019;

**WHEREAS**, the said loss did not originate by any act, design or procurement on the part of the School;

**WHEREAS**, a Proof of Loss is a document filled out by the policyholder when property damage occurs resulting in an insurance claim which helps to substantiate the value of the insured's loss to the insurance company;

**WHEREAS**, the School wishes to provide the supporting evidence and estimates of the present value of loss to the insurer, in order to present and prove the School's loss to the insurance company;

**WHEREAS**, the Proof of Loss form is an official, notarized, sworn statement from the insured to the insurer concerning the scope of damage to our property;

**THEREFORE**, the Board authorizes the Executive Director to execute and submit the proof of loss statement to the Hartford Fire Insurance Company.

Mickey first. Gary seconded. Unanimously approved.

### **Board Adoption of Resolution for Approval of Execution of Contracts and Related Payments**

The Board moved to authorize the Executive Director or Chief Financial Officer to negotiate and execute agreements with the following service providers, and make appropriate corresponding payments:

- Charter School Business Management
- Urban Projects Collaborative
- Venable LLP
- K&L Gates
- Cohen Schneider LLP

The Board authorized the Executive Director or Chief Financial Officer to make rental payment pursuant to the Lease agreement with Friends of Brooklyn Laboratory Charter Schools, Inc.

Gary moved, Mickey seconded. Unanimous.

### **Governance**

### **Board Adoption of the [June 2020 Board Meeting Minutes](#)**

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

Walter moved. Sujata seconded. unanimous approval

### **Update from the Governance Committee**

The members of the Governance Committee report back from their working session.

### **Academic Committee**

### **Board Adoption of Success Coaching Approach**

**WHEREAS**, the School is committed to putting supports in place to ensure that scholars are able to successfully navigate the complex life and learning transitions they'll be facing during the 2020-21 school year;

**WHEREAS**, The challenges that scholars and their families are facing are many: the health and safety threats from COVID-19, the economic recession and its impacts on livelihood, and the ongoing reality of trauma related to racism and racialized violence;

**WHEREAS**, knowing that scholars will need to be ready to learn amidst this broader reality in multiple contexts - remote, in-person, 1:1, and small group - we believe all students need a safe and trusted adult from the larger Brooklyn LAB staff to mentor and guide them

**WHEREAS**, the School believes that building the capacity of the full range of adults at Brooklyn LAB to serve as student success coaches will be vital to ensuring that Brooklyn LAB scholars will be ready to learn;

**WHEREAS**, the School engaged partners at City Year, Dezudio, The Mary Lou Fulton Teachers College at Arizona State University, Transcend, the Trauma Learning Policy Institute, Turnaround for Children to explore our design challenge, *"How might we utilize success coaching to support Brooklyn Lab learners to navigate multiple complex learning and life transitions?"*

**WHEREAS**, the resultant Success Coaching Playbook includes research-based frameworks and approaches to understanding and mitigating against trauma, a vision for a robust multi-tiered system of supports within which success coaching is embedded, and protocols and resources to support success coaches in working with youth in 1:1 and small group setting;

**THEREFORE**, the Board affirms a significant and lasting transition in the job responsibilities of Teachers, Teacher Residents, and LAB Corps Fellows so that Success Coaching is a central and required component of work each day and for all students.

The members of the Academic Committee report back from their working session.

- Lab Middle and High School: Remote Summer Learning Academy for grades 6-12 (July 13th- August 17th 2020)
- New Teacher Development July 27-July 31st 2020
- Reopening Planning Options: Hybrid (In person + Remote) or Fully Remote
- Design Charette: Success Coaching and Student Agency

Sujata moved, Gary seconded. Unanimous

The Board moves to elect the following persons to the designated offices set forth below, to serve until the next annual meeting of the Board of Trustees:

- a. Board Chair, Martha “Mickey” Revenaugh
- b. Treasurer, Adrien Siegfried
- c. Secretary, Nadine Augusta
- d. Trustee, Gary Wood
- e. Trustee, Tokumbo Shobowale
- f. Trustee, Sujata Rajpurohit
- g. Trustee, Walter Loughlin

The Board moves to elect the following persons to the Board of Trustees of Brooklyn Laboratory Charter Schools to serve a two year term:

- a. Martha “Mickey” Revenaugh
- b. Adrien Siegfried
- c. Nadine Augusta

Mickey moved, Gary seconded. Unanimous

### **Benchmark 9: Enrollment, Recruitment, and Retention**

- Re-Enrollment Update
- SY 2020-21 Enrollment Update

### **School Policy Review and Approval Resolutions**

Due to COVID-19 and evolving State and City guidance related to School Reopening, the School is

engaging in an ongoing, continuing effort to revise Board policies and procedures. These include:

- Brooklyn Laboratory Charter Schools Scholar & Family Handbook, as amended, including the updated Code of Conduct, as amended.
- Brooklyn Laboratory Charter Schools 2020-2021 Employee Handbook, as amended.
- By-Laws for Brooklyn Laboratory Charter Schools.
- Brooklyn Laboratory Charter Schools Complaint Policy and Procedures.
- Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
- Brooklyn Laboratory Charter Schools FOIL Policy.
  - Per the FOIL Policy, the Board designates a BLCS Records Access Officer.
- FERPA Policy for Brooklyn Laboratory Charter School.
- FERPA Policy for Edmund W. Gordon Brooklyn Laboratory Charter School.
- Brooklyn Laboratory Charter Schools Conflict of Interest Policies.
  - The Board members are asked to sign the Annual Conflict of Interest Disclosure form.
- Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual.
- Admissions Policy for Brooklyn Laboratory Charter School, as amended.
- Admissions Policy for Edmund W. Gordon Brooklyn Laboratory Charter School, as amended.
- Brooklyn Laboratory Charter Schools Code of Conduct, as amended.

Gary moved Nadine second. Unanimous general meeting ended at 7:23pm

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
August 19, 2020**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on August 19, 2020 at 6:00 PM EDT.*

***Remote Board participants include:***

*Mickey, Walter, Gary, Nadine, Sujata, Tokumbo, Adrien*

***Other Remote participants include:***

*Bennison, Sheryl, Eric, Aaron, Jonathan, Zabida, Sarah*

**Meeting called to order**

*Mickey* called the meeting to order at **6:04pm**ET. *Walter* seconded. The Board voted unanimously to call the meeting to order.

**Governance**

**Board Adoption of the [July 2020 Board Meeting Minutes](#)**

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

Walter moved to approve. Tokumbo seconded the motion. Approved unanimously.

**Finance Committee**

**Finance Committee Summary Report from the August working session**

**Staff Members in Attendance**

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

**Committee Members in Attendance**

- Adrien Siegfried, Treasurer

- Tokumbo Shobowale, Trustee

### **Other Call Participants**

- Daniel Sloman, PKF O' Connor Davies Auditor
- Tricia Forrest, Urban Projects Collaborative Project Manager
- Fran Allen, Urban Projects Collaborative
- Laura Scully, K&L Gates

### **Board Oversight and Management Reports**

- Cash Flow Projection
- FEMA Application Requirements
- Cleaning Services RFP and HVAC Work update
- PTO Policies & NYS Paid Sick Leave Law
- Staff Hiring & Retention
- SY 2020-21 Enrollment
- FY 2019-2020 Audit Planning

### **Benchmark 9: Enrollment, Recruitment, and Retention**

- Re-Enrollment Update
- SY 2020-21 Enrollment Update

### **Academic Committee**

Academic Committee report back from their working session.

### **August Reopening Meeting Updates**

- Summer Learning Academy Completed July 13th- August 14th 2020
- Prep Academy Launched for Learning Model
- Success Coaching & Student Support
- Providing Learning Model Guidance for families
- Planning for fully remote environment: Leader Hired

### **Facilities**

The Chief Operating Officer provides an update on the facilities adjustments for safety re-entry.

### **Board Adoption of Resolution for Master Facilities Plan**

**WHEREAS**, the School is committed to making any return for the 2020-2021 school year as focused on safety, healthy, and wellness as possible for all students and staff. Given the current public health pandemic, the School explored ways to adapt school facilities and school operations in a way that prioritizes and protects the school community's health;

**WHEREAS**, to generate the most effective and comprehensive solutions, the School has undertaken a series of intensive preparation steps and design processes with firms in the field of architecture, public health, engineering, and urban design;

**WHEREAS**, the School developed a COVID-19 era Master Facilities Plan that includes health and safety guidelines focused on facilities, hygiene, social distancing, physical barriers, etc. for each of the School's locations;

**WHEREAS**, the Plan functions as a guide for preparing the physical spaces for reopening following the COVID-19 quarantine;

**WHEREAS**, the floor plans within reflect measures for social distancing, enhanced sanitation and contact tracing. The plan represents the practical adaptation of prototypical design concepts from the Back to School Facilities Toolkit and the Back to School Instructional Program Scheduling Map to the specific spaces of the School;

**WHEREAS**, the Plan outlines strategies to prevent the spread (primary personal health measures, social distancing, sanitation, physical barriers, HVAC assessment and signage and floor graphics); strategies to contain the spread (arrival routines and procedures, establish a contact tracing ecosystem, isolation room, circulation, annex, address shared amenities, create in classroom check-in/cool down areas); strategies to facilitate learning/ continual improvement in the pandemic context (seek educator, family and scholar input, empowering teachers to understand and apply guides, educating staff members to become the ambassadors of new protocols to parents, others);

**THEREFORE**, the Board affirms the completion of the Master Facilities Plan for each of the School's locations.

Walter moved. Nadine seconded. Approved unanimously.

Walter moved to adjourn. Mickey seconded. General meeting ended at 7:07pm ET.

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
September 22, 2020**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on September 22, 2020 at 6:00 PM EDT.*

***Remote Board participants include:***

*Mickey Revenaugh, Gary Wood, Adrien Siegfried, Sujata Rajpurohit, Eric Tucker, Tokumbo Shobowale, Walter Loughlin (joined 6:08pm)*

***Other Remote participants include:***

*Jonathan Flynn, Sheryl Gomez, Bb Ntsakey, Aaron Daly, Sarah Pactor, Damion Frye*

[September 2020 board meeting slides](#)

**Meeting called to order.**

*Mickey* called the meeting to order at 6:03pm. *Adrien* seconded. The Board voted unanimously to call the meeting to order.

**Governance**

**Board Adoption of the [August 2020 Board Meeting Minutes](#)**

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

Gary moved, Adrien seconded. Unanimous

**Enhanced Remote School Director Introduction**

**Resolution to Acknowledge Staggered Arrival and Dismissal Times**

**WHEREAS**, like many New York City schools located in multistory buildings, Brooklyn Laboratory Charter Schools (LAB), has limited points of entry. Architects and planners predicted that, if spaced six feet apart, students could end up waiting in long lines if all students arrived at the same time, causing congestion and health concerns.

**WHEREAS**, the first effort to address these issues around school entry are included in LAB's [Back to School Facilities Tool Kit](#), which was prepared by design firms and incorporates input from students, families, staff, and community members. Building on that tool kit, LAB, the School engaged the architecture and urban

design firms to develop a “[front porch](#)”—an outdoor lobby that ensures safe entry and exit and helps integrate LAB’s education buildings into the greater community.

**WHEREAS**, the School conducts symptom and temperature checks; checking each student’s wellness status based on the CDC symptom checklists and responding appropriately is important in mitigating community spread. The School has developed systems and protocols to handle fever or symptom incidents. Schools may want to utilize a questionnaire that all students and staff submit prior to school entry to confirm that they do not have Covid-19 symptoms and have not been exposed to the virus. The School uses a thermometer to help ensure no one with a temperature of over 100 degrees Fahrenheit enters the building.

**WHEREAS**, the School has organized staggered scheduling. The new health requirements result in longer entry and exiting processes to ensure social distancing. To address these challenges, the School is staggering groups to reduce the number of students arriving, exiting, or inhabiting the school at any given time.

**THEREFORE**, the Executive Director, in coordination with the Board Chair, is hereby authorized to create and implement a time-bound (Fall 2020) Middle School (In-Person) Direct Instructional Staff calendar and set of work hours. The hours will be communicated to staff by the leadership team and will likely be 7:15am-4:15pm. If an employee is unclear about under which category he or she falls, they should consult with HR and the supervisor.

Gary moves to approve. Tokumbo seconds. Unanimous.

### **Resolution regarding COVID-19 onsite testing options and negative testing requirement policy**

**WHEREAS**, the health, safety, and well-being of staff and all members of the School community is a top priority;

**WHEREAS**, the School is working to communicate clearly as it makes improvements to update policies and procedures to ensure our staff, scholars, and families are protected;

**WHEREAS**, the School communicated that to remain eligible for work, all staff must complete a COVID-19 test and provide proof of a negative result to Human Resources before the start of the workday on September 8, 2020;

**WHEREAS**, to ensure safety of our staff and scholars, the School is implementing a bi-weekly COVID-19 testing requirement policy;

**WHEREAS**, the School will be facilitating onsite COVID-19 Testing. Testing will take place during work hours. A third-party will provide qualified clinical personnel to conduct the COVID-19 swab tests, the COVID-19 swab testing materials, and work with a certified laboratory to process results;

**WHEREAS**, the School anticipates that each employee participating in the onsite testing procedures will receive timely results;

**THEREFORE**, the Board authorizes the management team to implement onsite testing options and affirms the negative COVID-19 testing requirement expectation for employees to remain eligible for work.

Tokumbo moves. Gary seconds. Unanimous.

#### **Finance Committee - Sheryl**

- Cash Flow
- Audit update
- External Revenue: PPP, FEMA, ESSER, XQ
- Insurance Claim
- Staff Rebalancing and Organizational Chart Adjustments Based on Enrollment

#### **Enrollment and Retention - Jonathan**

- Total Enrollment 797
- New Leads, Applications, and Enrollments Trajectory
  
- City Wide Context
  - Delays in Opening
  - Underlying loss of ~250K students

#### **Facilities - Aaron**

- Meaningful Options Mindset
  -
- Facilities Upgrades to Ensure Health and Safety
  - Sanitizing Stations
  - HVAC Upgrades and Balancing
  - Shared Amenities
  - Sneeze Guards
  - 240 Jay Auditorium
- Building a Culture Prioritizing the Approaches that Matter Most
  - Masks, Social Distancing, and Hand Hygiene

#### **Update on Employment Accommodations and Exceptions - Aaron**

- Staff Policy and Procedure Training and Support
  - Town Hall
  - Attorney Presentation

- Communications
- Overall # of Requests
  - # of supported accommodations
  - # of supported exceptions

### **Academic Committee - Bb**

- Low Density Preparation Academy Sessions (2 mins)
- September 8 Launch of Academics (90 seconds)
- Ongoing Success Coaching Metrics (3 mins)
- Fall College Success Counselling Launch (2 mins)
- Virtual School Launch - Damion
  - Meeting the Virtual School Director
  - Faculty Hiring
  - Enrollment Surprises and Progress

### **COVID-19 Response Nerve Center Update - Eric**

- Positive Student Case
  - August 19 Positive Case + Response
- Resurgence Communications Templates
- Evidence Gathering RE: Student Learning and Thriving - Eric
- Indicators and Dashboard for Closure and Reopening
- Organizing the Response
- DOH Daily Metrics
- Daily Cadence of Meetings

### **Executive Session**

**Gary moves to adjourn the general meeting and join the executive session at 7:05pm, Mickey Seconded.**

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
October 21, 2020**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on October 21, 2020 at 6:00 PM EDT.*

**Remote Board participants include:**

*Mickey Revenaugh, Walter Loughlin, Adrien Siegfried, Gary Wood, Sujata Rajpurobit, Nadine Augusta (Joined 6:06), Tokumbo Shobowale (Joined 6:06)*

**Other Remote participants include:**

*Eric Tucker, Sheryl Gomez, Bb Ntsakey, Damion Frye, Jonathan Flynn, Aaron Daly, Laura Scully*

[October 2020 board meeting slides](#)

**Meeting called to order.**

*Mickey* called the meeting to order at 6:03pm. *Walter* seconded. The Board voted unanimously to call the meeting to order.

**Governance**

**Board Adoption of the Revised Employee Handbook**

The Board of Trustees adopts the October 21, 2020 version of the Employee Handbook, as revised.

Walter moved, Gary seconded. Unanimous

**Board Adoption of the [September 2020 Board Meeting Minutes](#)**

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

Walter moved, Adrien seconded. Unanimous

**Board Adoption of a Staggered Return to Account for Return from Holiday Break**

The Board of Trustees adopts the October 21, 2020 version of the School Calendar, as revised. In order to safeguard and help ensure the health of the school community, and in order to operate with an abundance of caution given the global health pandemic, the School is adopting a revised return to work and return to school protocol that applies to the days immediately following Thanksgiving Break and December Break. This revised protocol will provide the School with the assurance that staff produce a negative COVID-19 test result to the School in order to remain eligible to work. Faculty will lead scholars in remote instruction on the Monday and Tuesday immediately following the Thanksgiving and December Break, returning to in-person instruction on Wednesday December 2, 2020 and Wednesday January 6th, respectively.

Walter moved, Tokumbo seconded. Unanimous

**Finance Committee**

**Benchmark 9: Enrollment, Recruitment and Retention**

### **The Way Forward**

Since the spike in COVID-19 cases in New York City in early October. Our number of applications have dropped by 77% from September 2020. The number of seats accepted is also down from the month prior by 85%. This significant drop in applications and seats accepted is usually not expected until December. We are projecting our November, December and January 2020 enrollment data will look similar to our December/January 2019 data.

- Limited Investment in Facebook Ads
  - ◆ Family Referrals
  - ◆ Recruitment Contest
  - ◆ Email & Text Blast to Past Interest List
  - ◆ Social Media (Facebook & Instagram)
  - ◆ Old-Fashioned Phone Calls
  - ◆ Free Laptops and Internet Subsidy

- Tackling Chronic Absenteeism
  - ◆ Attendance Task Force
- Focusing on Scholar Retention & 8th Informed Choice
  - ◆ Success Coaching

### **Creation of Attendance Task Force**

An attendance task force was created consisting of stakeholders from various departments across Brooklyn lab. The goals of the attendance task force are to identify absent students, habitually absent students, and chronically absent students across the organization. The attendance task force meets and provides known information on the students that we have on file and strategize on strategic outreach to each student and family. Students are placed in caseloads and followed up daily.

