

Application: Launch Expeditionary Learning Charter School

Geoffrey Roehm - groehm@launchschool.org
2020-2021 Annual Report

Entry 1 School Info and Cover Page

Completed Jul 30 2021

[Instructions](#)

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

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

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

LAUNCH EXPEDITIONARY LEARNING CHARTER SCHOOL 331600861003

a1. Popular School Name

Launch

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 #16 - BROOKLYN

d. DATE OF INITIAL CHARTER

12/2010

e. DATE FIRST OPENED FOR INSTRUCTION

8/2012

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

MISSION STATEMENT

Launch's mission is to prepare students to thrive in college and careers by providing a public education rooted in active learning experiences and powerful character development.

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	The Five Domains of Schooling: Curriculum, Instruction, Culture and Character, Student-Engaged Assessment and Leadership
KDE 2	The Three Dimensions of Student Achievement: Mastery of Knowledge and Skills, Character and High-Quality Work
KDE 3	(No response)
KDE 4	(No response)
KDE 5	(No response)
KDE 6	(No response)
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.launchschool.org

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

310

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

285

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

Check all that apply

Grades Served

6, 7, 8

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	1580 Dean St., Brooklyn, NY 11213	718-604-6910	NYC CSD 16	6-8	No

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Geoffrey Roehm	718-704-6910		groehm@launchschool.org
Operational Leader	Camille Schlafer	718-604-6910		cschlafer@launchschool.org
Compliance Contact	Camille Schlafer	718-604-6910		cschlafer@launchschool.org
Complaint Contact	Geoffrey Roehm	718-604-6910		groehm@launchschool.org
DASA Coordinator	Winsdy Antoine	718-604-6910		wantoine@launchschool.org
Phone Contact for After Hours Emergencies	Geoffrey Roehm	718-604-6910		groehm@launchschool.org

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

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	NA	No		No	NA	Yes

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

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

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

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2020-2021 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

p. Individual Primarily Responsible for Submitting the Annual Report.

Name	Geoffrey Roehm
Position	Executive Director
Phone/Extension	973-818-8543
Email	groehm@launchschool.org

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 [NYS ED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES to agree.**

Responses Selected:

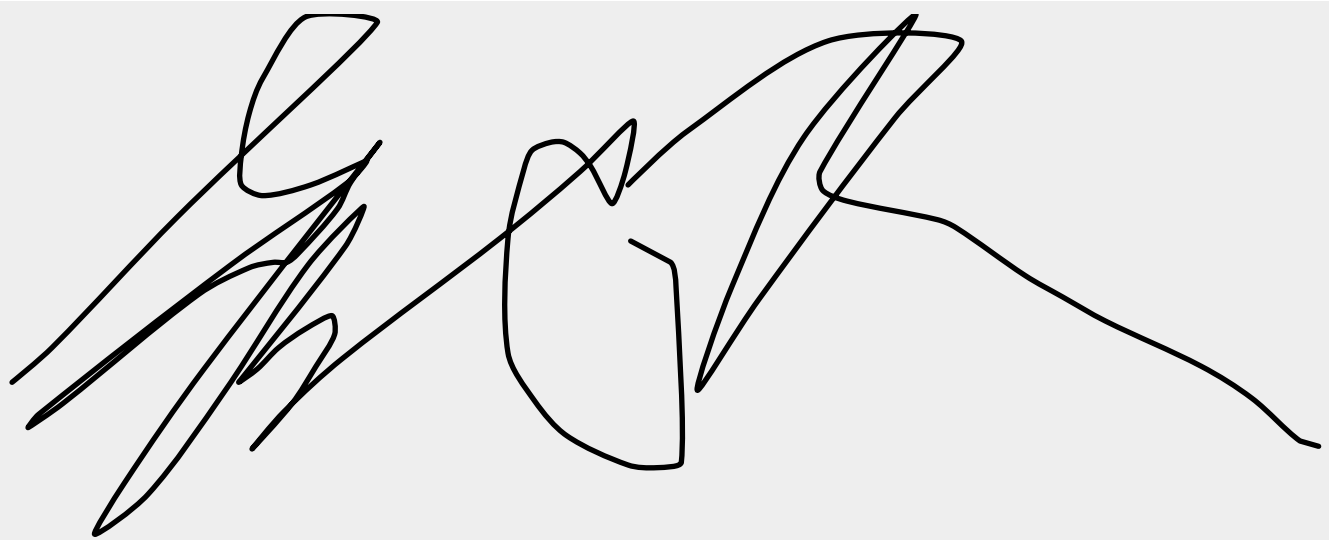
Yes

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

A handwritten signature in black ink on a light gray background. The signature is highly stylized and cursive, consisting of several overlapping loops and a long, sweeping tail that extends to the right.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature consists of a large, stylized loop on the left side, followed by a long, sweeping horizontal line that curves slightly downwards at the end.

Date

Jul 30 2021

Thank you.



Entry 3 Progress Toward Goals

Completed Nov 1 2021

Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

2020-2021 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	5-year Impact Goal 1: Launch students will become intellectually independent learners and achieve mastery of knowledge and	State test data SLC's EL Education Implementation Review Scores for aligned core practices (27, 28,	Met	This year's focus was on the EL Education IR, where the school made tremendous

	skills through risk-taking, collaboration and meaningful standards-aligned work.	29) Walkthrough data Belonging survey data		growth year-over-year.
Academic Goal 2	5-Year Impact Goal 2: Launch students will develop the mindsets and skills to become effective learners, treat others well and positively contribute to their school, community and beyond.	SLC's EL Education Implementation Scores for aligned core practices (20, 21, 22) Disciplinary Data Belonging Data	Met	Again, clear growth in EL Education IR scores as well as significant growth in RJ practices data.
Academic Goal 3	5-year Impact Goal 3: Launch students will develop the mindsets and skills necessary to produce work that demonstrates complexity, authenticity and craftsmanship and through doing it achieve more than they thought possible.	SLC's EL Education Implementation Review Scores for aligned core practices (1, 2) HQW protocol scores	Unable to Assess	ACHIEVED: EL Education IR scores NOT ACHIEVED: We were unable to run high-quality work protocols in a similar fashion so were unable to assess this metric
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

2. Do have more academic goals to add?

No

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
Org Goal 1	Achieve exceptional student outcomes	State tests for all students and sub-groups Reading growth High school acceptances Data platform creation	Partially Met	N/A for state tests
Org Goal 2	Achieve excellence in the EL Education model	EL Education credentialing progress and Implementation	Met	

		Review		
Org Goal 3	Establish a reputation and a track record for recruiting, developing and retaining exceptional staff	Annual staff retention Staff survey data	Met	
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2020-2021 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Clean annual audit	Annual independent audit	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 4 - Audited Financial Statements

Completed Oct 22 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.

[Launch FY21 Audit Package \(merged\)](#)

Filename: Launch FY21 Audit Package merged.pdf **Size:** 665.6 kB

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

Completed Dec 20 2021

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

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

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

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

[Launch Expeditionary Learning CS BEDS-331600861003 2020-21](#)

Filename: Launch Expeditionary Learning CS IZq2Bkb.xlsx **Size:** 75.2 kB

Entry 4c - Additional Financial Documents

Completed Oct 22 2021

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

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school^[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.

[Launch Addl Financial Documents](#)

Filename: Launch Addl Financial Documents.pdf **Size:** 294.0 kB

Entry 4d - Financial Services Contact Information

Completed Oct 22 2021

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Camille Schlafer	[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
	PKF O'Connor Davies	[REDACTED]	[REDACTED]	5

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 - Fiscal Year 2021-2022 Budget

Completed Oct 22 2021

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

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

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

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

[Final2021-2022ARBudgetTemplate - FINAL](#)

Filename: Final2021 2022ARBudgetTemplate FINAL.xlsx **Size:** 145.0 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Jul 30 2021

Required of ALL Charter Schools by August 2

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

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

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

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

[LaunchELCS-AllFinancialDisclosureForms2021](#)

Filename: LaunchELCS AllFinancialDisclosureForms2021 .pdf **Size:** 1.3 MB

Entry 7 BOT Membership Table

Completed Aug 2 2021

Instructions

Required of All charter schools

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

Entry 7 BOT Table

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

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

	Trustee Name	Trustee Email 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
1	Jonathan Harber		Chair	All	Yes	4	07/01/2021	06/30/2024	10
2	Nicole Lemond		Treasurer	Finance; FBF; Personnel	Yes	4	07/01/2021	06/30/2024	10
3	Darryl Hazelwood		Secretary	Personnel; Governance; FBF	Yes	2	07/01/2020	06/30/2023	9
4	Nic Lirette		Trustee/Member	Fundraising; STR AP	Yes	3	07/01/2019	06/30/2022	9
5	Richard Stopol		Trustee/Member	Governance; FBF	Yes	2	07/01/2021	06/30/2024	8
6	Rebecca van de Sande		Trustee/Member	Fundraising	Yes	2	03/18/2019	06/30/2022	10

7	Melanie Dukes		Trustee/Member	FBF	Yes	1	07/01/2021	06/30/2024	9
8	Shadoe Tarver		Trustee/Member	Fundraising	Yes	1	07/01/2021	06/30/2024	9
9	Alex Rappaport		Trustee/Member	Fundraising	Yes	1	07/01/2021	06/30/2024	10

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	10
b.Total Number of Members Added During 2020-2021	3
c. Total Number of Members who Departed during 2020-2021	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-15

3. Number of Board meetings held during 2020-2021

10

4. Number of Board meetings scheduled for 2021-2022

12

Thank you.

Entry 8 Board Meeting Minutes

Completed Aug 2 2021

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

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

[All Board Minutes 20-21](#)

Filename: All Board Minutes 20 21.pdf **Size:** 2.6 MB

Entry 9 Enrollment & Retention

Completed Jul 30 2021

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

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

Entry 9 Enrollment and Retention of Special Populations

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

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

Recruitment/Attraction Efforts Toward Meeting Targets		
	Describe Recruitment Efforts in 2020-2021	Describe Recruitment Plans in 2021-2022
Economically Disadvantaged	IN 2020-2021, 91.2% of students at Launch were economically disadvantaged. We recruit at homeless shelters such as the Albemarle Residence by attending their house meetings and public assistance programs such as The Campaign Against Hunger to ensure that anyone who wants to has the opportunity to attend Launch. We also provide scholarship and financial assistance to all things at Launch that cost money including uniform, trips, school supplies and performances.	We serve a high percentage of students who are economically disadvantaged and will continue to recruit in the same ways for the 2021-2022 school year.
	Because of our recruitment efforts, the number of ELL students Launch serves has increased over time. To recruit ELL students we ensure that we reach families in their target language. The Launch website can be translated into 5 target languages and we select the languages based on our family population that year. We teach	Our recruitment and been effective and we will continue to

English Language Learners	families who speak a language other than English how to access the information they need on our website. Launch also translates print materials and meetings and phone/ text conversations with families when necessary. Launch recruits from partner schools that serve high numbers of ELL students and we make sure that the leadership teams at those schools know about our ELL services.	do all of the same things we did in 2020-2021 in addition we will translate our print materials and make them available to families who speak a language other than English.
Students with Disabilities	To recruit students with disabilities, Launch advertises all of our Special Education services widely and we specifically inform all of our partner schools about our self-contained (12:1:1) classes since many charter schools do not offer this setting. Our Director of Special Education attends all of our recruitment events to speak with families about our Special Education program and to answer questions. We have students with IEPs who serve as student ambassadors to talk about their experience at Launch and elevate their voices on our public platforms.	Our recruitment and been effective and we will continue to do all of the same things we did in 2020-2021 in addition to deepening relationships with administrators from partner schools and the CEC to increase awareness about Launch.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2020-2021	Describe Retention Plans in 2021-2022
	Launch retains ED students because we ensure that all	

Economically Disadvantaged	<p>students at Launch have access to all of our programming and celebrations. We either pay for or provide scholarships for anything that costs money including uniforms, school supplies, big trips, end of year celebrations, summer programming and more. We also provide services such as healthy meal bags provided by The Campaign Against Hunger for families that are food insecure and advice for a range of social services provided by our Parent Association.</p>	<p>Launch retains ED students at a high rate and we anticipate that our retention plans will continue to yield results in the 2021-2022 school year.</p>
English Language Learners	<p>Launch retains ELL students because we make sure their families feel comfortable and have a voice at Launch and because we meet ELL students' needs. The services we provide ELL students include small group instruction, modifying the amount of language used, additional processing time and dictionaries in class when applicable. ELL students at Launch are encouraged to practice English by collaborating with peers, sharing in class and meeting with teachers.</p>	<p>ELL students stay at Launch because they feel like they belong and can succeed. For the 2021-2022 school year we have thought strategically about class groupings to make sure ELL students feel supported and have a friend who speaks their language. Thoughtful class groupings we anticipate will lead to strong retention.</p>
	<p>Launch retains students with IEPs because all students with IEPs at Launch receive 100% of the related services and the supports outlined on their IEPs. Students are pulled out frequently into small groups that are designed to meet their needs. Students with IEPs are integrated with General Education students whenever possible because we believe that</p>	

<p>Students with Disabilities</p>	<p>heterogeneous groupings lead to higher achievement. This holistic approach makes students and families feel supported and increases retention.</p> <p>Launch has a strong commitment to family communication throughout the school and especially with students who have IEPs. We partner with families to find out what works for their children at home and how we can best serve them at school. Our parent survey data indicates that Special Education families feel heard and supported throughout their journey at Launch.</p>	<p>We plan to continue to strengthen our special education department and meet students disabilities needs at a high level which will improve retention.</p>
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Entry 10 - Teacher and Administrator Attrition

Completed Jul 30 2021

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

A. TEACH System - Employee Clearance

Charter schools must ensure that all prospective employees^[1] 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.

^[1] 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.

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>.

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 Aug 2 2021

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	2
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	1
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	1
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2021)	3
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2021)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2021)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2021)	0
Total Category C: not to exceed 5	3.0

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	15

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	28



Thank you.