### **Attendance Task Force members:**

- COO
- Social Work team
- Attendance Coordinator
- School Directors
- Operation leadership from each campus
- Dean of Student Services
- Bursar
- Family engagement managers

### **Student Roster clean-up process**

To ensure accurate enrollment we took the following steps as an organization

1. Evaluated attendance data Vs. enrollment & ATS information
2. Compared ATS rosters to campus rosters
3. Conducted family outreach
4. Removed students who enrolled at other school districts
5. Compared SchoolMint data to enrollment data

### **Engagement & Re-enrollment Steps**

Understanding the importance of attendance and enrollment the attendance task force has taken the following steps to ensure accurate rosters and that we are doing everything possible to ensure that students within our care are receiving the services Brooklyn Lab commits to all of our student and families.

1. Compiled comprehensive understanding on student history from key stakeholders (Data & Background Information)
2. Assigned student caseloads to faculty members that we believe had the best relationship to individual student (Leveraged relationships)
3. Reviewed detailed notes on each student and created elevated intervention plans for each student (coordinated support)
4. Implement intervention plans that are focused on re-engaging students and providing family support.

### **Chronically absent students across Campuses**

### Enrollment Vs. Daily Attendance

ATS Enrollment	Confirmed Brooklyn Lab	Daily Attendance
781	757	590 (75%)
Number of students on the ATS roster	Number of students who are attending and families confirmed enrollment with Brooklyn Lab	Number of students who attend school on a daily basis

### Insurance Claim Update

The management team and members of the sub-committee provide an update on the 77 Sands Insurance Claim.

**Academic Committee**  
**Fall Updates**

Campus	Assessments	Progress Monitoring
Middle School	<ul style="list-style-type: none"> <li>Completed NWEA Map Testing Completed</li> <li>In Progress: Interim Assessments</li> </ul>	<p><b>October 29th 2020</b>  <b>High School: End of Quarter 1</b></p> <p><b>October 30th 2020</b>  <b>Data Day</b></p> <p>Goals:</p> <ol style="list-style-type: none"> <li>1. Reviewing student work and performance</li> <li>2. Grade team planning for student support</li> <li>3. Coaching and designing interventions</li> </ol>
High School	<ul style="list-style-type: none"> <li>Completed SATs</li> <li>In Progress: Pre AP- AP Unit Exams Quarter 1 Assessments</li> </ul>	

**Success Coaching Update**

*Timeline*

August:

Launch and Training Across Campus Sites

September

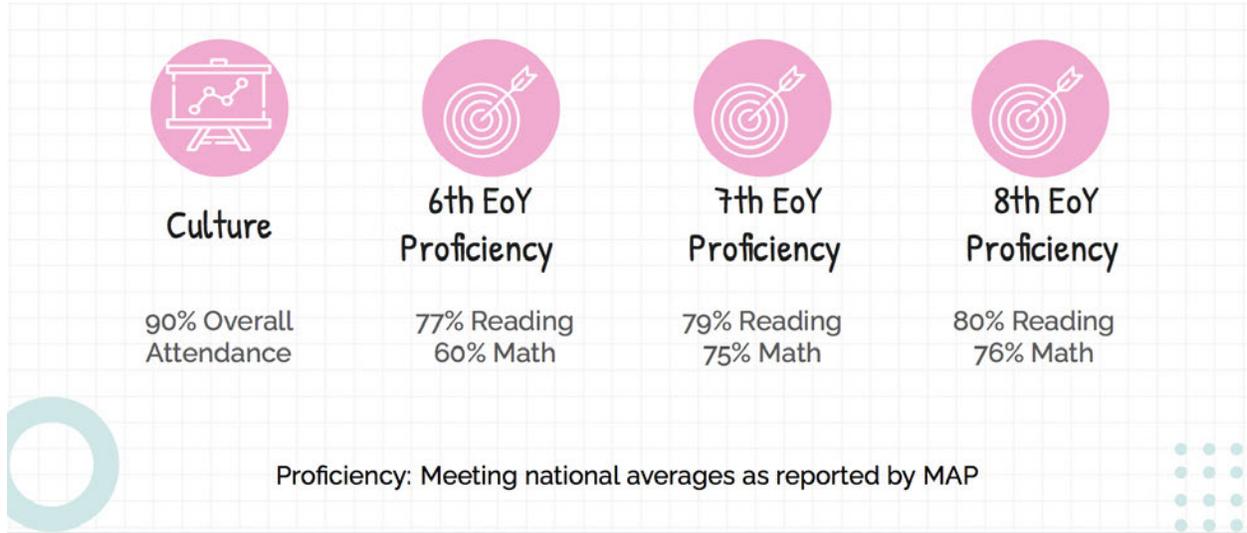
Scholar Assignments and Intro Calls for Initial Learning Modalities

October

Goal: Driving towards full coverage and assignments

Summary Update	
In Person MS	~Weekly 30 min 1:1 sessions
In Person HS	~Advisory structure and morning 20 min session
Enhanced Remote MS	All scholars have success coach that checks in daily in the morning and afternoon,
Enhanced Remote HS	Relaunch for all scholars in Quarter 2

## Schoolwide End-of-Year Goals for 2020-21



### COVID-19 Response Nerve Center

**Covid Staff Testing:** To continue to ensure a safe and healthy learning community we will begin to test staff on a weekly basis, effective October 23, 2020. We will also test staff twice a week when we return from long holiday breaks.

**Student Testing.** We are not authorized to require student testing. But, we are considering providing onsite voluntary testing with parental authorization.

### **If a Yellow Zone is designated to cover our addresses:**

Our staff will be subject to the NYS DOH requirement randomly to test 20% of in-person students, teachers and staff, at least once a week, for as long as the school remains in a designated yellow zone. These tests would be coordinated by the NYC DOH, we believe. And, would be conducted pursuant to DOH authority.

Type of Activity	RED	ORANGE	YELLOW
Worship	25% capacity 10 people maximum	33% capacity 25 people maximum	50% capacity
Mass Gathering	Prohibited	10 people maximum, indoor and outdoor	25 people maximum, indoors and outdoors
Businesses	Only essential businesses open	Closing high-risk non-essential business (gyms, personal care, etc.)	Open
Dining	Takeout only	Outdoor dining only, 4 person maximum per table	Indoor and outdoor dining, 4 person maximum per table
Schools	CLOSED Remote-only		Open Mandatory weekly testing of students and teachers/staff for in-person settings. DOH will set percent by Friday.

**WEAR A MASK. GET TESTED. SAVE LIVES.**

Pat moved to move to executive session. Tokumbo seconded. Meeting ended 7:05pm

### Executive Session

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

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on November 18, 2020 at 6:00 PM EST.*

***Remote Board participants include:***

*Gary Wood, Mickey Revenaugh, Sujata Rajpurobit, Adrien Siegfried, Nadine Augusta, Tokumbo Shobowale*

***Other Remote participants include:***

*Sheryl Gomez, Eric Tucker, Aaron Daly, Jonathan Flynn, Bb Ntsakey, Zabida Aminy, Sarah Pactor, Damion Frye*

[November 2020 board meeting slides](#)

**Meeting called to order.**

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

**Governance**

**Board Adoption of the [October 2020 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the October 2020 Board meeting, and as reflected in the minutes of that meeting.

Gary moved to approve. Tokumbo seconded. All in favor.

**COVID-19 Response Nerve Center Update**

**COVID-19 Positive Cases Update**

- At least 6 positive COVID-19 cases in the school staff population
- Brooklyn LAB is coordinating response with the NYC Department of Health
  - NYC Test + Trace Corps investigation ongoing
  - Building undergoing thorough cleaning
- Families will be notified if their scholar has been exposed to a COVID-19-positive individual by the Department of Health and instructed to obtain a COVID-19 test and complete a 14-day quarantine
  - All in-person 8th, 9th and 12th grade family information was provided to Test + Trace

**School Closure Update**

Closure Timeline

Sunday 11/15: Brooklyn LAB notified of positive COVID-19 cases and subsequently notified all scholars and staff of cases and building closure

Monday 11/16 - Friday 11/20: Brooklyn LAB facilities closed, ALL scholars learning remotely

Monday 11/30 - Tuesday 12/1: In-person scholars learn remotely

Wednesday 12/2: Brooklyn LAB facilities reopened and in-person scholars return

### Finance Committee

- SY20 Audit(s)
- SY21 Cash Flow
- Insurance Claim Mediation
- Qualified Renovation Expense update (Tenants Work)
- Facilities Plan

**THEREFORE**, The Board of Trustees adopts the addendum to the employee handbook to reflect the paid time off policy revision. In order to encourage staff to take time to pause and refresh.

### Benchmark 9: Enrollment, Recruitment and Retention

**Attendance Task Force Updates**

**Attendance task force progress:**

Attendance task force has been in consistent contact with 82 of 87 students who were placed on a high risk caseload (Chronically Absent)

Every absent student receives a phone call by 12:00pm

Updated contact information for all hard to reach families  
Cross department collaboration to student support services  
Increased daily attendance percentage by 7-10%

**Chronically absent students across Campuses**

**Enrollment Vs. Daily Attendance**

ATS Enrollment	Consistent Attendance/Consistent Communication	Daily Attendance
787	781	539 - 571
		70% - 77%

For pto payout;  
Tokumbo move, adrien seconded

## Insurance Claim Update

The management team and members of the sub-committee provide an update on the 77 Sands Insurance Claim.

## Academic Committee

- Attendance Committee Update
- External Review
- ICT SPED Compliance Oversight
- Instructional Leader Development CSGF Partnership
- High School Academic Systems XQ Partnership

## Updates on Class of 2021 Graduation

Enrollment	In Person	Remote
	32	50
Average Daily Attendance	86%	70%

Credit Recovery Launching 11/20/202

Common Application Process Started for All Seniors

3 College Application Days 11/30/2020-12/14/2020

## Graduation

Course					Mathematics			
	Pre AP English I	Pre AP English II	AP Composition	AP Literature	Pre AP Algebra 1	Pre AP Geometry	Algebra 2	Pre Calc/Calc
#Scholars missing required credit	1	9	3	Course in progress for 2020-2021 SY	2	20	7	Course in progress for 2020-2021 SY

Course	History				Science			
	Pre AP World	AP World History	AP US History	Govt & Economics	Pre AP Biology	Pre AP Chemistry	Pre AP Physics	AP Bio/ AP Chemistry/AP Env
#Scholars missing required credit	2	3	8	Course in progress for 2020-2021 SY	4	7	0	Courses in progress for 2020-2021 SY

## Class of 2021 Credit Recovery

Course	Health Education	Art	Computer Science	Physical Education
#scholars missing required credit	5	3	3	14

## Assessment & Student Performance Update

Middle School

All Sites

Completed Fall Interim Assessments in:

- English Language Arts
- Mathematics
- Science

In Person

- Completed NWEA MAP in ELA + Math

Remote

- Completing NWEA MAP in ELA + Math in December

## High School AP Exams 2021

Student Registrations		Exam Registrations		
Students	Enrollments	Taking	Not Taking	Undecided
324	617	379	2	0

### COURSE LIST

AP Calculus AB  
 AP Chemistry  
 AP English Literature and Composition  
 AP Environmental Science  
 AP United States Government and Politics  
 AP United States History  
 AP World History: Modern

## Updates on Success Coaching

Summary Update		
October 2020		November 2020
In Person MS	~Weekly 30 min 1:1 sessions	Ongoing, Currently Focused on Transitioning to Remote Learning, Responding to First Round of Report Cards

In Person HS	~Advisory structure and morning 20 min session	
Enhanced Remote MS	All scholars have success coach that checks in daily in the morning and afternoon,	Coaches joining scholar morning rituals, Shifted to daily reflection and goal setting
Enhanced Remote HS	Relaunch for all scholars in Quarter 2	Completing student to adult assignment for Post Thanksgiving Reset

Mickey end 7:10pm ESt and move to executive session

**Executive Session**

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
December 16, 2020**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on December 16, 2020 at 6:00 PM EST.*

**Remote Board participants include:**

*Gary Wood, Walter Loughlin, Mickey Revenaugh, Sujata Rajpurohit, Nadine Augusta, Tokumbo Shobowale (joined 6:08)*

**Other Remote participants include:**

*Sheryl Gomez, Eric Tucker, Aaron Daly, Jonathan Flynn, Bb Ntsakey, Sarah Pactor, Zabida Aminy*

[December 2020 board meeting slides](#)

**Meeting called to order.**

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

**Governance**

**Board Adoption of the [November 2020 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the November 2020 Board meeting, and as reflected in the minutes of that meeting.

Walter moved to approve. Nadine seconded. Approved unanimously

**Approval to execute the FY 2020-2021 amendment to the agreement with InnovateEDU for LAB Tutor Corps services**

**WHEREAS**, the School is considering whether to execute the school year 2020-2021 amendment to the LAB Tutor Corps agreement with InnovateEDU;

**WHEREAS**, InnovateEDU will provide a full-time Instructional and Education Support Director who will supervise the Fellows instructional program;

**WHEREAS**, this amendment includes the cost of the equivalent to a LAB Corps Fellowship Dean who InnovateEDU provides;

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

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

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

**WHEREAS**, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approves of an agreement with InnovateEDU being put in place for FY 2020-2021;

**WHEREAS**, the Board is properly reviewing and approving a contractual relationship and contract being put in place between InnovateEDU and the School;

**THEREFORE**, the Board, following overview and discussion of the proposed amendment to the LAB Tutor Corps Service agreement, is directing the Board Chair or the Chief Financial Officer to execute the respective agreements.

Nadine moved to approve. Gary seconded.

#### **Approval of retention bonus payout**

In accordance with the email to the finance committee on December 15, the board approves the payment of 1.5% retention bonus to eligible employees.

Gary moved to approve. Tokumbo seconded.

#### **COVID-19 Response Nerve Center Update**

##### **Student Testing**

##### **Dept. of Health Student Testing Policy**

- Effective December 7, 2020, Brooklyn LAB is following a similar protocol to the city-wide new public health official-directed student testing policy, requiring 20% of the on-site student population to be randomly selected for COVID-19 testing via an external testing group at LAB's 77 Sands Street campus on a regular basis.
- The test is quick, safe, and will be conducted in a private setting.
- Brooklyn LAB's testing protocols and frequency will be conducted in accordance with state and city public health mandates and will happen at least once per month. Separately, 100% of LAB's on-site staff will continue to be tested weekly.
- Testing is one of the most effective approaches to safeguarding the health and wellbeing of the entire school community. Staff have had a testing requirement throughout the fall. This new DOH policy makes testing mandatory for in-person scholars.

##### **Winter Session Preparation and Informed Choice**

##### **Governor Cuomo's 5 Targeted Strategies to Manage and Mitigate the Spread of COVID-19**

Strategy 1: Manage Hospital Capacity to Enhance and Equalize Care

Strategy 2: Increase and Balance Testing Resources and Availability

##### **Strategy 3: Keep Schools Open Safely**

Strategy 4: Prevent Viral Spread from Small Gatherings

Strategy 5: Operationalize an Equitable and Safe Vaccination Program

##### **Strategy 3: Keep Schools Open Safely**

- Experts from around the globe have determined that as long as a school's infection rate is under control and remains under the infection rate of the community at large, schools should remain open.
- The first step will be to establish sustainable, ongoing testing in schools so that they can continue operating in the long term.
- These protocols represent the minimum standard required for schools to stay open and the state may adjust requirements for specific districts based on any special circumstances which may arise.

##### **Governor Cuomo's Updated Strategy for NYC Schools in Orange and Red Zones**

- No longer a requirement for schools located in orange or red zone to close in-person instruction, they can remain open subject to strict adherence to guidance and directives issued by DOH
- Schools in these zones must complete an attestation on the school survey, in addition to required dashboard reporting
- School Testing
  - Orange Zone schools must test a total of 20% of in-person students, faculty and staff for COVID-19 over the one month period following the zone designation
  - Red Zone schools must test a total of 30% of in-person students, faculty and staff for COVID-19 over the one month period following the zone designation
- Closure
  - If the sample generates 9 or more positive cases in any school, or if a sample size of more than 300 weekly tests achieves a positivity rate of 2% or higher the school will be required to close

### **Winter Term Preparation: Ensuring Safety, Clarity, and Support Over the Next 120 Days**

LAB leadership team is in process of evaluating the staffing, schedule, and learning model from December - April

- We acknowledge the implications of the rising COVID-19 cases in New York City are adjusting our program
- The State and City are providing a much higher level of clarity and specificity than was the case 5 or 9 months ago
- The revisions to the organization wide reopening plan will chart the course for the Winter

We are prioritizing:

- Health and Wellbeing of Staff, Scholars and School Community
- Quality of program, and adjustments to delivery of learning and student socio emotional well being
- A limited, time-bound preparation process is underway to finalize the adjustments to roles, responsibilities, schedules, and staffing plans.
- The Board will submit a revised set of reopening materials to the State and DOH by mid-December

**At the 12/7 Nerve Center meeting, which included in-person School Directors, the following constraints for scheduling and staffing solutions for the next 90-120 day “Winter Schedule” were affirmed:**

- Adjust Business Model to Enable School to Provide Accommodations and Exceptions Based on Staff Needs.
- Provide and Support Informed Choice.
- Reduction of In-Person Rotations Between Rooms.
- Focus on Staff Retention.
- Quality of Academic Program and Supports
- Lead Without Easy Answers.
- Prepare for Some Staff to Move Remote as Others Prefer In-Person Responsibilities.
- Prepare for the next 120 Days.

### **Principles for Revisions to Fully In-Person Learning Model**

- Family choice to select a model that works best for them and their family.
- Scholar and staff health and safety by reducing opportunities for transmission between staff and scholars.
- Caring and trusting relationships by ensuring scholars remain with their current instructional staff.

<b>Winter Session Learning Model</b>	<b>Option A: 5-Days a Week Campus-Based Hybrid Learning</b>	<b>Option B: Home-Based Remote Learning</b>
Teaching Method 	Live (Synchronous) Virtual Instruction 	Live (Synchronous) Virtual Instruction 
Faculty 	In-Person Campus Faculty 	In-Person Campus Faculty 
Location 	Campus-based, 77 Sands St or 240 Jay St. 	Home-based 
Supports 	In-Person: Classroom-based adult supervision, meal services, and technical support  Virtual: Advisory and Success Coaching 	Virtual: Advisory, Success Coaching, and technical support 
Special Education Services 	Services provided through a blend of in-person and remote delivery 	Services provided remotely 

### Family Survey & Informed Choice Sessions RE: the Next 120 Days

- Brooklyn LAB families will be surveyed to understand their comfort with in-person and remote instruction over the next 120 days
  - Survey due Friday December 18th
- 3 Town Halls this week to gain family feedback
  - Tuesday December 15th at 5:30pm
  - Wednesday December 16th at 1:00pm
  - Thursday December 17th at 5:30pm

### Family Informed Choice Process Update

30% of in-person families have indicated their preferences for the two options below:

5-Days a Week Campus-Based Hybrid Learning: 46%

5-Days a Week Home-Based Remote Learning: 54%

### **Staff Survey: Understand Feasibility and Practicality of Potential Pathways for the Next 120 Days.**

- Brooklyn LAB Staff will be surveyed in an attempt to get a non-binding, confidential understanding of workplace setting and role preferences
- This survey will help the school and campuses best prepare for the next 120 days, and will support winter term preparation
- The survey will solicit an expression of preference and workability of in-person and remote operations
- Survey responses are non-binding
- The School will share the survey with staff by Friday, December 11th

### **Timeline**

#### *December:*

- Adopt revised reopening plan that includes remote instruction for in-person students and a larger swath of remote.
- Initiate cycles of staff feedback around updating operational plans, adjusting staff roles, and soliciting feedback on shifts in programming.

#### *January-April:*

- Implementation of revised reopening plan and updating approach in response to statewide guidance and adjustment.
- Soliciting feedback from families and staff, launching in person courses and teaching, onboarding staff into new roles

### **Revisions to Fully In-Person Learning Model: 2 Options**

#### **5-Days a Week Campus-Based Hybrid Learning**

- **Involves scholars reporting to the brick-and-mortar site five days a week, participating in remote courses, and receiving in-person support and services.**
- Removes in-person instruction for scholars in an effort to reduce opportunities for COVID-19 transmission between scholars and staff.
- What does this look like?
  - Scholars report to LAB facilities during normal instructional hours (scholars currently enrolled in extended day tutoring and DYCD afterschool from 12:30pm-4:00pm can continue to engage in these activities on-site).
  - Scholars report to and work from a single classroom for the duration of their on-campus experience, staying within a single “pod”.
  - Scholars login to virtual classes under the supervision of staff members while they participate in fully-remote learning.
  - Scholars receive breakfast and lunch on-site.

#### **Home-Based Remote Learning**

- **The Home-Based Remote Learning option will be entirely virtual.**
- The Remote-only option enables scholars to continue to receive instruction from their existing teachers and remain in their current courses.
- What does this look like?
  - Scholars login from home into virtual classes during their core instructional courses, starting at 8:00am.
  - Scholars currently enrolled in extended day tutoring and enrichment activities can continue to participate in these activities from 12:30pm to 4:00pm virtually.

**Finance Committee Update**

**Benchmark 9: Enrollment, Recruitment and Retention**

ATS Enrollment

### **Insurance Claim Update**

The management team and members of the sub-committee provide an update on the 77 Sands Insurance Claim.

### **Revenue Projections**

- FEMA
  - Completed submission package for \$370K with invoice and payment documentation. Meeting tomorrow with UPC and DHSES to input information to the FEMA portal.
- Paycheck Protection Program

- Loan forgiveness application is now available through our banker. The School has submitted documentation to PKF O'Connor Davies for review and finalization prior to submitting.
- CARES Act: ESSER Fund
  - Elementary and Secondary School Emergency Relief Fund applications for both charters have been submitted and approved.
- Qualified Renovation Expense
  - Final set of outstanding documentation (vendor lien waivers) provided to the landlord prior to Thanksgiving break.
- Per Pupil Adjustments
  - As discussed in April, DOE continues to reserve the right to make adjustments to the per pupil allocation through the end of fiscal year.

### **SY2022 & 5 Year Pro Forma Preparation**

- Assumes flat Per Pupil rate
- Edmund W. Gordon adds a 11th grade class in SY 2022
- Work on enrollment projections according to current recruitment and retention trends
- Philanthropic revenue SY 2023 through 2026

### **Academic Committee Update**

#### Summary Updates

- External Review of Instructional Program
- Instructional Leader Development CSGF Partnership
- High School Academic Systems XQ Partnership
- Graduation and Credit Recuperation Launched
- Success Coaching

### **Instructional Leader Development**

Supporting students through changing instructional models  
Focusing on student work samples and coaching towards mastery

### **External Review of Instructional Program**

Assessment of Instructional Culture Across

- **Benchmark 1: Student Performance:**  
Monitor benchmarks on instructional Priorities
- **Benchmark 2: Teaching and Learning:**  
Review of systems in place designed to cultivate shared accountability and high expectations and that lead to students' well-being, improved academic outcomes, and educational success.

9/8/2020-12/18/2020 Instructional Schedule

Middle School		High School	
In Person 5 Days a Week	Enhanced Fully Remote	In Person 5 Days a Week	Enhanced Fully Remote
Advisory	Advisory	Advisory	Advisory
Humanities (106 mins)	Humanities 135mins synchronous	Pre AP/AP Humanities (90 mins)	Pre AP/AP Humanities (90 mins)
		Pre AP/AP Math (45 mins)	Pre AP/AP Math (45 mins)
Stem (106 mins)	Stem 90mins synchronous	Pre AP/AP History (45Mins)	Pre AP/AP History (45Mins)
		Pre AP/AP Science (45 mins)	Pre AP/AP Science (45 mins)
Success Coaching	Success Coaching	Success Coaching	Success Coaching
Related Services: Physical Therapy Speech Language Therapy Occupational Therapy			
Office Hours/Tutoring 45mins synchronous	Office Hours/Tutoring 45 mins synchronous	Office Hours/Tutoring 45 mins synchronous	Office Hours/Tutoring 45 mins synchronous

1/4/2021 - 4/30/2021 Instructional Schedule Shifts

Middle School	High School	Middle School	High School
5-Days a Week Campus-Based Hybrid Learning	5-Days a Week Campus-Based Hybrid Learning	5-Days a Week Home-Based Remote Learning	5-Days a Week Home-Based Remote Learning
Advisory	Advisory	Advisory	Advisory
Humanities (106 mins)	Pre AP/AP Humanities (90 mins)	Humanities (106 mins)	Pre AP/AP Humanities (90 mins)
	Pre AP/AP Math (45 mins)		Pre AP/AP Math (45 mins)
Stem	Pre AP/AP History	Stem	Pre AP/AP History

(106 mins)	(45Mins)	(106 mins)	(45Mins)
	Pre AP/AP Science (45 mins)		Pre AP/AP Science (45 mins)
Success Coaching	Success Coaching	Success Coaching	Success Coaching
Related Services: Physical Therapy Speech Language Therapy Occupational Therapy	Related Services: Physical Therapy Speech Language Therapy Occupational Therapy	Related Services: Physical Therapy Speech Language Therapy Occupational Therapy	Related Services: Physical Therapy Speech Language Therapy Occupational Therapy
Office Hours/Tutoring 45mins synchronous	Office Hours/Tutoring 45 mins synchronous	Office Hours/Tutoring 45mins synchronous	Office Hours/Tutoring 45 mins synchronous

LAB requests Board approval to submit a revised reopening plan.

Tokumbo moved to approve, Gary second. Unanimous

Tokumbo moved to move to Executive Session at 7:04pm. Gary seconded the motion. Unanimous to end meeting 7:04pm

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
January 20, 20201**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on January 20, 2021 at 6:00 PM EST.*

***Remote Board participants include:***

*Walter Loughlin, Mickey Revenaugh, Adrien Siegfried, Sujata Rajpurohit, Gary Wood, Nadine Augusta (Joined 6:05), Tokumbo Shobowale (Joined 6:44)*

***Other Remote participants include:***

*Sberyl Gomez, Eric Tucker, Aaron Daly, Jonathan Flynn, Bb Ntsakey, Sarah Pactor, Florisca Carter (left 6:45), Zahida Aminy, Damion Frye, Patrick Malpass*

January 2021 board meeting slides

**Meeting called to order.**

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

Governance Committee  
COVID-19 Response Nerve Center  
Finance Committee  
Academic Committee  
Executive Session

**Governance**

**Board Adoption of the December 2020 Board Meeting Minutes**

The Board considers the recommended resolutions reviewed and deliberated during the December 2020 Board meeting, and as reflected in the minutes of that meeting.

Walter moved to approve. Gary seconded. Approved unanimously

**COVID-19 Response Nerve Center Update**

**NYC COVID-19 Vaccine Update**

- NY State Vaccine roll-out underway, Phase 1b (Brooklyn LAB/InnovateEDU education workers eligible) began Monday January 11th
- Identify a vaccine appointment using the following sites
  - NYC COVID-19 Vaccination Hubs: <https://vaccinepod.nyc.gov>
  - NYC COVID-19 Vaccine Finder: <http://nyc.gov/vaccinefinder>
- Limited vaccine supply and high demand, limited appointment availability
  - **Brooklyn LAB will require staff to be COVID-19-vaccinated to maintain eligibility to work**, similar to the weekly testing requirement.
  - The procedures, including the exemption language, will be coordinated with the Finance Committee.
  - The date the vaccine requirement goes into effect is TBD
  - We know that there is an available and accessible vaccine supply, but anticipate that availability might decrease

- Staff are strongly encouraged to sign up for a vaccine appointment over the immediate term, as soon as one becomes available on
  - NYC COVID-19 Vaccination Hubs: <https://vaccinepod.nyc.gov/>
  - NYC COVID-19 Vaccine Finder: <http://nyc.gov/vaccinefinder>

### **Dept. of Health Student Testing Policy**

Effective December 7, 2020, Brooklyn LAB chose to follow a similar protocol to the city-wide new public health student testing policy. This policy requires 20% of the on-site student population will be randomly selected for COVID-19 testing. Student testing will start this Thursday, January 21, 2021, and ensure that 20% of our student population is tested for COVID-19 monthly.

### **SY22 Planning Assumptions: Virtual Program**

#### **Proposed Virtual Offerings for SY22**

- Administration:
  - School Director - Damion Frye, Deputy School Director - Patrick Malpass, Operations - Florisca Carter
  - Social Work Lead - Lora Grieco, SPED Coordinator - Erica Pajerowski,
  - CSO - Lucius Harcourt, Dean of Fellows - Christian Johnson
- Faculty:
  - Middle School - 13 Full Time Teachers
  - High School - 21 Full Time Teachers
- Students:
  - Middle School - 221 Students
  - High School - 344 Students

### **Success of the Program**

#### Engagement of Students

- Middle School has averaged 88% attendance since January 4th
- High School has averaged 74% attendance since January 4th
- Similar Profile Schools have averaged 83% in Middle School and 68% for High School

#### Multi-Dimensional Teaching and Experiences

1. Middle School went on a virtual Field Trip
2. Teachers are using the 90 min in dynamic ways. Sample Lesson Click [HERE](#). *(Must use BKL AB email to access)*
3. 25% of both Middle and High School made the Honor Roll, 7% made High Honor Roll

### **School Year 22 Refinements**

#### **Earlier Development of Programs and Student Identification**

- Have staff hired and trained by close of June 2021
- Have students identified and ensure they have appropriate technology by August 15th 2021.
- Develop, test, and implement school wide tech systems and norms by June 2021.

#### **We are prioritizing:**

1. Strong relationships with staff, scholars, and families.
2. Ease of access to information.
3. Data analysis to drive programming, instruction, and professional development.
4. Long term teacher development

### **Priority Students for 2021-2022 SY**

Current scholars who have been more successful in their academic experience.

Families who have high risk members at home, thus providing an alternative experience.

Students who have a mental health that impacts their ability to be successful in an in person environment.

### **Finance Committee Update**

#### **Insurance Claim Update**

The management team and members of the sub-committee provide an update on the 77 Sands Insurance Claim.

- Mediation follow up continues
- Complaint being finalized for late January submission
- Net Out of Pocket Expense Analysis informing process

#### **New York State FY22 Executive Budget**

Yesterday, Governor Cuomo announced his proposed \$193 billion FY22 Executive Budget.

A new budget is due by April 1, 2021. Until then, the legislature and the Governor will work to come to an agreement and enact the state budget for FY22. While we continue to review the Executive Budget, some quick highlights directly related to education funding and charter schools are below:

Total Executive Budget: \$193 billion, assumes that the state will receive \$6 billion in new federal aid by 3/31/21.

Total School Aid: \$37.1 billion, an increase of \$2.1 billion. The \$37.1 billion includes approximately \$4 billion from the Federal Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA). The Executive Budget uses the CRRSA funds to offset state spending reductions. All school districts will receive funding equal to or greater than current year funding.

Charter School Tuition: The charter tuition rate will be decreased to maintain parity in funding with school districts. The exact impact of this change is not yet known. At the time of writing this email, the Article VII Executive Budget bills that detail the changes have not been released.

Eliminate State Reimbursement to the City of New York for Charter Facilities Funding: The Executive Budget proposes to eliminate the reimbursement made to the City of New York for charter school rental assistance “in order to encourage the use of available co-located space within public facilities.”

#### **Revenue Projections**

CARES Act: ESSER Fund

- The second pandemic relief bill includes additional funds under the Elementary and Secondary School Emergency Relief Fund. The School will submit applications once they become available. The grant period is extended through March 2023.

Qualified Renovation Expense

- Awaiting funds transfer from lending servicer and landlord. Confirmation that all documentation has been provided.

Title I, II, III

- \$250K of FY2019-2020 funding revenue are now approved and awaiting cash deposit.

Charter School Program

- \$600K have been cleared for reimbursement based on the documentation submitted.

Department of Youth and Community Development

- \$200K revenue collection outstanding, no documentation currently pending. Working with grants manager at CSBM to finalize payment process.

### **Cash Flow Projection**

## **Benchmark 9: Enrollment, Recruitment and Retention**

### **ATS Enrollment**

## **SY 21-22 Recruitment Strategies**

- Significant investment in digital ads (ie. Google & Facebook ads).
  - COVID-19 will prevent us from many face to face recruitment strategies.
- Increase promotion of family referrals and sibling preference in lottery (ie. contest).
- Less investment in Vanguard postcards.
  - It's hard to gauge return on investment.
- Re-enrollment
  - We must retain at least 85% of all scholars.
- Highlighting Virtual Offerings

## **Academic Committee Update**

### **Summary Updates**

- External Review of Instructional Program
- Winter Instructional Schedule Shift
- February Academy Proposals
- Launch of Languages Department
- Graduation and Credit Recuperation Launched
- ENL Programming

## **Winter Session Preparation and Informed Choice**

### **Family Informed Choice for Winter Session**

Effective Wednesday, January 6th, In-Person scholars participate in one of two winter models as selected by their families:

<b>Winter Session Learning Model</b>	<b>Option A: 5-Days a Week Campus-Based Hybrid Learning</b>	<b>Option B: Home-Based Remote Learning</b>
Teaching Method 	Live (Synchronous) Virtual Instruction 	Live (Synchronous) Virtual Instruction 
Location  	Campus-based, 77 Sands St. or 240 Jay St. 	Home-based 

### Winter Session Informed Choice

The December family informed choice procedure presented an opportunity to check in with families about what they need and value. The informed choice process resulted in some families transitioning to remote learning but many in-person families continued to opt for the revised 5-day a week in-person option. We will utilize and honor family choice as we make adjustments to the staffing plan and schedules for the winter session.

- **Learning Pods for MS**
  - 5 Days a Week Campus-Based Hybrid Learning: 45
  - 5 Days a Week Home-Based Learning: 46
- **Learning Pods for HS**
  - 5 Days a Week Campus-Based Hybrid Learning: 39 scholars
  - 5 Days a Week Home-Based Learning: 72
  - Unresponsive: 18

### Finalizing Winter Session Deliverables: Principles for Continuity and Stability

Utilize and honor the Brooklyn LAB family informed choice process to enable adjustments to the staffing plan and schedules for the winter session

Reduce in-person activity during the height of the NYC COVID-19 resurgence

Move to single-cohort, on-site pods for winter session.

Create a channel to hear from faculty and staff about setting preferences.

Creation of remote lead teacher roles.

Finalize the process of rebalancing staffing between campuses in order to better and more equitably match faculty with student demand and ensure consistent coverage of Tier 1 instructional staffing priorities.

Operate consistently with Teacher Resident 'arc of the year'.

Operate within emerging policy constraints to maximize stability and continuity for scholars, faculty, and staff.

Provide sufficient time to communicate and roll out the Winter Session schedule, even as we avoid leaving staff or families in limbo

**Deliverables for Winter Session Plan Finalization**

<b>Deliverable</b>	<b>Summary</b>
<b>SPED Sign Off on Cohorts</b>	Appropriate scholar placement and naming
<b>Tier 1 Responsibility audit:</b>	Staffing for compliance at cohort level
<b>Staffing Plan Aligned to needed cost saving</b>	Review of Individual Teaching schedules  Review of teaching loads for equity
<b>Schedule finalization and signoff</b>	Campuses must propose draft winter session schedules for feedback, and final schedules for signoff. These schedules should reflect the plan for coordination across the School for 12:1:1 and 15:1 staffing and scheduling.
<b>Staff Roles</b>	Administrative employee schedule finalization

**Building Cohorts and Schedules Consistent with IEPs**

The School is committed to provide services consistent with our obligations under federal and state law, the School’s charter, and the guidance contained in the NYC Department of Education Guide to Special Education Procedures for Students Attending Charter Schools as a Shared Path to Success.

- Alignment with the School’s General and Special Education Programs and Services.
- Alignment to IEPs, as determined by the Scholar Services Team, under the direction of the Director of Academics, in coordination with the CSE.
- Alignment with the School’s Reopening Plan.
- Alignment of cohort assignment and composition with program and service requirements, and consistent with the School’s budget and staffing plan.

The School has an obligation to fulfill (and implement) the IEP recommendations for programs and services that offer the student a free, appropriate public education in the least restrictive environment, and that honor the family’s choice to enroll the student at the School.

**ENL Program Launch**

Corrective Action Plan Goal

Identify accountability structures and ownership for ENL student programming within each grade-level and across the campus:

Ensure each ENL student is provided with evidence-backed supports appropriate to their needs.