Entry 12 Organization Chart

Completed Aug 2 2021

[Instructions](#)

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

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

[20-21 Org Chart](#)

Filename: 20 21 Org Chart Dp6LpVj.pdf Size: 176.9 kB

Entry 13 School Calendar

Completed Sep 14 2021

[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 2nd 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.

[2021-2022 CALENDAR](#)

Filename: 2021 2022 CALENDAR.xls Calendar View.pdf Size: 944.1 kB

Entry 14 Links to Critical Documents on School Website

Completed Aug 2 2021

Instructions

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

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

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Launch Expeditionary Learning Charter School

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)	https://resources.finalseite.net/images/v1627911912/launchschoolorg/v0m2gvnowyewmqlzif/2021AnnualReport.pdf
2. Most recent board meeting notice, documents to be discussed at the meeting (if any)	https://app2.boardontrack.com/public/hncbco/home
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://launchschool-org.zoom.us/rec/share/BleH3phY7o7gESbR95wdwSyyq0gUEBXEf_z2ziExq-iQAJrEIQKhOBsYY_dtu8rH.b6STelqF51lkqAaO?startTime=1616625420000
3. Link to NYS School Report Card	https://data.nysed.gov/profile.php?instid=800000070180
4. Lottery Notice announcing date of lottery	https://docs.google.com/document/d/1tnj_rsFGokf76gGfMXeNfIV24Kihn6rbGHVmb098zgs/edit#heading=h.6f1ahs0zi5t
5. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY);	https://launchschoolorg.finalseite.com/uploaded/photos/PDFs/Launch_Discipline_Policy_and_Code_of_Conduct_with_DASA_Policy.pdf?1596053340583
6. District-wide Safety Plan	https://resources.finalseite.net/images/v1625058815/launchschoolorg/p96hwwfidfrndnunf3cm/LELCS-DistrictSafetyPlan21-21.pdf
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://launchschoolorg.finalseite.com/uploaded/photos/PDFs/Launch_Discipline_Policy_and_Code_of_Conduct_with_DASA_Policy.pdf?1596053340583
7. Authorizer-Approved FOIL Policy	https://launchschoolorg.finalseite.com/uploaded/photos/PDFs/FOIL_Policy.pdf?1596053319323
8. Subject matter list of FOIL records	https://launchschoolorg.finalseite.com/uploaded/photos/PDFs/FOIL_Policy.pdf?1596053319323

Thank you.



Launch Expeditionary Learning Charter School

Financial Statements

June 30, 2021 and 2020

Independent Auditors' Report

Board of Trustees Launch Expeditionary Learning Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Launch Expeditionary Learning Charter School (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.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 23, 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
September 23, 2021

Launch Expeditionary Learning Charter School

Statements of Financial Position

	June 30,	
	2021	2020
ASSETS		
Current Assets		
Cash	\$ 2,511,787	\$ 2,122,663
Grants and contracts receivable	283,464	177,222
Prepaid expenses and other current assets	120,355	56,976
Total Current Assets	2,915,606	2,356,861
Property and equipment, net	274,852	339,157
Restricted cash	75,528	75,477
	\$ 3,265,986	\$ 2,771,495
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 151,250	\$ 96,427
Accrued payroll and payroll taxes	399,446	400,252
Total Liabilities	550,696	496,679
Net Assets		
Without donor restrictions	2,431,011	2,224,816
With donor restrictions	284,279	50,000
Total Net Assets	2,715,290	2,274,816
	\$ 3,265,986	\$ 2,771,495

See notes to financial statements

Launch Expeditionary Learning Charter School

Statement of Activities Year Ended June 30, 2021

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT			
State and local per pupil operating revenue	\$ 5,909,898	\$ -	\$ 5,909,898
Federal grants	416,587	-	416,587
State and city grants	23,726	-	23,726
Contributions and grants	9,724	586,000	595,724
Interest and other income	2,472	-	2,472
Net assets released from restrictions	351,721	(351,721)	-
Total Revenue and Support	6,714,128	234,279	6,948,407
EXPENSES			
Program Services			
Regular education	3,557,313	-	3,557,313
Special education	2,268,497	-	2,268,497
Total Program Services	5,825,810	-	5,825,810
Supporting Services			
Management and general	536,364	-	536,364
Fundraising	145,759	-	145,759
Total Expenses	6,507,933	-	6,507,933
Change in Net Assets	206,195	234,279	440,474
NET ASSETS			
Beginning of year	2,224,816	50,000	2,274,816
End of year	\$ 2,431,011	\$ 284,279	\$ 2,715,290

See notes to financial statements

Launch Expeditionary Learning Charter School

Statement of Activities Year Ended June 30, 2020

	Without Donor Restrictions	With Donor Restrictions	Total
REVENUE AND SUPPORT			
State and local per pupil operating revenue	\$ 5,876,779	\$ -	\$ 5,876,779
Federal grants	252,149	-	252,149
State and city grants	23,744	-	23,744
Contributions and grants	76,204	50,000	126,204
Interest and other income	6,216	-	6,216
Total Revenue and Support	6,235,092	50,000	6,285,092
EXPENSES			
Program Services			
Regular education	3,435,212	-	3,435,212
Special education	2,135,442	-	2,135,442
Total Program Services	5,570,654	-	5,570,654
Supporting Services			
Management and general	632,537	-	632,537
Fundraising	120,047	-	120,047
Total Expenses	6,323,238	-	6,323,238
Change in Net Assets	(88,146)	50,000	(38,146)
NET ASSETS			
Beginning of year	2,312,962	-	2,312,962
End of year	\$ 2,224,816	\$ 50,000	\$ 2,274,816

See notes to financial statements

Launch Expeditionary Learning Charter School

Statement of Functional Expenses
Year Ended June 30, 2021

	No. of Positions	Program Services			Support Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Service Costs							
Administrative staff personnel	10	\$ 408,114	\$ 263,846	\$ 671,960	\$ 243,078	\$ 75,965	\$ 991,003
Instructional personnel	30	1,257,594	1,004,165	2,261,759	-	-	2,261,759
Non-instructional personnel	12	430,668	155,861	586,529	6,424	25,697	618,650
Total Salaries and Staff	52	2,096,376	1,423,872	3,520,248	249,502	101,662	3,871,412
Fringe benefits and payroll taxes		470,024	316,052	786,076	57,166	21,413	864,655
Retirement		21,680	14,578	36,258	2,637	988	39,883
Audit services		-	-	-	26,500	-	26,500
Other purchased / professional / consulting services		382,308	228,526	610,834	157,575	13,229	781,638
Repairs and maintenance		9,720	3,517	13,237	-	-	13,237
Insurance		31,191	13,552	44,743	689	262	45,694
Supplies / materials		156,099	59,118	215,217	799	304	216,320
Equipment / furnishings		53,040	19,196	72,236	-	-	72,236
Staff development		26,405	17,880	44,285	2,534	965	47,784
Marketing / recruitment		54,411	20,968	75,379	388	148	75,915
Technology		63,759	33,349	97,108	3,128	1,191	101,427
Student services		39,124	14,159	53,283	-	-	53,283
Office expense		56,845	38,495	95,340	5,597	2,077	103,014
Depreciation / amortization		94,069	63,704	157,773	9,029	3,437	170,239
Loss on disposal of property and equipment		2,262	1,531	3,793	217	83	4,093
Other		-	-	-	20,603	-	20,603
Total Expenses		\$ 3,557,313	\$ 2,268,497	\$ 5,825,810	\$ 536,364	\$ 145,759	\$ 6,507,933

See notes to financial statements

Launch Expeditionary Learning Charter School

Statement of Functional Expenses
Year Ended June 30, 2020

	No. of Positions	Program Services			Support Services		
		Regular Education	Special Education	Total	Management and General	Fundraising	Total
Personnel Service Costs							
Administrative staff personnel	15	\$ 617,727	\$ 332,642	\$ 950,369	\$ 354,735	\$ 71,361	\$ 1,376,465
Instructional personnel	34	1,344,359	1,035,352	2,379,711	-	-	2,379,711
Non-instructional personnel	6	252,728	88,394	341,122	4,172	16,686	361,980
Total Salaries and Staff	55	2,214,814	1,456,388	3,671,202	358,907	88,047	4,118,156
Fringe benefits and payroll taxes		480,221	314,000	794,221	80,336	19,712	894,269
Retirement		7,351	4,806	12,157	1,230	302	13,689
Audit services		-	-	-	26,000	-	26,000
Other purchased / professional / consulting services		194,769	93,272	288,041	134,819	3,395	426,255
Repairs and maintenance		3,959	1,385	5,344	-	-	5,344
Insurance		28,527	11,990	40,517	779	219	41,515
Supplies / materials		117,906	44,254	162,160	1,167	329	163,656
Equipment / furnishings		25,420	8,891	34,311	-	-	34,311
Staff development		38,230	25,197	63,427	4,578	1,290	69,295
Marketing / recruitment		50,060	18,175	68,235	258	73	68,566
Technology		53,944	26,646	80,590	3,011	848	84,449
Student services		47,113	16,478	63,591	-	-	63,591
Office expense		32,025	21,108	53,133	4,057	1,080	58,270
Depreciation / amortization		138,784	91,475	230,259	16,621	4,682	251,562
Loss on disposal of property and equipment		2,089	1,377	3,466	250	70	3,786
Other		-	-	-	524	-	524
Total Expenses		\$ 3,435,212	\$ 2,135,442	\$ 5,570,654	\$ 632,537	\$ 120,047	\$ 6,323,238

See notes to financial statements

Launch Expeditionary Learning Charter School

Statements of Cash Flows

	Year Ended June 30,	
	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 440,474	\$ (38,146)
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	170,239	251,562
Loss on disposal of property and equipment	4,093	3,786
Changes in operating assets and liabilities		
Grants and contracts receivable	(106,242)	(55,254)
Prepaid expenses and other current assets	(63,379)	31,912
Accounts payable and accrued expenses	54,823	(15,480)
Accrued payroll and payroll taxes	(806)	110,523
Refundable advances	-	(15,680)
Net Cash from Operating Activities	499,202	273,223
 CASH FLOWS FROM INVESTING ACTIVITY		
Purchase of property and equipment	(110,027)	(94,541)
Net Change in Cash and Restricted Cash	389,175	178,682
 CASH AND RESTRICTED CASH		
Beginning of year	2,198,140	2,019,458
End of year	\$ 2,587,315	\$ 2,198,140

See notes to financial statements

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

1. Organization and Tax Status

Launch Expeditionary Learning Charter School (the “School”) is a New York State, not-for-profit educational corporation that was incorporated to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 14, 2010 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 Board of Regents approved and issued several renewals to the School’s Charter expiring on June 30, 2022. The School was created to offer a world-class education to students and families living in Bedford-Stuyvesant, Crown Heights and the surrounding communities in Brooklyn, NY. Through its partnership with NYC Outward Bound Schools, the School is part of the Expeditionary Learning network of over 160 member schools nationwide. Its mission is to prepare students in under-resourced communities to thrive in college and careers by providing a public education rooted in active learning experiences and powerful character development. During the 2020-2021 academic year, the School provided education to approximately 283 students in the sixth through eighth grades.

The School has an agreement with the New York City Department of Education (“NYCDOE”) to share public school space at no annual cost. The School occupies approximately 14,000 square feet on one floor of a public school building. The School also shares the gymnasium, auditorium and cafeteria with the public school which approximates 6,809 square feet. The School is not responsible for rent, utilities, custodial services, and school safety services other than those required for days and times the School operates outside of the traditional NYCDOE schedule. The School was unable to determine a value for the contributed space and related services and did not record any value for use of donated facilities or services.

The New York City Department of Education provides free lunches directly to some of the School’s students. Such costs are not included in these financial statements. The School covers the cost of lunches for children not entitled to the free lunches.

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.

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

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

Net Asset 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:

	<u>2021</u>	<u>2020</u>
Cash	\$ 2,511,787	\$ 2,122,663
Restricted cash	<u>75,528</u>	<u>75,477</u>
	<u>\$ 2,587,315</u>	<u>\$ 2,198,140</u>

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$2,000 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.

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

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

Property and Equipment (continued)

Depreciation and amortization is recognized on the straight-line method over the estimated useful lives of such assets as follows:

Computers	4 years
Equipment	5 years
Furniture and fixtures	5 years
Software	3 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. No impairment losses were recognized for the years ended June 30, 2021 and 2020.

Refundable Advances

The School records certain government operating revenue as refundable advances until related services are performed, at which time they are recognized as revenue.

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 net assets 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 net assets without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

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 \$75,915 and \$68,566.

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.

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

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

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 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 September 23, 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 in full within one year. Management has assessed the need for an allowance and has determined that such an allowance is not necessary.

4. Conditional Promise to Give

On May 7, 2021, the School received one conditional grant in the amount of \$1,000,000, which contains donor conditions related to a milestone. Since this grant represents a conditional promise to give, it will not be recorded as grant revenue until donor conditions are met. For the year ended June 30, 2021, revenue of \$500,000 was recognized under this grant. At June 30, 2021, the remaining balance of this conditional promise to give was \$500,000.

5. Property and Equipment

Property and equipment, net consists of the following at June 30:

	2021	2020
Computers	\$ 247,570	\$ 215,202
Equipment	167,603	167,603
Furniture and fixtures	363,877	359,844
Software	7,785	7,785
Leasehold improvements	964,468	964,468
	1,751,303	1,714,902
Accumulated depreciation and amortization	(1,476,451)	(1,375,745)
	<u>\$ 274,852</u>	<u>\$ 339,157</u>

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

5. Property and Equipment (*continued*)

Assets with a cost basis of \$73,626 and accumulated depreciation of \$69,533 were disposed of during the year ended June 30, 2021. Assets with a cost basis of \$24,713 and accumulated depreciation of \$20,927 were disposed of during the year ended June 30, 2020. Loss on disposal of property and equipment was \$4,093 and \$3,786 for the years ended June 30, 2021 and 2020.