Progress

<b>December 2020</b>	<b>Jan 2021</b>	<b>February</b>
Identified campus level teams to be trained and engaged in best practices for ENL program launch such as training, lesson planning and student support.	Trained 26 teachers across all campus sites with Elevated Ed and student support team	First round of implementation of elements of Translanguaging

### 2021-2022 Renewal Cycle Prep

#### Performance Framework & Charter Renewal Application Checklist

<b>Section 1. Academic Success</b>
Benchmark 1: Student Performance
Benchmark 2: Teaching and Learning
Benchmark 3: Culture, Climate, and Family Engagement
<b>Section 2. Organizational Soundness</b>
Benchmark 4: Financial Condition
Benchmark 5: Financial Management
Benchmark 6: Board Oversight and Governance
Benchmark 7: Organizational Capacity
<b>Section 3. Faithfulness to Charter and Law</b>
Benchmark 8: Mission and Key Design Elements
Benchmark 9: Enrollment, Recruitment, and Retention
Benchmark 10: Legal Compliance

#### Charter Renewal Application Checklist, cont.

<b>Section 4. Charter Revisions</b>
<b>Section 5. Attachments</b>
Attachment A: School Calendar
Attachment B: School Schedule
Attachment C: Complaint Policy

Attachment D: Student Discipline Policy and Code of Conduct
Attachment E: Proposed Budget
Attachment F: By-Laws and Code of Ethics
Attachment G: Board of Trustees Membership Table
Attachment H: Organizational Chart
Attachment I: Proposed Contract with Educational Service Provider, Charter Management Organization, or Other Entity that Provides Comprehensive Management Services
Attachment J: Staff Retention Table
Attachment K: Enrollment and Admissions Policy

### Performance Framework & Division of Oversight Responsibilities

	Benchmarks
Academics	1 and 2
Legal/Compliance / Governance	10
Discipline/Culture	3
Finance	4 and 5
Enrollment/Recruitment/ Retention	9

### Charter Renewal Process Summary

<b>Submission of Application for Charter Renewal</b>	For renewal in 2022, schools must submit a completed application for charter renewal, with the exception of the Benchmark 1 analysis, no later than August 1, 2021. Benchmark 1 Student Achievement self-assessment and narrative must be submitted not later than October 2, 2021.
<b>Application Review</b>	NYSED CSO reviews the submitted application to ensure that it is clear and complete.
<b>Renewal Site Visit</b>	A NYSED CSO site visit team conducts a detailed review of the school's performance, culminating in the renewal site visit. The NYSED CSO team conducting the renewal site visit will prepare a renewal site visit report summarizing its findings.
<b>Opportunity for Response</b>	The school may choose to provide the NYSED CSO with a formal response to the final renewal site visit report; this response becomes part of the school record.

**Staff  
Recommendation**

NYSED CSO reviews multiple sources of evidence from throughout the charter term including, but not limited to: the school's application for charter renewal, site visit reports, annual reports, student achievement, enrollment, and financial data. The CSO prepares a renewal recommendation report for the Board of Regents. The report summarizes school performance over the charter term and includes the Department's renewal recommendation.

Gary moved to move to executive session, Adrien seconded. Moved to executive session 7:01pm ET.

**Executive Session**

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
February 24, 2021**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on February 24, 2021 at 6:00 PM EST.*

***Remote Board participants include:***

*Mickey Revenaugh, Gary Wood, Adrien Siegfried, Tokumbo Shobowale, Sujata (left 6:31), Walter (joined 6:18)*

***Other Remote participants include:***

*Sheryl Gomez, Eric Tucker, Aaron Daly, Jonathan Flynn, Bb Ntsakey, Sarah Pactor, Ann-Marie White*

[February 2021 board meeting slides](#)

**Meeting called to order.**

*Mickey* called the meeting to order at 6:18 pm. The Board voted unanimously to call the meeting to order.

**Governance Committee**

**COVID-19 Response Nerve Center**

**Finance Committee**

**Academic Committee**

**Executive Session**

**Governance**

**Board Adoption of the [January 2021 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the January 2021 Board meeting, and as reflected in the minutes of that meeting.

Tokumbo moved to approve. Adrien seconded. Gary abstained. Remainder of board approved unanimously

**COVID-19 Response Nerve Center**

**Overview:**

- DOE Middle Schools are returning to in-person learning tomorrow, February 25th.
- Fellow Charter Schools in NYC are planning to reopen in-person in the upcoming weeks.
- COVID-19 metrics are trending in a positive direction with falling number of cases, hospitalizations and deaths compared to the prior 7-day week period.
- LAB is finalizing the implementation of its Winter Session Plans and proactively thinking about solutions for Spring Session as the demand for in-person learning evolves.

## **Covid-19 Trends**

### **All staff communication**

Optional Health Briefings - Since November 2020, we have held optional weekly briefings to discriminate the most recent trends, data, and policies from our federal, state, and local governments.

As we prepare for the spring semester and future organizational planning, we believe it would be essential to expand the briefing and townhall to include a wider range of operational and organizational updates, including the 2021 reopening and performance management cycle.

### **Student testing update**

- Brooklyn LAB received a memo last week from NYS detailing student COVID-19 guidelines
- School districts may not require parent/guardian consent for COVID-19 testing of students in order for the students to participate in in-person learning or other school activities, unless local health authorities direct schools otherwise.
- Education Law §906(1) provides that the only permissible ground for excluding students from in-person learning or participation in school activities based upon communicable disease concerns is if they are ill or symptomatic. In addition, students may be excluded if they are the subjects of a determination by a local health department, including orders to quarantine based upon actual or potential exposure to COVID-19.
- Therefore, under Education Law §906 as it relates to communicable diseases, and unless otherwise provided by local health authorities, districts may not exclude students from in-person instruction who: Are healthy or asymptomatic unless directed otherwise by local health authorities; Are subject to an obligation to quarantine based on travel to/from a restricted State or exposure to a person who tested positive for COVID-19; or whose parent/guardian does not give consent for COVID-19 testing unless directed otherwise by local health authorities.

### **Mask-Wearing Updated Guidance**

- The New York City Department of Health and Mental Hygiene has updated mask guidance:
  - Wear a face covering with two or three layers of material to prevent unfiltered air from passing through. You can also wear a cloth face covering over a disposable mask.
  - Do not use a face covering with an exhalation valve
  - Use face coverings made of tightly woven and breathable fabric.
  - Make sure the face covering fits snugly and fully covers your nose and mouth.
  - For New Yorkers at greater risk, the guidance recommends two masks (one cloth/one disposable) or even higher-grade masks, such as a KN95 mask, which is similar in design and function to N95 masks used by healthcare workers. Those at greater risk include individuals 65 or older, have an underlying medical condition, care for someone who is sick, or people in close contact with the public regularly.
  - You should also wear a face covering at home if living with someone who is sick, recently tested positive for Covid-19 or were exposed to someone with Covid-19.

## **Vaccination Survey**

As we continue to learn more about the COVID-19 Vaccine, we are collecting updated information from our employees regarding vaccination status. A response is required from all active employees, both homebound and in-person.

At this time, we are strongly encouraging school staff members and education workers working in-person to get vaccinated.

The City is scaling up distribution sites as part of its commitment to deliver free, safe, and easy access to these vaccines for all New Yorkers.

## **Performance Management Cycle**

Staff Goal Setting, PD, Evaluation and Retention

Arc of organization activities through the year

[2021 Performance Management Calendar](#) (*link enclosed here*)

## **Finance Committee**

### **Insurance Claim Update**

The management team and members of the sub-committee provide an update on the 77 Sands Insurance Claim.

### **Insurance Claim Board Resolution**

WHEREAS, the School has reached an agreement in principle regarding a proposed final settlement from the Hartford;

WHEREAS, the School and the Carrier are engaged in finalizing the release terms and waivers;

THEREFORE, the Board authorizes the Board Chair or Chair sub-committee to enter into an agreement with the Carrier consistent with the business terms negotiated.

Gary moved to approve. Sujata seconded. Approved unanimously

### **Qualified Renovation Expense**

The management team and members of the sub-committee provide an update on the Landor's Qualified Renovation Expense.

### **School Year 22 Preparations**

- Charter Renewal Process
- Org Chart, Leadership Team & Staffing Plan
  - Superintendent Search (Onsite)

- Hiring & Differential Retention
- Blend of In Person and Remote
- Budgeting
- Reopening Preparation

Cash Flow Projection

### **Benchmark 9: Enrollment, Recruitment and Retention**

ATS Enrollment (as of 2/24)

SY 2021-2022 Recruitment (as of 2/24)

### Academic Committee Update

2020-2021 State Exams and Regents Update

**Guidance Memo on Reporting Systems for States, Released February 22nd 2021**

#### **Areas Addressed:**

- Accountability and School Identification
- Transparency and Public Reporting
- Assessments

**Summary on Assessments, States should plan on**

Administering a shortened version of its statewide assessments;  
Offering remote administration, where feasible; and/or  
Extending the testing window to the greatest extent practicable.

That could include offering multiple testing windows and/or extending the testing window into the summer or even the beginning of the 2021-2022 school year. States that elect to extend testing windows should also consider how they can make results available to the public in a timely manner after assessments are administered.

- Winter Instructional Schedule Update
- Preparations for Inaugural Graduating Class
- Academic Team Renewal Cycle Preparation
- Student Wellbeing Index Action Research
- **WBI provides a holistic view of each student's sense of their well-being** and through its use, facilitates an assets-based approach to building both universal and integrated supports for individual students.

#### **Goals**

- Learning about impact of success coaching and other tier 1 supports
- Providing information more frequently for cohorts of scholars into the spring and beyond
- Administered in homerooms in grades 6-12

Meeting ends 7:04pm ET

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
March 17, 2021**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on March 17, 2021 at 6:00 PM EDT.*

***Remote Board participants include:***

*Mickey, Pat, Gary, Tokumbo, Nadine*

***Other Remote participants include:***

*Sheryl Gomez, Kelly King, Aaron Daly, Eric Tucker, Bb Ntsakey, Harcourt Lucius, Ann-Marie White, Damion Frye, Jonathan Flynn, Erica Pajerowski, Arthi Krishnaswami*

[March 2021 board meeting slides](#)

**Meeting called to order.**

*Mickey* called the meeting to order at 6:03 pm. The Board voted unanimously to call the meeting to order.

**March Board Meeting Agenda**

**Governance Committee**

**Academic Committee**

**Finance Committee**

**COVID-19 Response Nerve Center**

**Executive Session**

**Governance**

**Board Adoption of the [February 2021 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the February 2021 Board meeting, and as reflected in the minutes of that meeting.

Gary moved to approve. Nadine seconded.. Board approved unanimously

**FFCRA Extension**

- There is a voluntary extension of the FFCRA paid leave provisions under the American Rescue Plan Act (ARPA). The ARPA was passed by the House and was signed by President Biden. As part of the ARPA, paid sick leave and expanded family leave tax credits under FFCRA will be available to eligible employers on a voluntary basis through September 30, 2021.
- In addition to the extension of the tax credits, the ARPA added an eligibility category to include situations where an “employee is seeking or awaiting the results of a diagnostic test for, or a medical diagnosis of, COVID-19 and such employee has been exposed to COVID-19 or is unable to work pending the results of such test or diagnosis, or the employee is obtaining immunization related to COVID-19 or recovering from any injury, disability, illness, or condition related to such immunization.”
- The ARPA reset the 10-day paid sick leave entitlement beginning April 1, 2021, allowing employers to voluntarily provide an additional 10 days of paid sick leave to eligible employees. However, there is no requirement to do so.

- The ARPA added in a nondiscrimination provision, providing that an employer will be ineligible for the tax credit if it discriminates in favor of highly compensated employees, full-time employees, or employees on the basis of tenure with the employer.

### Resolution Affirming Temporary Leave Policy Extension Pursuant to the Federal Families First Coronavirus Response Act

WHEREAS, due to the continuing effects of the COVID-19 pandemic and pursuant to the federal Families First Coronavirus Response Act (“FFCRA”), the School has previously added temporary provisions (“Temporary Leave Policy”) to its current leave policies through March 31, 2021;

WHEREAS, there is a voluntary extension of the FFCRA paid leave provisions under the American Rescue Plan Act (ARPA);

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

WHEREAS, all provisions of the Temporary Leave Policy remain in effect, including the eligibility and documentation requirements.

THEREFORE; the Board of Trustees adopts the extension of Temporary Leave Policy through September 30, 2021.

Pat moved to approve. Gary seconded. Approved unanimously

#### **Academic Committee**

Authorizer Renewal Update

Student WellBeing Index Sample Results

June Regents/Intermediate Assessment Changes

Class of 2021 Graduation Progress

2021-2022 Readiness Preparation

Special Education: Case Management

Pilot Summer Internship Program in Development

#### **Authorizer Renewal Process for Academics**

Benchmark 1, 2, 10

Benchmark 1: Student Performance is the capstone of the Performance Framework. The central question this metric attempts to answer: “Is the school an academic success and able to operate in an educationally sound manner?” This standard is designed as a universal yet individualized gauge to assess the success of a charter school’s educational program as measured by the academic outcomes its students achieve (i.e. growth on New York State tests, student proficiency compared to the district of location and state averages, graduation rate, etc.). In addition to targets set by the Performance Framework, charter schools are also required to set their own student achievement goals and annually report to the Charter School Office their progress toward meeting such goals.<sup>4</sup> These charter-specific goals will be wrapped into the Performance Framework and will be evaluated at renewal. Charter schools will need to demonstrate that they have met or come close to meeting the targets outlined in the Performance Framework but also their charter-specific goals.

Academic Committee Monthly Meetings

End of Year Exams and Summaries Serving as Reference Point for Growth In Renewal Year

## Well-Being Index Secondary - Review of Scores

The Well-Being Index is designed to assess students' positive **"feeling"** and **"functioning"** with half of the items grouped into each domain. The elementary version uses a small subset of items from the larger WBI that are more foundational in nature and developmentally appropriate. The 12 items and their respective domains are listed below.

**Feeling**

- I've been in a good mood
- I've been relaxed
- I've been hopeful about the future
- I've been feeling accepted for who I am (my race, my culture, my gender)
- I've been feeling heard by others
- I've been feeling cared about by others

**Functioning**

- I've been active
- I've been waking up feeling rested
- I've been engaged in my daily activities
- I've been thinking clearly
- I've been dealing with problems well
- I've been getting along well with others

### Elementary and Intermediate Testing

CORE UPDATES

Exams offered in person

Updated March 2021

**TO:** District Superintendents  
 Superintendents of Public Schools  
 Principals of Public, Religious, and Independent Schools Leaders  
 of Charter Schools

**FROM:** Steven E. Katz *Steven E. Katz*

**SUBJECT:** 2020–21 Elementary- and Intermediate-level Testing Schedule

**2020–21 School Year**

Operational Test	Administration Dates	Scoring Dates	Final Dates to Submit Answer Sheets to Scanning Centers
<b>NYSAA English Language Arts, Mathematics, and Science</b>	Monday, March 8 – Friday, June 11	N/A	N/A
<b>Grades 3-8 English Language Arts</b>	Monday, April 19 – Thursday, April 29	Friday, April 23 – Wednesday, May 5	Wednesday, May 5
<b>Grades 3-8 Mathematics</b>	Monday, May 3 – Friday, May 14	Friday, May 7 – Thursday, May 20	Thursday, May 20

Regents Exams Update

# EXAMINATION SCHEDULE: JUNE 2021

Students must verify with their schools the exact times that they are to report for their State examinations.

June 17 THURSDAY	June 18 FRIDAY	June 21 MONDAY	June 22 TUESDAY	June 23 WEDNESDAY	June 24 THURSDAY	June 25 FRIDAY
9:15 a.m.		9:15 a.m.	9:15 a.m.	9:15 a.m.	9:15 a.m.	
English Language Arts	Juneteenth Holiday Observed	Φ World Language Assessment suggested date/time: Locally developed Checkpoint A Exams	Living Environment	Algebra I	Physical Setting/Earth Science	<b>RATING DAY</b>

## Class of 2021

### Credit Earning and Graduation Tracker

Class of 2021	- 82 Scholars in total
% on track for June graduation	- 93%
% on track for August graduation	- 5%
Regents	- 63% on track for Advanced Regents Designation - 27% Regents Designation
College Acceptances	- 50% have secured at least 1 College Acceptance

### Acceptances

# Public

Rutgers University  
Montclair State University  
Penn State - Beaver Campus  
Johnson & Wales University



SUNY Albany  
SUNY Buffalo,  
SUNY at Fredonia  
SUNY Buffalo State  
SUNY College at Oswego  
SUNY College at Plattsburgh  
SUNY New Paltz



Benedict College  
Grambling State University  
Hampton University  
Lincoln University  
Morgan State University  
Norfolk State University  
Virginia State University

# Private

Fordham University  
St. John's University  
Adelphi University  
Brigham Young University-Idaho  
Cornell College  
Fairleigh Dickinson University  
Hartwick College  
Hofstra University  
Iona College  
Mercy College  
New York Institute of Technology  
Pace University  
University of New Haven  
Southern New Hampshire University  
St. Francis College  
St. Joseph's College  
St. Peter's University

## Inaugural Senior Class Spring Celebrations

### Pre-Recorded Virtual Graduation

- ~1 hour largely pre-recorded and edited virtual graduation
- Aired on June 28th, 2021 in order to operate within evolving State guidance and reduce COVID-19 exposure for LAB community
- Event to feature speeches, photo montages, scholar/family/staff interview compilations, and performances
- Filming dates: April - May, 2020 | Editing period: May - June
- Inspired by 2020 XQ Graduate Together Event, hosted by XQ, The LeBron James Family Foundation, and The Entertainment Industry Foundation

### Senior Year Upcoming Celebration Events

- 3/3, 3/4: Senior Pictures
- Late-April: College Signing Day Family Event
- Mid-May: Cap & Gown Pick Up Event
- 6/21-6/25: Senior Celebration Week
- 6/28: Graduation

## SY22 School Year Readiness Preparation

- **Reopening scenarios**
  - Perhaps two for covid uncertainty—here is the school "reality" for the fall we are planning for
- School year calendar
- School schedules
  - Teacher and student versions
- **Org priorities**
  - What are the 1-2 things BK Lab will focus on winning on next year?
- **Summer PD schedule and plan topics for each session**
- School year teacher PD plan

- Teacher coaching plan
  - What does coaching look like for teachers? How often do they get observed? When do they meet with their coach? What is the agenda for that time?

Additional Core Updates  
 Updated family handbook  
 Update personnel policies  
 Plans for first days of school  
 Classroom set up checklists  
 New teacher onboarding plan  
 New student onboarding plan

PM readiness:

Summer PD for leaders Plan  
 School year leader PD Plan  
 Leader coaching plan

What does coaching look like for teachers? How often do they get observed? When do they meet with their coach? What is the agenda for that time?