6. 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:

	<u>2021</u>	<u>2020</u>
Cash	\$ 2,511,787	\$ 2,122,663
Grants and contracts receivable	<u>283,464</u>	<u>177,222</u>
	2,795,251	2,299,885
Less amounts unavailable for general expenditures:		
Net assets with donor restrictions	<u>(284,279)</u>	<u>(50,000)</u>
	<u>\$ 2,510,972</u>	<u>\$ 2,249,885</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.

7. Net Assets with Donor Restrictions

Net assets with donor restrictions at June 30, 2021 and 2020 consist of grants restricted for the Floyd Bennett Field Capital Campaign and an environmental assessment at Floyd Bennett Field.

Net assets with donor restrictions were released as follows for the year ended June 30, 2021:

Floyd Bennett Field Capital Campaign	\$ 301,721
Pod Leader Program	<u>50,000</u>
	<u>\$ 351,721</u>

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

8. 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 \$2,333,000 and \$1,948,000 of cash was maintained with an institution in excess of FDIC limits.

9. 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 85% and 94% 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.

10. Employment Contract

The School entered into a co-employment arrangement with TriNet Group, Inc. ("TriNet"), a professional employment organization, effective May 1, 2013. Under the co-employment arrangement, TriNet assumes certain employment responsibilities, including the payment and reporting employees' wages and payroll taxes.

11. Employee Benefit Plan

For the benefit of its employees, the School participates in a multiple employer defined contribution 401(k) plan, through its professional employment organization partner, TriNet Group, Inc. (see Note 10). Under the 401(k) plan, all employees of the School can elect to make semi-monthly contributions to a personal retirement account. The School will make matching contributions to any employee contributions, dollar for dollar, up to \$1,500 per employee per calendar year. For the years ended June 30, 2021 and 2020, all employees were eligible to participate in the 401(k) plan and all employees were eligible for the employer match. Employer match for the years ended June 30, 2021 and 2020 was \$39,883 and \$13,689.

12. 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.

Launch Expeditionary Learning Charter School

Notes to Financial Statements
June 30, 2021 and 2020

13. Risks and Uncertainties

The School's operations and financial performance may be affected by the 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.

* * * * *

**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
Launch Expeditionary Learning Charter School**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Launch Expeditionary Learning Charter School (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 September 23, 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 entity's financial statements will not be prevented, or detected and corrected on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether 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

Harrison, New York
September 23, 2021

Launch Expeditionary Learning Charter School

Independent Auditors' Communication of
Internal Control Related Matters Identified in the Audit

June 30, 2021

Board of Trustees
Launch Expeditionary Learning Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Launch Expeditionary Learning Charter School (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.

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum A to this letter.

This communication is intended solely for the information and use of management and others charged with governance, 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
September 23, 2021

Addendum A

Other Observations and Recommendations for Strengthening Internal Control and/or Operating Efficiency

1. Cybersecurity Awareness Training and Cybersecurity Assessment

During our audit, we noted the School has not implemented a cybersecurity awareness training program. In addition, we noted during our audit that the School has not performed a cybersecurity assessment.

We recommend that the School develop and implement an employee cybersecurity awareness program. Employees across all business segments pose a significant risk to the security of the network and sensitive data. While technical controls can and should be implemented to limit and control cyber risk, ultimately employee awareness training is proven to be the most effective mitigation. Further, many types of cyber-attacks are specifically designed to commit financial fraud by leveraging employee cyber education weaknesses.

In addition, we recommend that the School establish a process to periodically monitor the design and operating effectiveness of their cybersecurity program. Such a process is becoming a standard to be performed on an annual basis, similar to the financial audit. Cybersecurity is a significant risk facing every business. Businesses of all sizes are under the threat of constant attack. A successful cyber breach could result in significant financial, operations, regulatory and reputational impact. A key control to defend against the multitude of cyber threats is to have a clear understanding of the cyber exposure of the business and the effectiveness of the controls in defending against them.

2. Escrow Account for Dissolution

Under the provisions of its charter, the School is required to establish an escrow account of no less than \$100,000 to pay for legal and audit expenses that would be associated with a dissolution should it occur. The School is required to fund the escrow account by December 31st of the second year of the second renewal charter term, which commenced July 1, 2019.

We noted that the School maintained a balance of \$75,528 in the dissolution escrow account as of June 30, 2021. As this was the School's second year of the second renewal charter term, the School was required to have funded the escrow account \$100,000 by December 31, 2020. The escrow account was replenished to an amount equal to \$100,202 in September 2021.

In an effort to ensure that the School is in compliance with the provisions of its charter, we recommend that the School review its escrow fund on a periodic basis to determine it is in compliance with its charter.

* * * * *



www.launchschool.org

Ph: (718) 604-6910

Fax: (347) 402-3016

September 23, 2021

PKF O'Connor Davies LLP
500 Mamaroneck Ave, Suite 301
Harrison, NY 10528

This representation letter is provided in connection with your audits of the financial statements of Launch Expeditionary Learning Charter School (the "Organization"), 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, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (US GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

Expenditures of federal awards were below the \$750,000 threshold for the years then ended June 30, 2021 and 2020 and we were not required to have an audit in accordance with *Title 2 U.S. Code of Federal Regulations ("CFR") Part 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards ("Uniform Guidance")*, *Audits of States, Local Governments and Non-Profit Organizations and Government Auditing Standards*.

We confirm, to the best of our knowledge and belief, having made such inquiries as we considered necessary for the purpose of appropriately informing ourselves as of the date of this letter, the following representations made to you during your audits:

Our Responsibilities

- We acknowledge that we have fulfilled our responsibilities for:
 - The preparation and fair presentation of the financial statements in accordance with US GAAP;
 - 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; and
 - The design, implementation, and maintenance of internal control to prevent and detect fraud.
- We understand that the term "fraud" refers to intentional acts by one or more individuals among management, those charged with governance, employees, or third parties, involving the use of deception that results in a misstatement in financial statements. Two types of intentional misstatements are relevant to your audits – misstatements resulting from fraudulent financial reporting and misstatements resulting from misappropriation of assets. Fraudulent financial reporting involves intentional misstatements, including omissions of amounts or disclosures in financial

statements to deceive financial statement users. Misappropriation of assets involves the theft of an entity's assets.

- In regard to the assistance with preparation of financial statements and tax preparation non-attest services performed by you, we have:
 - Assumed all management responsibilities;
 - Designated members of management who have suitable skill, knowledge, or experience to oversee the services;
 - Evaluated the adequacy and results of the services performed; and
 - Accepted responsibility for the results of the services.

Financial Statements

- The financial statements referred to above are fairly presented in conformity with US GAAP and include all disclosures necessary for such fair presentation. In that connection, we specifically confirm that:
 - The Organization's accounting policies, and the practices and methods followed in applying them, are appropriate and are as disclosed in the financial statements.
 - There have been no changes during the period audited in the Organization's accounting policies and practices.
 - All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- The following, where they exist, have been appropriately disclosed to you and accounted for and/or disclosed in the financial statements in accordance with the requirements of US GAAP:
 - The identity of all related parties and related party relationships and transactions.
 - Material concentrations. We understand that concentrations refer to volumes of business, revenues, available sources of supply, or markets or geographic areas for which it is reasonably possible that events could occur which would significantly disrupt normal finances within the next year.
 - Guarantees, whether written or oral, under which the Organization is contingently liable, including guarantee contracts and indemnification agreements.
 - The effects of all known actual, possible, pending or threatened litigation, claims, and assessments.
- The Organization does not have any uncertain tax positions that require disclosure or recognition in the financial statements.
- We have evaluated events subsequent to the date of the financial statements through the date of this letter, and no such events have occurred which would require adjustment or disclosure in the financial statements.

Information Provided

- We have provided you with:
 - Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.

- Access to all minutes of the meetings of trustees, or summaries of actions of recent meetings for which minutes were not yet prepared.
 - Communications from regulatory agencies concerning noncompliance with or deficiencies in, financial reporting practices.
 - Additional information that you have requested from us for the purpose of the audit.
 - Unrestricted access to persons within the Organization from whom you determined it necessary to obtain audit evidence.
- There are no deficiencies in the design or operation of internal control over financial reporting that are reasonably likely to adversely affect the Organization's ability to initiate, authorize, record, process, and report financial data reliably in accordance with US GAAP.
 - We have no knowledge of any fraud or suspected fraud that affects the Organization and involves:
 - Management,
 - Employees who have significant roles in internal control, or
 - Others where the fraud could have a material effect on the financial statements.
 - We have no knowledge of any allegations of fraud or suspected fraud affecting the Organization's financial statements communicated by employees, former employees, regulators, or others.
 - We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
 - We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
 - The Organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
 - The Organization is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you. All required filings with tax authorities are up-to-date.
 - We have a reasonable basis for the allocation of functional expenses.
 - With respect to contributions:
 - Adequate controls are in place over the receipt and recording of contributions.
 - There were no unrecorded contributions or pledges at June 30, 2021 and 2020 that could materially affect the financial statements. In addition, we are unaware of any assets for which the School may be beneficiary as prescribed by probated wills or held in trusts by independent trustees at June 30, 2021 and 2020 which should be recorded in the financial statements.
 - We have complied with all restrictions on resources (including donor restrictions) and all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance. This includes complying with donor restrictions to maintain an appropriate composition of assets needed to satisfy their restrictions.

Hosting Services

We acknowledge that electronic portals used during the audit are only a method of transferring data and the data may be deleted by you at any time.

We are responsible for maintaining our financial and non-financial information, licensing and hosting of any applications, and downloading and retaining anything you uploaded to such portal in a timely manner.

GRA

09/23/21

Geoffrey Roehm, Executive Director

Nicole Lemerond

09/23/21

Nicole Lemerond, Treasurer

Camille Schlafer

09/23/21

Camille Schlafer, Director of Finance and Operations



1580 Dean Street, 3rd Floor
Brooklyn, New York 11213
Ph: (718) 604-6910
Fax: (347) 402-3016

Additional Financial Documents - FY21 Annual Report

1. Advisory and/or Management letter: Attached
2. Federal Single Audit: Not applicable
3. CSP Agreed-Upon Procedure Report: Not applicable
4. Evidence of Required Escrow Account for each school[1]: Please see audit template, financial position tab.
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations: Please see below

Corrective Action Plan for Audit Findings and Management Letter Recommendations

- 1) Cyber Security Assessment and Awareness: Since receiving this recommendation during interim testing, Launch has engaged in a cyber security assessment as well as a full staff cyber security training and plans to implement recommendations from our recent cyber security assessment.
- 2) Escrow Account: Upon being made aware of the need to fund our escrow account \$100,000 on September 9 2021, Launch immediately took corrective steps. As of September 9 2021, our escrow account balance was \$100,202.

Launch Expeditionary Learning Charter School

Independent Auditors' Communication of
Internal Control Related Matters Identified in the Audit

June 30, 2021

Board of Trustees
Launch Expeditionary Learning Charter School

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Launch Expeditionary Learning Charter School (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.

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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.

We have other observations and recommendations that are opportunities for strengthening internal control and/or operating efficiency, presented in Addendum A to this letter.

This communication is intended solely for the information and use of management and others charged with governance, 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
September 23, 2021

Addendum A

Other Observations and Recommendations for Strengthening Internal Control and/or Operating Efficiency

1. Cybersecurity Awareness Training and Cybersecurity Assessment

During our audit, we noted the School has not implemented a cybersecurity awareness training program. In addition, we noted during our audit that the School has not performed a cybersecurity assessment.

We recommend that the School develop and implement an employee cybersecurity awareness program. Employees across all business segments pose a significant risk to the security of the network and sensitive data. While technical controls can and should be implemented to limit and control cyber risk, ultimately employee awareness training is proven to be the most effective mitigation. Further, many types of cyber-attacks are specifically designed to commit financial fraud by leveraging employee cyber education weaknesses.

In addition, we recommend that the School establish a process to periodically monitor the design and operating effectiveness of their cybersecurity program. Such a process is becoming a standard to be performed on an annual basis, similar to the financial audit. Cybersecurity is a significant risk facing every business. Businesses of all sizes are under the threat of constant attack. A successful cyber breach could result in significant financial, operations, regulatory and reputational impact. A key control to defend against the multitude of cyber threats is to have a clear understanding of the cyber exposure of the business and the effectiveness of the controls in defending against them.

2. Escrow Account for Dissolution

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We noted that the School maintained a balance of \$75,528 in the dissolution escrow account as of June 30, 2021. As this was the School's second year of the second renewal charter term, the School was required to have funded the escrow account \$100,000 by December 31, 2020. The escrow account was replenished to an amount equal to \$100,202 in September 2021.

In an effort to ensure that the School is in compliance with the provisions of its charter, we recommend that the School review its escrow fund on a periodic basis to determine it is in compliance with its charter.

* * * * *

<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name:

___Rebecca van de Sande_____

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

___Launch Expeditionary Learning Charter School_____

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

Treasurer

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

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

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

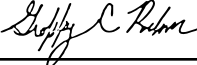
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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

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

 (on behalf) _____ 07/30/21 _____
 Signature Date

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



<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name:

___Richard Stopol_____

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

___Launch Expeditionary Learning Charter School_____

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

Member

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

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

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

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

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

NO

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

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

NO

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

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

Yes **No**

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

I am President and CEO of the school’s institutional partner, NYC Outward Bound Schools, a nonprofit educational organization that provides coaching, professional development and student programming to Launch on a fee-for-service basis.