Principal readiness:

Learning goals  
 Student outcome goals  
 Ideal weekly schedule  
 Agenda for coaching meetings and check ins

### **Special Education Case Management**

CSE Feedback On Areas of Improvement:

- Quality of Teacher Reports
- Timeliness of Teacher Summaries and Requested Documentation
- Comprehensiveness of Teacher Reports
- Improved Communication for IEP Meeting

Guidance for Improvement

- Scheduling training on teacher report expectations
- Adjusted Schedules Ensuring Case Managers Focus on Priority Scholars
- Aligning supports between campus teams and case managers
- Reviewing and recirculating trainings on best practices for family outreach

Summary of Case Managers Charge

- Working to ensure that grade-level IEP reports are almost always or always complete and appropriate. Working to ensure that teachers consistently utilize data or write rigorous SMART goals that are aligned to students' post-secondary goals.
- Coordinating to ensure that teachers consistently support students in receiving services with follow up
- Coordinate to ensure that regular walkthrough checklists are almost always or always complete.
- Coordinating to ensure that grade-level teachers effectively prepare for IEP meetings consistently. All documents (reports, checklist, agenda, meeting notes) are complete.
- Ensuring that grade-level educators consistently reviews IEPs and evaluations for accuracy and initiate follow up as needed

### **Pilot Summer Internship Program in Development**

**Brooklyn LAB is designing its pilot internship program to serve 20 scholars during summer 2021 to develop a successful concept to minimally double the internship program for 2022.**

#### 2021 Internship Timeline:

- January - March: Internship Host identification
- April: Internship application and selection period
- May - June: Internship Training via Brooklyn LAB
- Early June: Brooklyn LAB - Internship Host program review and check in
- Late-June: Internship Orientation for Interns
- July - Mid-August: 6-week internships occur
- Late-August: Post-internship review with Brooklyn LAB

Confirmed hosts represent the following sectors: Architecture, Design, Data Analytics, Education, Finance, Technology, and Youth Development

Connections to potential referrals to host sites appreciated to explore serving as Internship Hosts July-Mid-August 2021 or for the 2022 program cycle.

#### **School Vaccine Hub**

Brooklyn Laboratory Charter Schools' [EquityByDesign.org](https://EquityByDesign.org) initiative is partnering to create a trusted and centralized hub of information to help ensure schools have access to the information they need to support every member of their community in feeling confident about vaccinations.

The site curates high-quality resources from trustworthy medical, public, and media institutions for schools and school leaders to share.

In addition to infographics, articles, videos, and more for school leaders, the site includes high school and middle school curriculum and debate curriculum

#### The challenge is

A massive COVID 19 vaccination campaign is underway, but many Americans remain reluctant to be vaccinated, and many don't know how to get vaccinated. The quickfire spread of misinformation is exacerbated by a lack of reliable, findable information online that uses plain, digestible language.

#### We started this project because

We want our communities to be safe and healthy. We want as many of our neighbors as possible to be vaccinated against COVID 19 so that our communities can achieve herd immunity.

#### We believe that

Safeguarding the health, safety, and well-being of students, educators, families, and school communities is paramount. Even as schools implement mitigation measures to stem the spread of COVID 19 such as social distancing, masking, hand hygiene, proper ventilation, and testing – they also have an opportunity to promote trust and common purpose around vaccination.

### To help schools

School Vaccine Hub provides trustworthy, science-based, online vaccination resources that schools can use to communicate with all members of their community, including staff, teachers, students, and families.

**We help people** who want to be vaccinated find out if they're eligible and where to get vaccinated.

**We provide reliable information** for people who are hesitant about vaccination.

**We elevate trusted sources** of vaccination information for a variety of school communities.

### To ensure our success

We engage subject matter experts and school partners to ensure resources are scientifically sound and useful to school communities. We track social media shares and likes, page views, resource downloads, press mentions, cross-posting and partnerships.

## How School Can Promote Vaccination and Address Hesitancy:

A 10-Point Plan that Puts Equity First

- 1: Seek to understand and address vaccine hesitancy.
- 2: Take advantage of classroom time.
- 3: Run campaigns promoting vaccination for school communities.
- 4: Use school buildings and campuses as community vaccination centers.
- 5: Encourage, mandate, and/or incentivize vaccines for employees.
- 6: Form partnerships to address specific equity concerns.
- 7: Use quality, vetted resources to engage your school community.
- 8: Embrace science.
- 9: Continue COVID-19 prevention practices.
- 10: Actively plan to protect vulnerable populations in your community.

## SY - 2021 Virtual Campus Attendance

Brooklyn Laboratory

Virtual Attendance

Total Number of Students: 634

Middle School - 289

High School - 345

January :

Middle School 75% (216)

High School 55% (190)

February :

Middle School 89% (257)

High School 67% (231)

March :

Middle School 88% (254)

High School 70% (241)

## SY - 2021 Attendance Protocols

Students Must:

Be marked present for more than 50% of their courses.

Demonstrate access of applications in Google Dashboard.

Be verified by the teacher.

## **SY - 2021 Faculty Identified Strengths of Virtual Campus**

Relationships with the Scholars

Relationships with the other Faculty

Quality of Special Education & Student Supports

Communication with staff and scholars.

Predictability & Scheduling

Responsiveness to Teacher Feedback

## **Finance Committee Update**

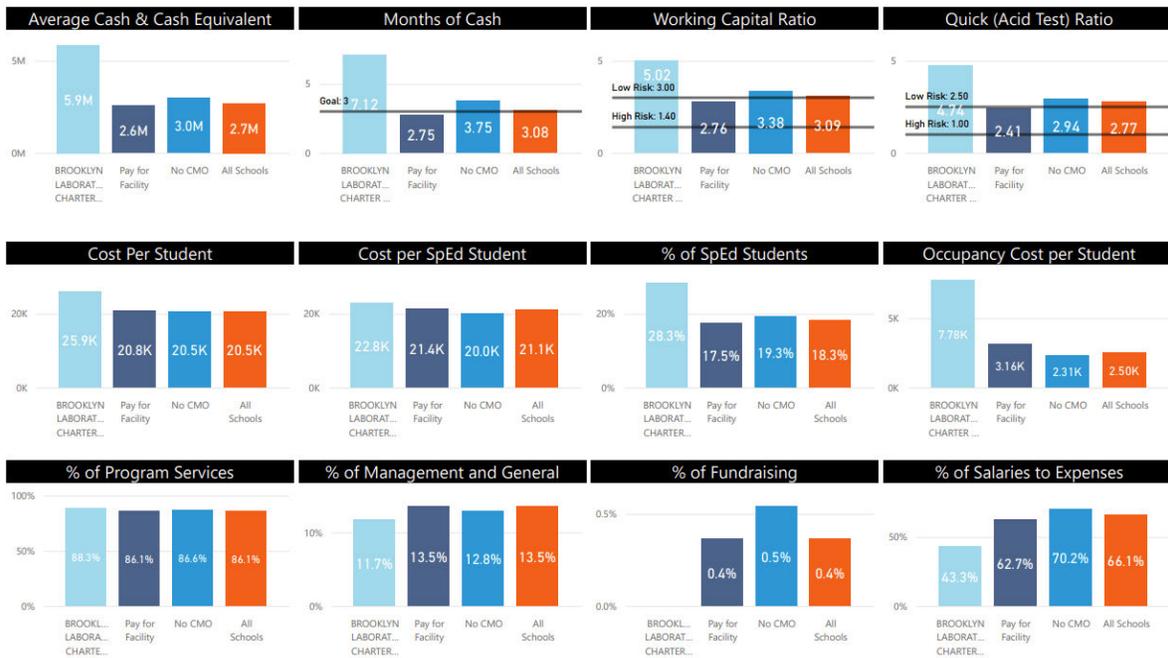
Senate & Assembly Proposed Budgets

The Senate and the assembly have now released their one-house budget proposals in response to the governor's proposed Executive Budget. In the interim between the release of the Governor's proposed budget and the release of the legislature's respective proposals, Congress has passed and President Biden has signed into law the third COVID-19 federal funding bill (American Rescue Plan Act of 2021). It provides \$23.8 billion for New York State and localities.

Under these proposals (and effectively the governor's as well), charter schools would receive the full charter school tuition formula amount of \$16,845 per pupil in 2021-22, an almost 4.5% increase from this year's per pupil of \$16,123.

June 30, 2020 Ratios and Benchmarks Study

# BROOKLYN LABORATORY CHARTER SCHOOLS RATIOS 2020



\*Comparing BLCS to 61 other schools in New York City across different measures of financial performance.

Cash Flow Projection

Broker Rubric for Selection Process

<b>Broker</b>
<b>Strategic Approach</b>
Understanding of issues at hand
Clarity of approach
Presentation of creative options
Preparedness for pitch
<b>Anticipated Schedule</b>
Clarity around timing needed for research/strategy development
Fit of timing to project
<b>Team</b>
Clearly identified team available to LAB
Confidence in team
<b>Relevant Experience</b>
Charter
Lease negotiations
Familiarity w/ landlord
<b>Compensation Structure</b>
Compensation Structure fit to project
Actual Cost

Finalist firms:

CBRE

JLL

Savills

Transwestern

Review Process:

Management, Board members and Andrew Lance will complete a scoring rubric to review the proficiency and structure of the broker's presentations.

<b>Submission of Application for Charter Renewal</b>	For renewal in 2022, schools must submit a completed application for charter renewal, with the exception of the Benchmark 1 analysis, no later than August 1, 2021. Benchmark 1 Student Achievement self-assessment and narrative must be submitted not later than October 2, 2021.
<b>Application Review</b>	NYSED CSO reviews the submitted application to ensure that it is clear and complete.
<b>Renewal Site Visit</b>	A NYSED CSO site visit team conducts a detailed review of the school's performance, culminating in the renewal site visit. The NYSED CSO team conducting the renewal site visit will prepare a renewal site visit report summarizing its findings.
<b>Opportunity for Response</b>	The school may choose to provide the NYSED CSO with a formal response to the final renewal site visit report; this response becomes part of the school record.

**Staff  
Recommendation**

NYSED CSO reviews multiple sources of evidence from throughout the charter term including, but not limited to: the school's application for charter renewal, site visit reports, annual reports, student achievement, enrollment, and financial data. The CSO prepares a renewal recommendation report for the Board of Regents. The report summarizes school performance over the charter term and includes the Department's renewal recommendation.

**Benchmark 9: Enrollment, Recruitment and Retention**



## **COVID-19 Response Nerve Center**

**@DOE: Return to In-Person Learning**  
**@LAB: Increasing On-Site Learning**

NYC DOE

Middle School: Thursday February 25th

High School: Monday March 22nd

Brooklyn LAB Middle School

Monday March 15th (at the start of a new term)

Brooklyn LAB High School

Monday April 26th (at the start of a new term)

### **Staff Intent to Return Data for SY 21-22**

As part of our annual planning cadence, we are asked staff to complete an intent to return survey. Survey results demonstrated:

SY21-22 Return Data (107 total)

Returning: 95

Unsure: 10

No: 2

The School can expect less staff to return than indicated for next school year based on last year's intent to return survey data and actual staff return data:

SY20-21 Return Data and Actuals

Returning: (Said they would return 92), (Returned 52) | Variance: - 40

No Offer issued: 19 Resigned before 9/1: 20

No: (2) | Variance: +25

Meeting ended 7:11pm EST

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
April 21, 2021**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on April 21, 2021 at 6:00 PM EDT.*

***Remote Board participants include:***

*Adrien Siegfried, Mickey Revenaugh, Gary Wood, Walter (Pat) Loughlin, Sujata Rajpurohit, Nadine Augusta, Max Koltun, Tokumbo Shobowale*

***Other Remote participants include:***

*Sheryl Gomez, Sarah Pactor, Eric Tucker, Bb Ntsakey, Aaron Daly, Chris Habetler, Harcourt Lucius, Jonathan Flynn, Kelly King, Kristin Levine, Damion Frye,*

[April 2021 board meeting slides](#)

**Meeting called to order.**

*Mickey* called the meeting to order at 6:02 pmET. The Board voted unanimously to call the meeting to order.

**Governance**

**Board Adoption of the [March 2021 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the March 2021 Board meeting, and as reflected in the minutes of that meeting.

Gary moved, Pat seconded, approved unanimously.

**Board direction and approval to engage David Samuels at a new law firm and transfer client files**

**WHEREAS**, In May 2019, the Board engaged David G. Samuels, the Chair of the Tax Exempt Organization Practice Group at Duval & Stachenfeld LLP on this matter. Mr. Samuels was Deputy Chief of the New York Attorney General's Charities Bureau from 1987 to 1995. Additionally, he is the former chair of the Nonprofit Organizations Committee of the New York City Bar Association; and

**WHEREAS**, Mr. Samuels is a recognized expert on a wide range of issues involving charitable organizations, including governance, fiduciary duty, self-dealing and conflict of interest. He has extensive experience representing numerous and varied public charities and private foundations, including social service agencies, grant-making foundations, mental health facilities, educational organizations, and religious institutions; and

**WHEREAS**, Mr. Samuels was named 2018 Non-Profit / Charities Law "Lawyer of the Year" in New York City. "Lawyer of the Year" recognitions are awarded to individual attorneys with

the highest overall peer-feedback for a specific practice area and geographic location. He holds a J.D. from Harvard Law School, an L.L.M. from New York University School of Law, and a B.A. from Harvard College. He has led CEU trainings on nonprofit governance and compensation issues, nonprofit federal law compliance, the Nonprofit Revitalization Act, nonprofit accounting education, the Changing Landscape in Federal and State Nonprofit Law. Pursuant to our document retention obligations and ongoing Board oversight, let the minutes reflect that the Board of Trustees authorizes and approves the transfer of all client files (including emails) relating to all historical and current representations of the School from Duval & Stachenfeld to Perlman & Perlman. The School will further retain David Samuels' services as he transfers to a new firm;

**THEREFORE**, The Board further directs the management team to schedule upcoming Board training with David Samuels based on thorough review of critical governance policies and procedures.

Adrien moved, Tokumbo seconded. Approved unanimously.

### **Resolution authorizing the Board Treasurer to execute Fiscal Year 2020-2021 Audit Engagement Letter**

**WHEREAS**, PFK O' Connor Davies (the **"Auditor"**), an audit firm with extensive expertise in the specialized regulations and audit procedures governing exempt organizations, has provided an engagement letter for fiscal year 2020-2021 to enter into agreement with Brooklyn Laboratory Charter Schools (the **"School"**); and

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

**WHEREAS**, the scope of work includes to audit the School's statement of financial position and the related statements of activities, functional expenses, cash flows and completion of a single audit to present a schedule of expenditures of federal awards as of and for the year ended June 30, 2021 and issue their report thereon as soon as reasonably possible after completion of their work; and

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

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

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

Pat moved, Tokumbo seconded. Approved unanimously.

### **Resolution authorizing an update to the SY2020-2021 School Calendar**

**WHEREAS**, the 8th-grade Stepping-Up Ceremony is scheduled for June 22nd on the approved SY2020-2021 school calendar; and

**WHEREAS**, it was recently announced that 8th grade living environment regents will occur on that same day, and a number of our scholars will be sitting the regent's exam; and

**WHEREAS**, the School's leadership team, with oversight from the Board's finance committee, discussed the prospect of moving the ceremony to June 24th to allow all 8th grade scholars and families to celebrate this milestone together;

**THEREFORE**, the Board approves moving the 8th grade Stepping-Up Ceremony to June 24th so that all 8th-grade scholars and families can celebrate this milestone together.

Nadine moved, Tokumbo seconded. Approved unanimously.

### **Resolution authorizing One-Time Macbook Gift to 2021 Graduating Seniors**

**WHEREAS**, in order to support the SY2020-2021 Graduates in their transition to the post-graduation educational experiences, the School's leadership team proposes providing Macbook laptop devices to SY2020-2021 Graduates as a one-time gift, free of charge, as a sign of support for their next phase in life and recognition of their achievements against insurmountable odds during the 2020-21 school year; and

**WHEREAS**, that the Finance Committee reviews and recommends to the Board the approval of this one time gift;

**THEREFORE**, the Board approves providing Macbook laptop devices to SY2020-2021 Graduates as a one-time gift, free of charge, as a sign of support for their next phase in life and recognition of their achievements against insurmountable odds during the 2020-21 school year.

Gary moved, Tokumbo seconded. Approved unanimously.

### **Academic Committee**

#### **Academic Committee attendance 4/20/21**

Bennison Ntsakey  
Eric Tucker  
Ali Brown  
Kristin Levine  
Mickey Revenaugh

Sujata Rajpurohit

### **CAP: 4 Cross-Cutting Goals**

1. Ensure effective classroom instruction such that all students experience consistent high levels of engagement, thinking and achievement through strengthened instructional coaching and supervision that is consistent, strategic, and driven by data that consistently monitors progress to goals.
2. Implement with fidelity year-long, consistent student progress monitoring with weekly mastery assessment in ELA and Math, using data to ensure daily small group instruction is strategically targeted to respond to gaps in mastery.
3. Win on implementation of our Multi-Tiered System of Support (MTSS) approach to ensure that students who are significantly behind grade level in ELA and/or math are identified promptly, provided supports and interventions that match their area of need, and receive appropriate progress monitoring to ensure progress towards grade level standards and/or are appropriately referred for additional interventions.
4. Win on the implementation of an English as a New Language (ENL) program that provides evidence-based support for ENL students in their core classrooms and interventions.

Bb provides an update on English Language Arts Interim Assessments results for all students and SWD

Bb provides an English Language Arts State Exam Update

- New York State is administering the Grades 3-8 English Language Arts assessment between 4/20-4/21.
- Due to Coronavirus restrictions, only in-person students will be tested; there is no remote version of the assessment.
- We are and will continue good faith efforts to assess as many students as we can safely in person in order to gather meaningful student progress data.

Bb provides an update on Lavinia Group Collaboration and Outcomes

A partnership with The Lavinia Group has elevated ELA instruction and improved outcomes by:

- Developing leader capacity to identify and coach excellent ELA instruction with a specific focus on Close Reading for Meaning
- Delivering high quality professional development aligned to content internalization and curricular implementation
- Orienting coaching structures to support teacher implementation of curriculum and high leverage literacy instructional moves

Teacher retention has supported outcomes as well, as more veteran teachers have internalized the content and instructional moves best and are seeing strongest outcomes.