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

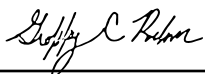
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NYC Outward Bound Schools	Institutional Partner – See #6 above	\$50,000	Richard Stopol	I would recuse myself from any votes that fall under a conflict of interest policy



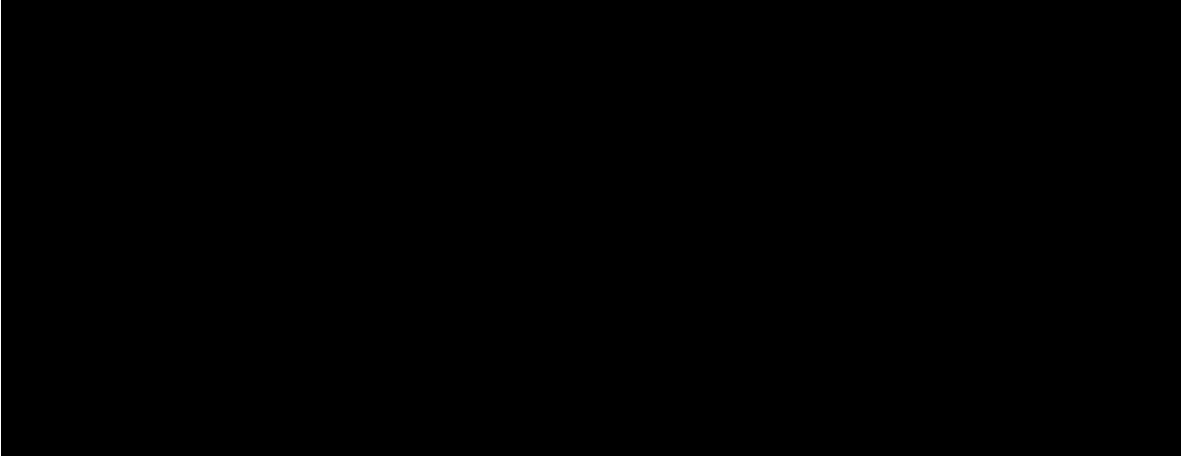
(on behalf)

07/30/21

Signature

Date

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



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

Name:

 Nicolas Lirette

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

 Launch Expeditionary Learning Charter School

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

Treasurer

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

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

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

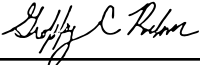
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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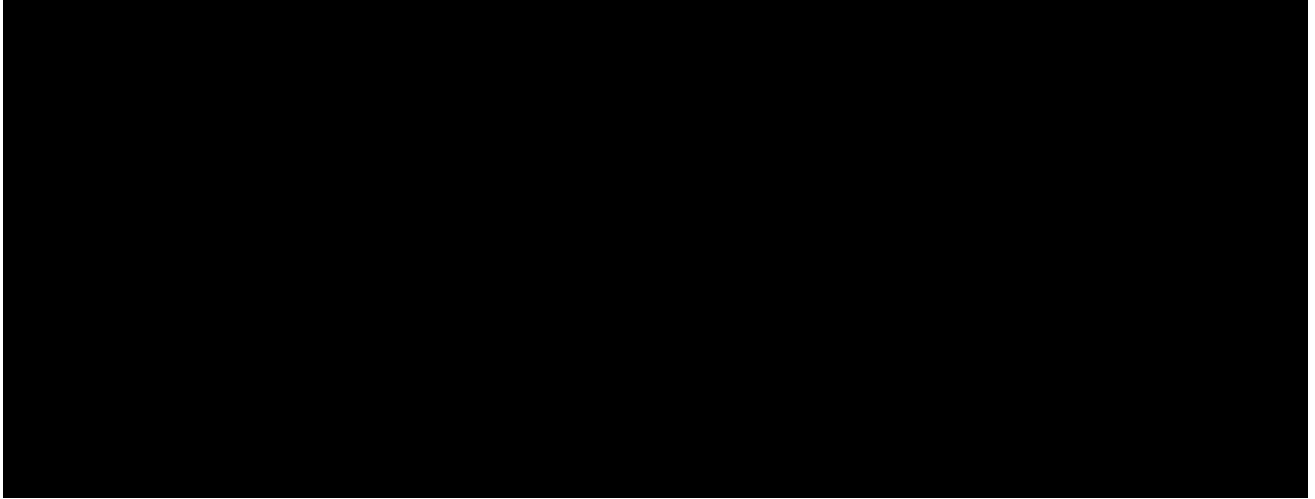
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

 (on behalf) 07/30/21

Signature Date

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



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

Name:

___Nicole Lemerond_____

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

___Launch Expeditionary Learning Charter School_____

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

Treasurer

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

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

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

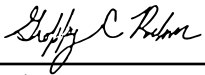
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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

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

 (on behalf) 07/30/21

 Signature Date

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

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



<p style="text-align: center;">Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member</p>
--

Name:

 Melanie Dukes

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

 Launch Expeditionary Learning Charter School

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

Member

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

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

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

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

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

NO

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

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

NO

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

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

Yes **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.

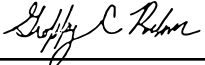
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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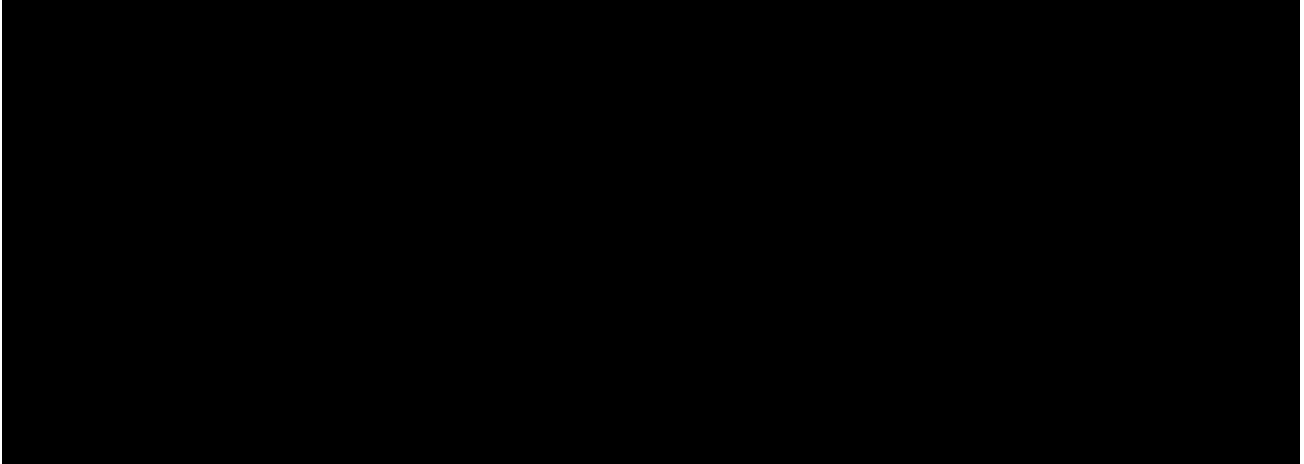
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

 (on behalf) 07/30/21

 Signature Date

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



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

Name:

___Jonathan Harber_____

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

___Launch Expeditionary Learning Charter School_____

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

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.

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.

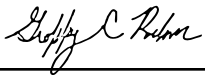
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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

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

 (on behalf) _____ 07/30/21
 Signature Date

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



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

Name:

 Darryl Hazelwood

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

 Launch Expeditionary Learning Charter School

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.