Goal to expand this approach to include math courses next year.

### **BB provides an update on a partnership with ElevateED to improve ENL Supports Through Training**

- A partnership with ElevateED provided teachers with training and supports to better serve our language learners through the analysis and implementation of best practices in:
- Schema building

- Direct language instruction
- Targeted and specific interventions

High dosage tutoring has continued to be a core instructional strategy that is uniquely supportive of our language learners as well.

Enhanced progress monitoring measures this year have also allowed us to more closely track and respond to student learning gaps.

### **Readiness and Winning on Priorities: EWG CAP**

According to proficiency data from the 2018-19 administration of the state Grades 3-8 ELA exams, EWG's overall performance of all students is 2% below the New York State average performance in ELA.

According to proficiency data from the 2018-19 administration of the state Grades 3-8 mathematics exams, EWG's students with disabilities student population performance was 15% below the NYC CSD 13 and 15% below the New York State average performance in mathematics.

Key Strategies for Improvement:

- Strengthening curriculum implementation and support
- Enhanced progress monitoring
- Targeted development on content internalization and ENL supports
- Maintenance of core model components such as high dosage tutoring and SEL model
- Continued commitment to restorative practices
- Solidifying key strategies for SY22 through strong strategic planning

### **Readiness and Winning on Priorities: SY22 School Readiness**

We are currently engaged in readiness planning for SY22 where we have identified 7 top priority areas to focus our strategic capacity:

- Academic Program Overview and Interventions
- Summer School Strategy
- Summer Professional Development for Teachers and Leaders
- Instructional Guides for SY22
- Progress Monitoring
- Co-Teaching Guidance
- Leader Goal Setting and Accountability

### **Class of 2021 Credit Earning and Graduation Tracker**

93% on track for June graduation

5% on track for August Graduation

Regents: 63% on track for advanced regents designation

27% regents designation

College Acceptances

57% have secured at least 1 College Acceptance

IEP

50% of our students with IEP's have secured at least 1 College Acceptance

### **Graduation and End of Year Celebrations**

Senior celebration activities are designed with feedback from Senior Class, best practices from 2020 end of year celebrations in COVID-19 and current COVID-19 public health guidance.

Upcoming events include:

- College Decision and Acceptance Family Photoshoot: April 22nd 3-8pm, April 24th 12-3pm
- Senior Pizza Party: April 26th 3-5pm
- Virtual Brooklyn LAB College Decision and Acceptance Event: May 1st, 1-1:30pm
- Senior T-Shirt Design Contest: Early May
- Senior Class Cookout and Graduation Cap Decorating: Mid-May, TBD
- Senior Week: Late-June, exact events TBD
- LAB Virtual Graduation: June 28th

### **Finance Committee**

#### **Finance Committee attendance 3/31/21**

Mickey Revenaugh  
Tokumbo Shobowale  
Gary Wood  
Adrien Siegfried  
Aaron Daly  
Eric Tucker  
Sheryl Gomez

### **Deep Dive Summary**

The deep dive tools are created to assess the school performance in crucial areas of school performance, such as Student Services, Facilities, Finance, and Human Capital.

The deep dives are conducted bi-annually to ensure compliance with:

- City Regulations
- State Regulations
- Audit
- Internal Policies and Procedures

### **Performance Management & SY22 Performance Offer Letter Process Update**

**LAB is committed to our team members and continues to prioritize investments in people.**

Consistent with Finance Comm. oversight & our Benchmark 7 goals, the SY22 offer letters structure is as follow:

- Offers will reflect a 2% increase of base compensation for Cost of Living Adjustment (COLA).

- Employees may be eligible for an additional 2% bonus based on their performance management evaluation results.
- Current employees are eligible for a “retention bonus” of up to 1% of base compensation in December 2021 and an additional retention bonus of up to 1% of base compensation in April 2022.
- Teacher Residents who complete their Master’s program at Relay Graduate School of Education or New York University and receive an offer to become a Teacher will receive a corresponding salary increase.
- Targeted, one-time adjustments for long-term staff members to better align compensation with market rates.

We are proud of this structure, as it reflects extensive staff feedback, including from Exit Interviews. Performance Management conversations continue to center our LAB Core Values of:

- **Stewardship:** Careful and responsible management of scarce public resources.
- **Servant Leadership:** Building relationships and community grounded in empathy and respect.
- **Everything with Integrity:** Doing what we say we are going to do when we say we will do it.

Sheryl Gomez provides an update on SY 2022 budget process and per pupil projections. Cash flow is also reviewed.

### **Board Oversight of InnovateEDU Fellowship Cycle**

Sheryl Gomez (CFO) and Bennison Ntsakey (Director of Academics) provide ongoing management supervision of the agreement.

Tyler Telford (Residency) coordinates Fellow vetting process for Relay and NYU program offers.

Sheryl and Bennison have coordinated on Fellows focused interviews to inform preparation for SY22.

Based on family feedback, reviewing Institute for Education Sciences evidence reviews focused on Learning Loss & Whole Child approaches

The reports on the Fellowship, Residency hiring, and third-party analysis and evidence base will be reviewed with the Finance Committee and Governance Committee.

### **Future Ready ‘Sub-Committee’ Update**

The committee tasked management with determining possible scenarios under which LAB could achieve relief from certain financial obligations of current lease requirements in the wake of water damage. LAB management and the committee have met at least bi-monthly since August of 2020. Beginning in November of 2020, LAB management and consultants have held daily meetings focused on this issue.

After a thorough process that included an examination of existing leases and current market conditions, as well as engagement with various stakeholders, LAB’s real estate attorneys, and other

real estate professionals, it was determined that LAB would be best served putting together a team of attorneys and real estate brokers tasked with formally reviewing and potentially renegotiating LAB's leases.

After engaging a lead attorney (on a pro-bono basis), the team generated a list of nine (9) referrals to qualified real estate brokerages, and held initial meetings with six (6).

Four (4) of the brokerages were invited back to present their approaches/strategies for re-negotiating LAB's lease obligations. Future Ready Committee members attended the majority of these presentations.

The Board affirmed selection criteria and a screening grid was used to evaluate each of the presentations. Broker presentations were scored by management, Future Ready Committee members, and LAB's real estate attorney. After follow-up conversations between Eric Tucker and the two leading brokers, a broker was selected in early April, 2021.

The Future Ready Committee will continue to oversee the process as the real estate team begins negotiations with LAB's landlords.

#### **Benchmark 9: Enrollment, Recruitment and Retention**

Jonathan Flynn provides an update on current status of enrollment, recruitment and retention.

**Gary moved, tokumbo seconded. Voted unanimously to end meeting 7:34pmET**

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Draft Board Meeting Agenda  
May 19, 2021**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on May 19, 2021 at 6:00 PM EDT.*

***Remote Board participants include:***

*Mickey Revenaugh, Walter Loughlin, Gary Wood, Sujata Rajpurohit, Adrien Siegfried (6:09pm), Tokumbo Shobowale (6:20pm)*

***Other Remote participants include:***

*Sheryl Gomez, Sarah Pactor, Eric Tucker, Bb Ntsakey, Aaron Daly, Harcourt Lucius, Kristin Levine, Ann-Marie White, Jonathan Flynn, Kelly King*

[May 2021 board meeting slides](#)

Governance Committee  
Benchmark 9: Scholar Enrollment, Recruitment and Retention  
Academic Committee  
Finance Committee  
Executive Session

**Meeting called to order.**

*Mickey* called the meeting to order at 6:02pmET. Gary moved, Pat seconded, approved unanimously. The Board voted unanimously to call the meeting to order.

**Governance**

**Board Adoption of the [April 2021 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the April 2021 Board meeting, and as reflected in the minutes of that meeting.

Sujata moved, Gary seconded, approved unanimously.

**Adoption of a One-Time Adjustment to the 2020-21 PTO Policy for Administrative Calendar Staff**

Staff with excess balances on June 30, 2021 will have the opportunity to use their accrued balances by July 23, 2021 without penalty. This extended window of time is intended to allow employees to take time to pause and refresh after the end of the School Year.

In addition, up to 40 hours (5 days) of accrued, but unused vacation leave may be rolled over into the following School Year. Any remaining accrued, but unused vacation days you have will be forfeited at the end of each School Year.

For non-returning staff, up to 80 hours (10 days) of accrued, but unused vacation leave will be paid out in your final paycheck upon termination of employment. Any remaining accrued, but unused vacation days you have will be forfeited and not paid out upon termination of employment.

The Finance Committee recommends the Board considers the updated PTO policy; and The Board considers this resolution to adopt the revised 2020-2021 PTO policy for administrative calendar staff.

Gary moved, Pat seconded, approved unanimously.

### **Board's Strategic Plan & Capacity Building**

- Clear goals for the Board for the coming year, based on data from a board self-assessment dashboard, together with a narrative describing the board's self-assessment process
- A strategic plan for the board and its governance
- A plan for continually improving the evaluation of the Executive Director - including a process, tools, and survey instruments
- Measurable improvement in governance and board effectiveness - with a particular focus on Facilities Oversight during a pandemic

### **Benchmarks and Charter Revision Documents**

Section 1. Academic Success

Benchmark 1: Student Performance

Benchmark 2: Teaching and Learning

Benchmark 3: Culture, Climate, and Family Engagement

Section 2. Organizational Soundness

Benchmark 4: Financial Condition

Benchmark 5: Financial Management

Benchmark 6: Board Oversight and Governance

Benchmark 7: Organizational Capacity

Section 3. Faithfulness to Charter and Law

Benchmark 8: Mission and Key Design Elements

Benchmark 9: Enrollment, Recruitment, and Retention

Benchmark 10: Legal Compliance

Section 4. Charter Revisions

Material Charter Revisions

Non-Material Charter Revisions

We will share drafts of documents to be submitted over the next few weeks as they become available, via email and during future board meetings.

We are working off of the [2021-2026 Charter Term Renewal Guidelines and Application](#) since the next renewal application has not yet been posted on the CSO website.

## Renewal Timeline (Presented at Managing BoR Renewal Webinar)

Intro to the Renewal Process Webinar: 3/25/2021  
Renewal Application for Board of Regents-authorized Charter School Posted on the NYSED CSO Website: 5/14/2021- not yet posted as of 5/19/21  
NYSED CSO Portal Open: 5/14/2021  
Follow-up Renewal Application Questions Forum: 6/30/2021  
Renewal Applications Due (BM 2-10 Only): 8/16/2021  
Renewal Site Visit Forum: 8/25/2021  
Renewal Application Due (BM 1 Only): 10/1/2021  
Site Visits: September through December  
Renewal recommendations to the Board of Regents: March through May 2022  
New Renewal Terms Start: July 1, 2022

## Renewal Application Attachments

We are in the process of reviewing the highlighted organizational documents with staff, students, parents, and legal counsel to ensure that our policies reflect the needs of all stakeholders and are legally compliant.

Attachment A: School Calendar  
Attachment B: School Schedule  
Attachment C: Complaint Policy  
Attachment D: Student Discipline Policy and Code of Conduct  
Attachment E: Proposed Budget  
Attachment F: By-Laws and Code of Ethics  
Attachment G: Board of Trustees Information  
Attachment H: Organizational Chart  
Attachment I: Proposed Contract with Educational Service Provider, Charter Management Organization, or Other Entity that Provides Comprehensive Management Services  
Attachment J: Staff Retention Information  
Attachment K: Enrollment and Admissions Policy  
Attachment L: Projected Enrollment Table  
Attachment M: Certificate of Occupancy and Fire Inspection  
Attachment N: Fiscal Impact Table  
Attachment O: Narrative Outlining Innovative Aspects of the Charter School.  
Attachment P: Application for Charter Renewal Certification

## **Benchmark 9: Enrollment, Recruitment and Retention**

### **Benchmark 9: Corrective Action Plan Framing**

Brooklyn Laboratory Charter School has made extensive, good faith efforts to recruit English language learners. BLCS has implemented extensive recruitment strategies and program services to attract and retain English language learners. BLCS is within a few percentage points of sending district levels in our ELL enrollment – and we have specific strategies in place to close this small and shrinking gap. To recruit ELLs, BLCS distributed application information and materials in a variety of forms to reach the broadest scope of families, including non-English speakers and those with limited internet access.

Brooklyn Laboratory Charter School's (BLCS) goal is enroll a comparable number of English language learners/Multilingual Learners compared to CSD 13 & CSD 17.

### **Benchmark 9 Oversight Memo**

On May 5, 2021, we submitted a memo to the authorizer titled, “Board Oversight and School Leadership Management of Benchmark 9: The Commitment of the Edmund W. Gordon Brooklyn Laboratory Charter School to Effective Enrollment, Recruitment, and Retention of ALL Scholars, particularly English Language Learners, Scholars with Disabilities, and Economically Disadvantaged Scholars.”

The memo noted that EWG BLCS is meeting its planned enrollment, but falls short of chartered enrollment. It states we are committed to:

- subgroup enrollment and retention;
- equitable and community responsive recruitment through community organizing; and
- equitable and community responsive recruitment through canvassing.

It further discusses EWG BLCS' retention strategies and enrollment strategies, including how:

- Our supports and interventions are aimed to serve and retain diverse learners.
- We pay close attention to the education needs of ELLs and differentiate instruction and supports accordingly.
- To enroll and retain ELLs, we focus on growth and skills recuperation in its academic system design.
- To ensure that our ELL students master English expeditiously, we provide trained staff, specialized curricular materials, extra time, tutoring, and in-class services for students requiring extra support.

We also submitted an overview for BLCS Benchmark 9 Enrollment, Recruitment and Retention

## **Scholars Retention - The Way Forward**

Clear and Consistent Communication from here on out with Families

Create a call log and match family concerns with the people best prepared to provide support

Communicate summer school and summertime activities as soon as possible before the close of the school year

Announce Sports program as quickly as possible

Capacity. Who does what? Who can lean in and make this a time priority.

Survey; Contact points with staff people already know; more flexible scheduling;

EOY Teacher — Family Check Ins.  
Strong EOY Events and Trips.  
Strong Case Management systems.  
Building retention into weekly work plans for Grade Levels.  
Strong Informed Choice Conversations with 8th Grade Families — both Virtual and In-Person.  
More significant allocation of the time of School Operations, Culture Team, Social Workers, Campus Leadership Teams, and Leadership Teams.  
Identifying what's in the school's control vs what's not (families moving vs staffing capacity to provide services, etc)  
How to improve student experience is extremely important



## **Community Responsiveness Oversight Memo**

On May 11, 2021, we submitted a memo to the authorizer titled, “Community Responsiveness: The commitment of Edmund W. Gordon Brooklyn Laboratory Charter School to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.”

The memo addresses three main points:

1. Define the community being served (community is more than just the students, staff, and families the school serves)? Community usually includes all the people and groups who are affected by school activities and outcomes, who have influence or power over the school’s direction, or have an interest in its successful or unsuccessful outcomes;
2. Ensure that the perspectives, input, and “voice” of that community are authentically solicited and included in school-level decision making, including on the school’s board of trustees;
3. Implement a design, policies, and practices that, both academically and social-emotionally, support the needs of, and are responsive to, the community. This should be a dynamic and ongoing, not static, process.

It focuses heavily on our [Equitybydesign.org](http://Equitybydesign.org) and Educating All Learners Alliance work. It emphasizes how we have incorporated community feedback into our planning for the 20/21 school year, and how we continue to solicit and incorporate feedback in all that we do.

## **Summer Melt and Reduction of First Day No Shows**

The family engagement team is in the process of planning events, activities and workshops to keep new and returning families engaged during the summer months.

Brooklyn LAB is developing a summer communication strategy to make sure families are informed and are able to provide feedback on key decisions.

Brooklyn LAB is working with DYCD to provide summer enrichment programs.

## Public Affairs

We are working on finalizing a 12 month plan to provide quality outreach to our authorizers and key stakeholders. Our scholars, families, staff, board and elected officials will play a role in advocating for the Brooklyn LAB community.

## Academic Committee

### Academic Committee Charge

The Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

The primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

## Measuring Academic Progress

Focus	Metrics	Status	Target
ELA	New York State ELA Proficiency Average (%)	●	As measured by New York State ELA and Math 4-8 assessments, 100% of LAB grade-levels outperform the statewide proficiency average at corresponding grade levels.
	New York State ELA SWD Proficiency Average (%)	●	
	New York State ELA ED Proficiency Average (%)	●	
	New York State ELA ELL Proficiency Average (%)	●	
MATH	New York State Math Proficiency Average (%)	●	As measured by New York State ELA and Math 4-8 assessments, targeted LAB sub-groups will outperform the New York City proficiency average for like sub-groups. Sub-groups are students who are economically disadvantaged, students with disabilities (SWD), and English Language Learners (ELL).
	New York State MATH SWD Proficiency Average (%)	●	
	New York State MATH ED Proficiency Average (%)	●	
ALL	MAP or PSAT Score	●	As measured by NWEA Measures of Academic Progress (MAP) or the PSAT, 85% of LAB scholars achieve at least two years of growth—or perform at or above grade level—on these exams.
	Average Interim Assessment (course unit exam)	●	
		●	Average interim assessment (course unit exam) scores show a 10% increase in baseline proficiency from the previous Spring New York State exam, with no grade-level average pass rate below State equivalence.

Last Updated: March 2, 2020

**View Level**

Focus

View 1

View 2

View 3

**Focus Area**

MAP/PSAT

AT Grade Level

Unit Exam

NYSED ELA

NYSED SWD

**View Grade Level**

[All] ▼

**View Sub-groups Level**

[All] ▼

**View Level**

[All] ▼

**KPI (to show)**

All KPI

Only Red

**KPI Name**

[All] ▼

● Far From Target

● Near Target

● Meets Target

● No Target

● No Data



## Local Assessment Plan

In April, we submitted “EWG Brooklyn Laboratory Charter School Local Assessment Priorities 2020-2021” and “Brooklyn Laboratory Charter School Local Assessment Priorities 2020-2021” to the authorizer. These documents covered:

**Comprehensive Summative Assessments:**

- New York State Assessments
- College Readiness Tracking
- College Level Examination
- End-of-Year Comprehensive Assessments

**Formative and Interim Assessments:**

- Exit Tickets & Homework
- Unit Quizzes and Tests
- Standards-Based Interim Assessments

**Diagnostic Assessments**

Adjustments and Amendments due to COVID-19

## Academic Committee Leadership Focus

**Benchmark 1: Student Performance:** The school has met or exceeded achievement indicators for academic proficiency, trends toward proficiency, similar schools, college and career readiness, and high school graduation, if applicable. Proficiency at the elementary/middle school level shall be defined as achieving a performance level of 3 or higher on Grade 3-8 state assessments in ELA, math, and science. At the high school level, passing shall be defined as obtaining a Regents exam score of 65 or higher.

BROOKLYN LAB CHARTER SCHOOL ASSESSMENT CALENDAR											
Assessment Calendar											
Grade	September	October	November	December	January	February	March	April	May	June	
6	MAP Assessment Fall	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	Unit 1-2 Exams 2 ELA+ Math Mastery Exams	2 ELA+ Math Mastery Exams		February 26th 20th ELA + Math IA.1	Weekly Mastery Assessments				June 7th-10th 2021 Final Exams Reports
7		October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	Unit 1-2 Exams 2 ELA+ Math Mastery Exams	2 ELA+ Math Mastery Exams	January 27th-31st January 19th 26th 2020	February 26th 26th ELA + Math IA.3	Weekly Mastery Assessments		April 12th Data Exams	NYSED MAP Assessment Spring	June 7th-10th 2021 Final Exams Reports
8	December 20th 2020 NYSED Map	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	Unit 1-2 Exams 2 ELA+ Math Mastery Exams	2 ELA+ Math Mastery Exams	ELA + Math IA.2 ELA + Math IA.2 Living Environment IA.2C	February 26th 26th ELA + Math IA.3	Weekly Mastery Assessments				June 7th-10th 2021 Final Exams Reports
9	Baselines	October 14th 2020 PSAT 8/9	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	November 30th 30th Math, ELA, English, Writing, Science, Biology, Unit 1 Exams	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	PSAT Makeup January 26th	February 26th 26th ELA + Math IA.3	March 30th 30th ELA + Math IA.3	MAZE UP Unit Exams March 20th- April 14th	Unit 4 Pre-AP Exams	June 7th-10th 2021 Final Exams Reports
10	Baselines	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	November 30th 30th Math, ELA, English, Writing, Science, Biology, Unit 1 Exams	November 16th 20th 2020 2 ELA+ Math IA.1 Exams	Jan 19 20th REGENTS EXAMS JAN 26, JAN 27	February 26th 26th ELA + Math IA.3	March 30th 30th ELA + Math IA.3	MAZE UP March 20th Pre-AP Unit 4 Exams	May 3-7 2021 AP Exams	June 7th-10th 2021 Final Exams Reports	
11	Baselines	October 14th 2020 PSAT 8/9	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	November 7, 2020 2 ELA+ Math IA.1 Exams	November 16th 20th 2020 2 ELA+ Math IA.1 Exams	February 26th 26th ELA + Math IA.3	March 30th 30th ELA + Math IA.3	MAZE UP March 20th Pre-AP Unit 4 Exams	May 3-7 2021 AP Exams May 3rd	June 7th-10th 2021 Final Exams Reports	
12	Baselines	October 14th 2020 SAT	October 19th-23rd 2020 2 ELA+ Math IA.1 Exams	November 16th 20th 2020 2 ELA+ Math IA.1 Exams	December 14th 2020 SAT	February 26th 26th ELA + Math IA.3	March 30th 30th ELA + Math IA.3	MAZE UP March 20th Pre-AP Unit 4 Exams	May 3-7 2021 AP Exams	June 7th-10th 2021 Final Exams Reports	

**Annual Professional Development Plan**

On April 27, 2021, we submitted the following documents to the authorizer:

- SY21 EWG & BLCS Professional Development Calendar, which outlines learning activities and sessions for this past year.
- SY22 Brooklyn LAB Fellows, which shares some of our preparation for these emerging

educators

We have also shared a BLCS Professional Development Plan for 2020-2021

### **Special Education Quality Review**

On May 4, 2021, The Academic Committee received a memo regarding the Special Education Quality Assurance program review that is currently underway, which was prepared by Erica Pajerowski (Dean of Scholar Services) and Bennison Ntsakey (Director of Academics).

On April 22 and 23, 2021, the School learned of and began to complete an unannounced program review conducted by the New York State Education Department's (NYSED) P-12 Office of Special Education -- in coordination with our regulator and authorizer, the NYSED Charter School Office (CSO). The program review is being led by the NYSED New York City Region Special Education Quality Assurance team (SEQA), in coordination with CSO. SEQA arrived with the CSO School Liaison and a Director at the National Association of Charter School Authorizers and consultant to CSO working to conduct an overall program audit and review.

This memo seeks to capture the NYSED SEQA program review of Special Education Cohorts, Schedules, Staffing Plan, Special Settings, Lesson Plans, and the Corresponding Specially Designed Instruction. It provides an overview of work the School completed to align programming with the mandates outlined in the School's IEPs and reviews the questions and priorities of the SEQA program review.

### **Academic Calendar Outlook - May and June**

#### **MAY**

4th: Middle School Math State Exams - Congratulations

17th- 24th: NWEA Map

18th-28th: High School AP Exams

#### **JUNE**

17-25th: Regents Exams

24th: 8th Grade Stepping Up Ceremony, Virtual - all staff invited to attend

28th: High School Graduation, Virtual - all staff invited to attend

### **Benchmark 1 Oversight Memo**

On May 4, 2021, the Board submitted a memo titled "Board Oversight of Benchmark 1: The Commitment of Edmund W. Gordon Brooklyn Laboratory Charter Schools to Achieving Student Performance Benchmarks."

Topics covered:

Improving English Language Arts (ELA)/Literacy Performance

Leveraging the Lavinia Approach to Improve Mathematics Performance

Leader Development Focused on Academic Outcomes and Instructional Coaching Skills

Improving Performance and Supports for Diverse Learners

## Board Commitment to Oversight of Academic Success

### Academic Achievement Update

The Pre-AP Program is a program offered to schools by College Board. Pre-AP courses deliver grade-level appropriate instruction through focused course frameworks, instructional resources, classroom assessments for learning, and collaborative educator workshops. They are designed to support all students across varying levels of abilities. They are not honors or advanced courses. The Program components provide educators and their students the space and time for deep engagement with content.

### Summer School - Planning for July- August

Focus Area	Goals
Address Learning Loss	Ensure strong foundation of prerequisite skills in ELA and math for the coming year
Provide Credit or Course Make Up	Allow opportunities to revisit concepts previously misunderstood to build a foundation for the coming year
Credit Acceleration	Opportunity for students to earn credits in advance, to diversify their schedules and advance their academic readiness
Enrichment and Whole Child Wellness	Opportunity for students to participate in field lessons, outdoor activities, and remote collaboration

### SY 2021-2022 Readiness (Academic)

21-22 Goals of the Brooklyn LAB Priority Tracker						
<p>Align with school leaders and coaches on what core metrics to assess overall campus progress</p> <p>Assess and capture progress at regular intervals throughout the year to inform strategies and communication</p> <p>Provide a framework for assessing progress</p> <p><b>Summary Priority Overview</b></p> <p>In order to build back better after a year of interrupted learning experiences, we must lead the 2021-2022 school year with absolute clarity on a few key priorities that we will all succeed at. The guidance in this document attempts to narrow our focus to a few key instructional moves that we believe will lead all of our classrooms to be places where students feel welcomed back and prepared to succeed. Beyond achieving clarity on a few priority components of high quality instruction, we will leverage the opportunity of the 2021-2022 school year to strengthen our instructional support systems by aligning adult development and leader coaching to the priority</p>					<p>Execution Protocol</p>	
<p>Intended Outcomes:</p> <p>Shared understanding of progress toward priorities at regular intervals throughout the year</p> <p>Adjustments to strategies and clear action steps and timeline for priority owners and senior leaders based on analysis that help ensure the priorities become wins</p>						
<b>Arc 0: July -July 2021: SCHOOL READINESS</b>						
Competence	Focus Area #1	Priority Ownership	Key Metric	Target	Notes	Feedback
<b>Arc 1: August -October 2021 LAUNCH</b>						
<b>October- December 2021 MANAGING RESULTS, RESPONDING TO DATA</b>						
<b>March -June 2022 STRONG FINISH &amp; SUMMER PLANNING</b>						

### Grading, Incomplete Driven Make-Ups, and Promotion

This staff facing memo covers recent State and School guidance on:

- Exemptions from diploma requirements

- Summer school
- Summer courses taken to improve existing grade or make up incomplete
- Grading and credits

### **Class of 2021 Credit Earning and Graduation Tracker**

<b>Class of 2021</b>	- 82 Scholars in total
% on track for June graduation	- 93%
% on track for August graduation	- 5%
Regents	- 63% on track for Advanced Regents Designation - 27% Regents Designation
College Acceptances	- 72% have secured at least 1 College Acceptance
Students with Disabilities	- 60% of our students with IEP's have secured at least 1 College Acceptance

### **Graduation Involvement Invitation**

As valued supporters and members of our school community, we would be honored to include you in our celebrations this June. We have multiple ways to be involved in this momentous occasion:

- Submit a brief video (1 minute maximum) by June 11th congratulating the Class of 2021 and sharing words of encouragement for their next steps to be featured in the virtual graduation ceremony or other celebration events.
- Submit a recording yourself reading a 1 minute Brooklyn LAB-created statement by June 11th to be edited together with other submissions to be included in the virtual graduation ceremony.
- RSVP to attend our virtual graduation ceremony on June 28th at 12:00pmEST.

### **HS Prom Scheduled: 6/23**

Senior Prom has been confirmed for Wednesday June 23rd, 6-10pm  
 The prom will be held on a boat with Mixx Cruises, departing from midtown Manhattan  
 Brooklyn LAB will provide transportation to and from the boat location from 77 Sands  
 One third of seniors have already RSVP'd (due by May 28th)

### **End of Year Close Out Planning**

This memorandum provides additional information to the School's officials and staff members with regard to our reporting minimum instructional time requirements, including instructions for

reporting days and minimum instructional hours for the 2020-21 school year to the Office of State Aid. Reporting Instructional Hours and Session Days for State Aid Purposes School districts are required to provide 180 days of session under Education Law §3604(7) and a minimum number of instructional hours under Commissioner’s Regulations §175.5. This memo will detail the instructional plans for the remainder of the School Year, consistent with the School’s obligations to report instructional hours and session days for the 2020-21 school year to the State Aid Office through the State Aid Management System (SAMS).

Minimum Expectations for SY 20-21 :

- Instructional time Count
  - K-6- 900 hours
  - 7-12- 990 Hours.
- Session Time-
  - 180 Days of school

**Finance Committee**

**Finance Committee Charge**

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

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

**SY 2021-2022 Offer Letter Process Update**

Date	Generated Offers
April 30, 2021	91%
May 15, 2021	10 offer letters are currently outstanding

**SY 2021-2022 Offer Letter Process Update**

Our management team believes that the School’s most valuable resources are our staff members, who work day-in and day-out to serve our students and families.

As part of this year’s Performance Management Review, we assessed the salaries of those hired by the organization before December 2018. As a result of this review, we determined that the salaries

offered to individuals hired prior to December 2018 working in certain job categories within the organization should be revised upwards to ensure that the salaries we are offering are competitive in the marketplace and equitable amongst peers with the same experience. We have made adjustments to our salary structure for these roles accordingly.

For 2019 and beyond, we are confident that employee’s compensation align with the marketplace. The School implemented the use of PayScale, a compensation software that evaluates role criteria, experience and the marketplace to provide comparable data.



**Finance Deep Dive- May 3-7**

- Accounts payable
- Accounts receivable
- Payroll reconciliations
- Asset management
- Budget Management
- Audit Preparation

**Implications of COVID-19 Relief Funding**

The New York Charter Schools Association hosted a webinar, "Implications of COVID-19 Relief Funding," featuring Charter School Business Management and Education Board Partners to help Boards understand the new funding streams available and the implication they have on charter governance.

**Budgeting Given Uncertainty & Economic Downturn**

- SY21 marked the first decrease in Charter School Per Pupil in two decades
- Significant State tax revenue and budget uncertainty remain, despite COVID-19 stimulus packages
- Revenue uncertainty is driven by enrollment (scholar retention, scholar recruitment, family relocation); regulatory risk (including remote program volatility, reopening complications, vaccination parameters, and facilities funding); labor market dynamics (including return to work expectations, remote work preferences, and heightened competition).
- Liquidity risk is built into stimulus dollars, which are received on a cost-reimbursable basis.
- The flexibility constraints for the multiple rounds of stimulus dollars -- which have compounding restrictions -- inhibits the latitude of management to move quickly.
- Sustainability risks and metrics built into the School's relationship with lenders (including covenant ratios), the Authorizer, and the Performance Framework.
- The application, procurement, and reporting requirements for the stimulus grants is high-stakes and time-consuming.
- The impending funding cliff further complicates the staff plan finalization.

### ESSER II & III Funding Use Restrictions

Acceptable uses for both ESSER II and III include:

- Addressing learning loss
- Reducing class sizes, tutoring support
- Running summer and/or after school programs
- Hiring support staff for students' health and well-being
- Purchasing instructional technology devices
- Implementing social distancing guidelines
- Purchasing personal protective equipment
- Repairing ventilation systems
- Continuity of services, including existing and new staff

20% must address learning loss (ESSER III)

Must make public a plan for returning to in-person schooling safely (ESSER III)

Local maintenance of equity<sup>1</sup>

Pat moved, Gary seconded. Voted unanimously to end meeting 7:11pmET

**Brooklyn Laboratory Charter Schools  
Board of Trustees  
Board Meeting Agenda  
June 16, 2021**

*Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom on June 16, 2021 at 6:00 PM ET.*

***Remote Board participants include:***

*Mickey, Gary, Sujata, Adrien, Tokumbo, Walter (Pat)*

***Other Remote participants include:***

*Eric Tucker, Sheryl Gomez, Jonathan Flynn, Kristin Levine, Kelly King, Aaron Daly, Chris Habetler, Sarah Pactor, Kristen Lambertz-Berndt, Harcourt Lucius, Bb Ntchakey, Tyler Telford*

[June 2021 board meeting slides](#)

June Board Meeting Agenda

Governance Committee

Benchmark 9: Scholar Enrollment, Recruitment and Retention

Academic Committee

Finance Committee

Executive Session

**Meeting called to order.**

*Mickey* called the meeting to order at 6:02pm ET.

**Governance**

**Welcome Chris Habetler: Chief Culture Officer and Deputy Superintendent**

Chris comes to Brooklyn LAB from a sister-network of scholars - Collegiate Academies in New Orleans - where he worked as Chief Culture Officer for five years, during which time suspension rates across Collegiate's five high schools dropped by 50%. He began his career in education as a science teacher in Washington, D.C. through Teach For America, and went on to serve as a dean of students at Excel Academy in Boston, a school that went from the bottom quartile to the top 5% of public schools in the state over during his tenure. Additionally, he co-founded Dean'sList, one of the most widely used behavior and culture systems in the United States, and has consulted with schools and school districts for more than a decade to improve adult and scholar culture mindsets, approaches, and experience.

The second child of two life-long teachers, Chris graduated from Pomona College where he played varsity water polo and majored in biology and music. Chris is ecstatic to return with his two daughters Isabel (2 years) and Emmy (4 months) to the city where he and his wife Jaime met, and where she was born.

**Board Adoption of the [May 2021 Board Meeting Minutes](#)**

The Board considers the recommended resolutions reviewed and deliberated during the May 2021 Board meeting, and as reflected in the minutes of that meeting.

Pat moved, Sujata seconded. Gary abstained. All others approved unanimously.

### **SY 2021-2022 School and Administrative Calendars creation process**

Soliciting stakeholder input was critical in making sure that we drafted a calendar that benefits from the information and feedback of multiple stakeholders.

[Admin Calendar](#)

[HS Calendar](#)

[MS Calendar](#)

### **Adoption of the SY 2021-2022 School and Administrative Calendars**

**WHEREAS**, the Chief Operating Officer, benefitting from multiple round of revisions with the school directors and leadership team, presents the school year 2021-2022 calendars for Middle School and High School campuses and administrative staff; and

**WHEREAS**, the administrative employee calendar reflects non-vacation time off for the period of Winter Recess, consistent with prior year practice; and

**WHEREAS**, winter recess non-vacation paid time off means that administrative employees do not need to be physically present at school buildings or constantly monitoring email. However, during winter recess administrative employees must either take PTO or be reachable via phone and email during business hours, check their work voicemails and emails at least twice daily, keep and honor any scheduled meetings, and respond to any email marked urgent or matter prioritized by a family or stakeholder; and

**WHEREAS**, Juneteenth, also known as Freedom Day, is considered a paid holiday for both instructional and administrative staff for the 2021-22 school year; and

**THEREFORE**, the Board hereby adopts the school year 2021-2022 instructional and administrative calendars, pending the review and approval of the New York State Education Department's Charter Schools Office.

Pat moved to approve. Gary seconded. Approved unanimously.

### **Return to Work Roadmap | Communications Plan**

- **Health and safety protocols**
  - COVID-19 risk assessment (reviews, results, ongoing frequency)
    - Includes close monitoring of overall context, as well as early detection, tracking,

- reporting, and isolation of cases
  - Exposure response team and communications
  - Guidelines for pod/class quarantining, facility cleaning, substitute teachers, remote learning options
- Vaccination empowerment (encouraging school communities)
  - School Vaccine Hub promotion (free, online resource)
  - Eligibility to work context
  - Staff awareness of student/family policies (i.e., any over 12s requirements)
- Consider mandates vs recommended best practices
- **Employee relations**
  - Overall governance and compliance
  - RTW plans and standards to align with local labor processes
  - Exception management – clarify what processes should be now
  - Dependency of sites on public transportation (restrictions, safety)
  - Local, essential merchants (hours of operation to fulfill needs)
- **Employee sentiment**
  - Impact of COVID-19 on local LAB population/community
  - Employee experience specific to RTW
    - Consider engagement pulse survey/s (e.g., via Culture Amp platform)\*
    - Community member stakeholders may include: staff, students/families
  - Ongoing feedback vehicle/s – ways to be heard (e.g., LAB portal or hotline)
- **Re-entry onboarding**
  - Learning programs
  - New mores and social norms
  - Training and reminders on expectations
  - Return activities (for staff, students)
- **Psychological safety and wellbeing support measures**
  - Advocate Success Coach network for students
  - Leverage playbook and student personas created in 2020
  - Focus on experiences, DEI+B, support to learn and grow
  - Consider accessible resource(s) for staff
  - Prioritize needs of the most vulnerable
  - Ensure safety and learning (via lens of trauma, adversity)
- **Other policy and practice elements**
  - RTW timetables
  - Attendance and time-off requests (including managing sick days, snow days)
  - Travel (essential vs non; impact of domestic or global, restrictions, timing)
  - Information technology (hardware, software, support)
  - Business continuity plans (contacts, crisis responsibilities, guidance committees)

Sustainability Planning w/ Emerson Collective + XQ

- Emerson Collective and XQ hosted LAB for a 2hr sustainability workshop on 6/11
- The session identified the following as future development priorities:

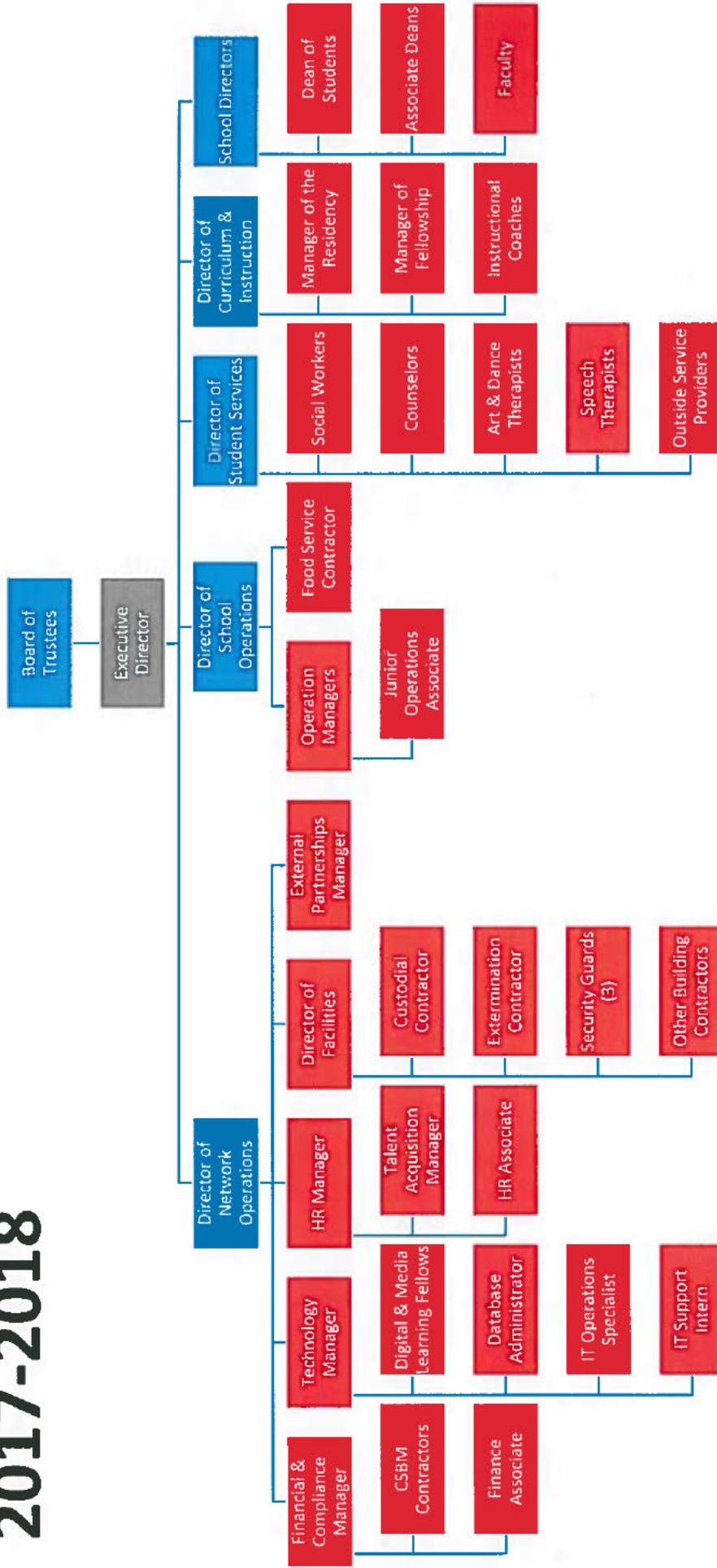
- Map our project trajectory over the next 3-5 years and prospect funders to support the work
- Develop proposals for how we would spend \$500, \$5K, \$50K, \$500K, \$5M
- Simplify what our 5-Year Strategic Plan is and what is the investment opportunity. We have an opportunity to take it to the Moon right now.
- Need to structure what a one-time gift could look like to support facilities realignment
- Next Steps
  - LAB to develop a set of slides to identify funding areas and amounts that would make the most difference for SY 22-23 and SY 23-28
  - Review slides with Emerson Collective team to build out plans

#### Shared Decision Making on FY22 Plans

**Goal:** Establish and communicate guidelines for shared decision-making regarding FY22 planning, including opportunities for input, clarity on decision rights, and expectations for performance and implementation.

Pat moved to adjourn the public session and move to executive session at 7:10pmET. Tokumbo seconded.

# 2017-2018



Brooklyn  
Laboratory  
Charter School &  
Edmund W.  
Gordon Brooklyn  
Laboratory Charter  
School

# 2021-2022

## Brooklyn Laboratory HS Calendar (9-12)

- School Days
- ★ Preparation academy
- ★ Break academy
- Summer Program and HS Internship Program

School Days	Days	Hours
186	186	1209 0
Total Program	Days	Hours
238	238	1803.7

Aug 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	★	★	★	★	★	28
29	30	31				

School Days Days 7 Hours 45.5  
Total Program Days 17 Hours 102.2

Sep 2021						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	8	9	10	11	
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

School Days Days 21 Hours 136.5  
Total Program Days 21 Hours 168.5

Oct 2021						
S	M	T	W	Th	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						

School Days Days 19 Hours 123.5  
Total Program Days 20 Hours 162.0

Nov 2021						
S	M	T	W	Th	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				

School Days Days 16 Hours 104 0  
Total Program Days 16 Hours 136 0

School Closed for Students, Teachers & Staff	
Sep 6	Labor Day
Oct 11	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 25-26	Thanksgiving Recess
Dec 24	Christmas Day (Observed)
Dec 31	New Year's Day (Observed)
Jan 17	Dr. Martin Luther King, Jr. Day
Feb 21	President's Day
May 30	Memorial Day
Jun 20	Juneteenth (Observed)
Jul 4	Independence Day

Dec 2021						
S	M	T	W	Th	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	

School Days Days 13 Hours 84.5  
Total Program Days 13 Hours 116.5

Jan 2022						
S	M	T	W	Th	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					

School Days Days 20 Hours 130.0  
Total Program Days 20 Hours 162.0

Feb 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	★	★	★	★	26
27	28					

School Days Days 14 Hours 91.0  
Total Program Days 19 Hours 145.5

Mar 2022						
S	M	T	W	Th	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		

School Days Days 23 Hours 149 5  
Total Program Days 23 Hours 181 5

School Closed For Students and Teachers Only	
Nov 22 - 26	Thanksgiving Break Recess
Dec 20 - Dec 31	Winter Recess
Feb 21-25	Midwinter Recess
Apr 15 - Apr 22	Spring Break Recess

Apr 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	★	★	★	★	23
24	25	26	27	28	29	30

School Days Days 15 Hours 97.5  
Total Program Days 19 Hours 145.5

May 2022						
S	M	T	W	Th	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				

School Days Days 21 Hours 136.5  
Total Program Days 21 Hours 168.5

Jun 2022						
S	M	T	W	Th	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		

School Days Days 17 Hours 110.5  
Total Program Days 18 Hours 142.5

Jul 2022						
S	M	T	W	Th	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					

School Days Days 0 Hours 0 0  
Total Program Days 14 Hours 82 0

No Students In The Building	
Oct 29	Data Day (Asynchronous Learning)
Feb 4	Data Day (Asynchronous Learning)

Aug 2022						
S	M	T	W	Th	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			

School Days Days 0 Hours 0.0  
Total Program Days 17 Hours 91.0

\* Includes at just under two hours of clubs, teams and after-school programming from Sept 7, 2021 to June 23, 2022.

Important Dates (school is open)	
Aug 2	New & Returning Staff Return
Aug 23	Preparation Academy
Aug 30	21-22 School Year begins
Sept 14	Back to School Night
Oct 13	SAT Exam for Class of 2022/ PSAT for Class of 2023
Oct 21	PSAT Exam for 9th Grade
Oct 26	PSAT Exam for 10th Grade
Nov 5	End of Quarter 1
Nov 18	Parent Teacher's Conference
Jan 25-28	January Regents
Feb 3	End of Quarter 2
Mar 9	Parent Teacher's Conference
Mar 23	SAT Exam for Class of 2023
Apr 26	PSAT Exam for 9th Grade
April 29	End of Quarter 3
May 2	College Signing Day
May 11	Parent Teacher's Conference
May 2-13	AP Exams for High School
June 10	Senior Prom
June 14	Last Day of Regular Classes
June 15-24	Regents Week
June 17	End of Quarter 4
June 27	Graduation
Jul 12- Aug 23	Summer Session Begins (6 Week Pathway)

Brooklyn  
Laboratory  
Charter School &  
Edmund W.  
Gordon Brooklyn  
Laboratory Charter  
School

# 2021-2022

## Brooklyn Laboratory MS Calendar (6-8)

- School Days
- ★ Preparation academy
- Saturday programming
- ★ Break academy
- Summer Program

School Days	Days	Hours
184	184	1196.0
Total Program	Days	Hours*
236	236	1899.0

Aug 2021						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	★	★	★	★	27	28
29	30	31				

Sep 2021						
S	M	T	W	Th	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		

Oct 2021						
S	M	T	W	Th	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						

Nov 2021						
S	M	T	W	Th	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				

School Days Days 6 Hours 39.0  
Total Program Days 16 Hours 69.0

School Days Days 21 Hours 136.5  
Total Program Days 21 Hours 171.5

School Days Days 19 Hours 123.5  
Total Program Days 20 Hours 168.0

School Days Days 16 Hours 104.0  
Total Program Days 16 Hours 134.0

School Closed for Students, Teachers & Staff		
Sep 6		Labor Day
Oct 11		Indigenous Peoples Day
Nov 11		Veteran's Day
Nov 25-26		Thanksgiving Recess
Dec 24		Christmas Day (Observed)
Dec 31		New Year's Day (Observed)
Jan 17		Dr. Martin Luther King, Jr. Day
Feb 21		President's Day
May 30		Memorial Day
Jun 20		Juneteeth (Observed)
Jul 4		Independence Day

Dec 2021						
S	M	T	W	Th	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	

Jan 2022						
S	M	T	W	Th	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					

Feb 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	★	★	★	★	26
27	28					

Mar 2022						
S	M	T	W	Th	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		

School Days Days 13 Hours 84.5  
Total Program Days 13 Hours 108.5

School Days Days 20 Hours 130.0  
Total Program Days 20 Hours 170.0

School Days Days 14 Hours 91.0  
Total Program Days 19 Hours 173.5

School Days Days 23 Hours 149.5  
Total Program Days 24 Hours 199.5

School Closed For Students and Teachers Only		
Nov 22 - 26		Thanksgiving Break Recess
Dec 20 - Dec 31		Winter Recess
Feb 21-25		Midwinter Recess
Apr 15 - Apr 22		Spring Break Recess

Apr 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	★	★	★	★	23
24	25	26	27	28	29	30

May 2022						
S	M	T	W	Th	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				

Jun 2022						
S	M	T	W	Th	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		

Jul 2022						
S	M	T	W	Th	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					

School Days Days 15 Hours 97.5  
Total Program Days 20 Hours 179.5

School Days Days 21 Hours 136.5  
Total Program Days 22 Hours 182.5

School Days Days 16 Hours 104.0  
Total Program Days 17 Hours 140.0

School Days Days 0 Hours 0.0  
Total Program Days 14 Hours 98.0

No Students In The Building		
Oct 29		Data Day (Asynchronous Learning)
Feb 4		Data Day (Asynchronous Learning)

Aug 2022						
S	M	T	W	Th	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			

\* Includes at least two hours of DYCD after-school programming every school day from Sept 7, 2021 to June 23, 2022.

School Days Days 0 Hours 0.0  
Total Program Days 14 Hours 105.0

Important Dates (school is open)		
Aug 2		New & Returning Staff Return
Aug 23		Preparation Academy
Aug 30		21-22 School Year begins
Sept 7		First Day of Afterschool
Sept 15		Back to School Night
Oct 19		Parent Teacher Conference
Nov 12		Term 1 Ends
Feb 11		Term 2 Ends
Feb 17		Parent Teacher Conference
Mar 29-31		ELA Assessment Exam
April 26-28		Math Assessment Exam
June 16		Term 3 Ends
Jun 23		Last Day of Academic Classes
Jun 24		8th Grade Stepping Up Ceremony
Jul 12-Aug 20		Summer Session Begins (4 Week Pathway)



**BROOKLYN LAB**  
CHARTER SCHOOL

December 1, 2021

Brooklyn Laboratory Charter School

RE: Fire Inspection Certificates

We formally requested Fire Inspection Reports for the following properties from the New York City Fire Department (FDNY) with plenty of time to receive certificates prior to the renewal application deadline:

77 Sands Street Floors 2-5  
Brooklyn, NY 11201  
Date of Inspection: August 11, 2021

240 Jay Street  
Brooklyn, NY 11201  
Date of Inspection: August 12, 2021

However, because the FDNY's previous annual inspections took place in August of 2020, the New York City Fire Department stated that it would not allow for the inspections to be scheduled to take place before the above mentioned mid-August 2021 dates.

While FDNY communicated that we passed the inspections in August 2021, we did not receive the attached documentation that we passed the inspection until November 30, 2021. Please find the documentation that "the inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce" attached.

Respectfully,

Eric Tucker  
Executive Director  
Brooklyn Laboratory Charter Schools



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 11.30.2021.

### PREMISES

Brooklyn Laboratory  
240 Jay Street  
Brooklyn NY 11201

Brooklyn Laboratory  
240 Jay Street  
Brooklyn NY 11201

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.12.2021**.

~~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



**BROOKLYN LAB**  
CHARTER SCHOOL

December 1, 2021

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Respectfully,

Eric Tucker  
Executive Director  
Brooklyn Laboratory Charter Schools



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 11.30.2021.

### PREMISES

Brooklyn Lab Charter School  
77 Sands Street  
Brooklyn NY 11201

Brooklyn Lab Charter School  
77 Sands Street  
Brooklyn NY 11201

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **08.11.2021**.

~~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

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Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU



# Certificate of Occupancy

CO Number:3000176-0000003

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified.No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued.*This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	<b>Borough:</b> BROOKLYN <b>Address:</b> 240 JAY STREET <b>Building Identification Number(BIN):</b> 3000176	<b>Block Number:</b> 86 <b>Lot Number(s):</b> 7501 <b>Additional Lot Number(s):</b> <b>Application Type:</b> A1 - ALTERATION TYPE 1	<b>Full Building Certificate Type:</b> Temporary <b>Date Issued:</b> 11/30/2021
	<b>This building is subject to this Building Code:</b> 2014		
<b>This Certificate of Occupancy is associated with job#</b> 321274009-01			
B.	<b>Construction Classification:</b> I-C: 2 HOUR PROTECTED <b>Building Occupancy Group classification:</b> E - EDUCATIONAL <b>Multiple Dwelling Law Classification:</b> Not Available		
	<b>No.of stories:</b> ■	<b>Height in feet:</b> ■	<b>No.of dwelling units:</b> Not Available
C.	<b>Parking Spaces and Loading Berths:</b> Open Parking Spaces: Not Available. Enclosed Parking Spaces: Not Available. Total Loading Berths: Not available		
	<b>This Certificate is issued with the following legal limitations:</b> Restrictive Declaration: None      Zoning Exhibit: None BSA Calendar Number(s): None      CPC Calendar Number(s): None		
<b>Borough Comments:</b>			

Borough Commissioner

Commissioner



## Permissible Use and Occupancy

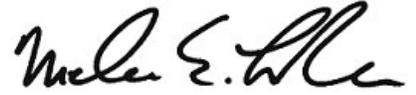
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
[Redacted Content]								

**CofO Comments:** Fire Department approval letter, dated April 16 1986 (Interior Fire Alarm and Sprinkler System)

Borough Commissioner



Commissioner





# Certificate of Occupancy

CO Number:3000171-0000005

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.*

<p>A. <b>Borough:</b> BROOKLYN  <b>Address:</b> 77 SANDS STREET  <b>Building Identification Number(BIN):</b> 3000171</p>	<p><b>Block Number:</b> 77  <b>Lot Number(s):</b> 1  <b>Additional Lot Number(s):</b>  <b>Application Type:</b> A1 - ALTERATION TYPE 1</p>	<p><b>Full Building Certificate Type:</b>  Temporary  <b>Date Issued:</b> 12/08/2021</p>
<p><b>This building is subject to this Building Code:</b> 1968</p>		
<p><b>This Certificate of Occupancy is associated with job#</b> 321732381-01</p>		
<p>B. <b>Construction Classification:</b> I-B: 3 HOUR PROTECTED  <b>Building Occupancy Group classification:</b> E - EDUCATIONAL  <b>Multiple Dwelling Law Classification:</b> Not Available</p>		
<p><b>No. of stories:</b> ■</p>	<p><b>Height in feet:</b> ■</p>	<p><b>No. of dwelling units:</b> Not Available</p>
<p>C. <b>Fire Protection Equipment:</b> Fire Alarm System, Fire Suppression System, Sprinkler System, Standpipe System</p>		
<p>D. <b>Parking Spaces and Loading Berths:</b>  Open Parking Spaces: Not Available.  Enclosed Parking Spaces: Not Available.  Total Loading Berths: Not available</p>		
<p>E. <b>This Certificate is issued with the following legal limitations:</b>  Restrictive Declaration: None      Zoning Exhibit: None  BSA Calendar Number(s): None      CPC Calendar Number(s): None</p>		
<p><b>Borough Comments:</b> ---</p>		

Borough Commissioner

Commissioner



### Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
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**CofO Comments:** BSA VARIANCE FOR LOADING BERTHS 735-55-BZ, 11/01/1955. BSA SPECIAL PERMIT FOR USE DOCKET #2018-62-BZ, 05/21/2018.

Borough Commissioner



Commissioner