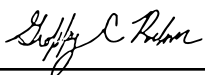
Date(s)	Nature of financial interest/transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
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Please write “None”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

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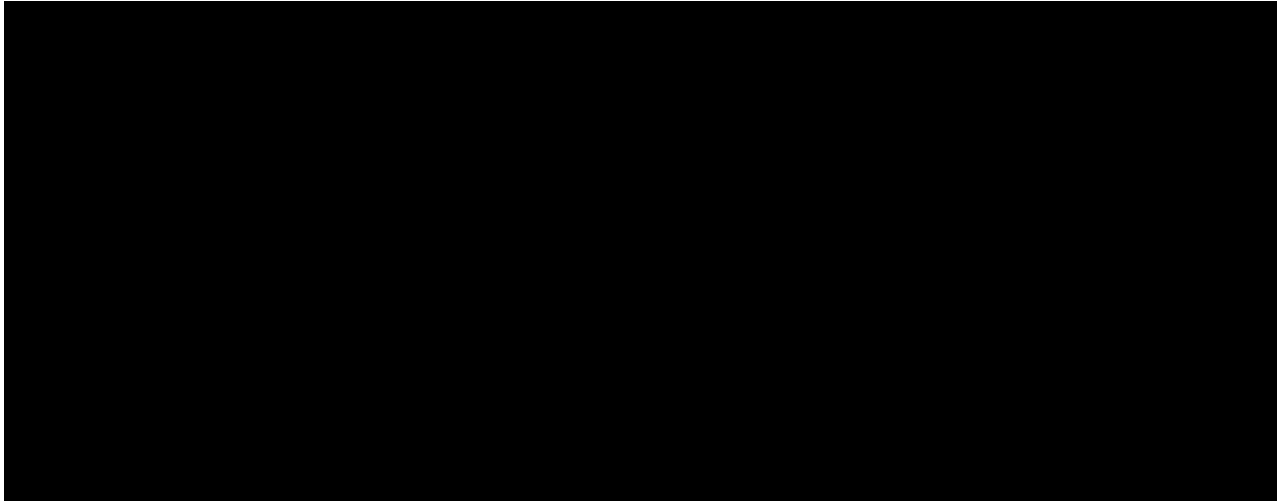
8. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

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

 (on behalf) _____ Date 0730/21
 Signature _____ Date

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

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.



Attachment 2 – Financial Disclosure Form

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member – Board of Regents-Authorized Charter Schools

Name:

Shadon Tarver

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

Launch Expeditionary Learning Charter

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

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 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.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you

in your house have held or engaged in with the charter school(s) 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.

- 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

**Disclosure of Financial Interest by a Current or Proposed Board of Trustees
Member – Board of Regents-Authorized Charter Schools**

Name:

 Alex Rappaport

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

 Launch Expeditionary Learning Charter School

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

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

 Yes **X** **No**

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) 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			

5. 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				

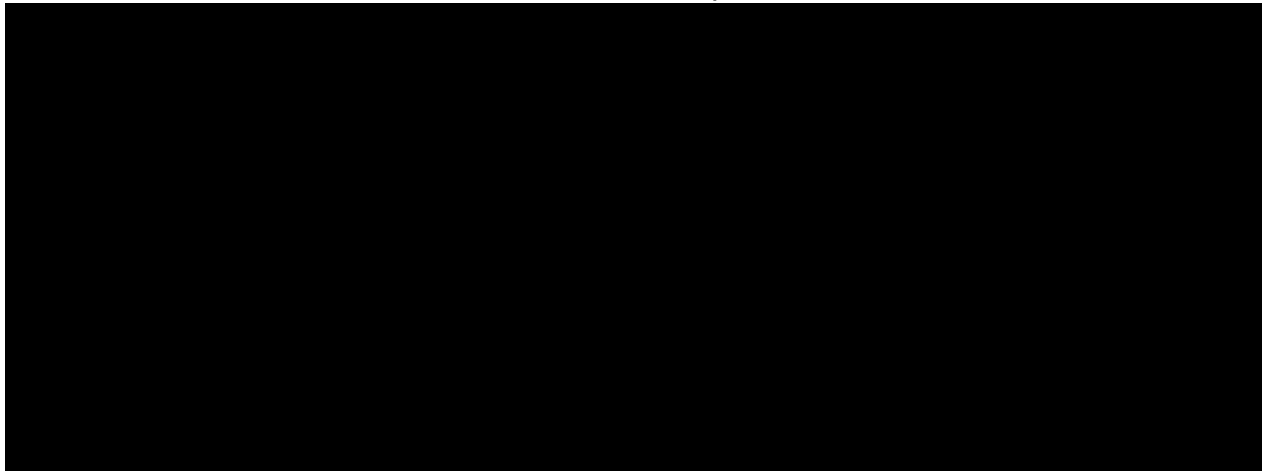


04/27/21

Signature

Date

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



APPROVED



Launch Expeditionary Learning Charter School

Minutes

July 2020 Board Meeting

Date and Time

Tuesday July 28, 2020 at 3:30 PM

Location

The meeting will take place over Zoom video conference

Topic: Launch July Board of Trustees Meeting

Time: Jul 29, 2020 03:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/94618081554?pwd=YUhnN0Z4aThnLzF1WDYvQmlybIV5Zz09>

Meeting ID: 946 1808 1554

Passcode: 056613

One tap mobile

+16465588656,,94618081554# US (New York)

+13017158592,,94618081554# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 346 248 7799 US (Houston)

Meeting ID: 946 1808 1554

Trustees Present

D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote)

Trustees Absent

None

Guests Present

A. Rubin (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), Marcia Ward-Mitchell, R. Tang (remote), Shadoe Tarver

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Tuesday Jul 28, 2020 at 3:30 PM.

II. Approve Minutes

A. Approve Minutes

N. Lirette made a motion to approve the minutes from June 2020 Board Meeting on 06-30-20.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Summer Programming

A. Summer Academy and Summer Camp

The Head of School updated the board on the summer initiatives Launch is running to support students, including the Summer Academy and Summer Camp.

IV. Board Candidate Introduction

A. Board Candidate Introduction

The Executive Director introduced Shadoe Tarver as a board candidate. Shadoe Tarver spoke briefly about himself.

V. Action Item: Approve Board Candidate

A. Approve Board Candidate Shadoe Tarver

J. Harber made a motion to approve Shadoe Tarver as board member.

N. Lirette seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Action Item: School Reopening Plan

A. Approve the School Reopening Plan

The ED presented the school's reopening plan to the board and its budget implications for discussion and approval. The ED, HOS, and Director of External Affairs answered questions from the board.

J. Harber made a motion to approve the school reopening plan.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

VII. Action Item: FY21 Board Calendar

A. FY21 Board Calendar

G. Lee made a motion to approve the FY21 board calendar.

N. Lirette seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Information Items

A. Information Items

The DEA updated the board on enrollment. The ED then updated the board on financial disclosure forms, Floyd Bennett Field progress, teacher appreciation fundraising, and board recruitment. The ED answered brief questions from the board.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:10 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

September 2020 Board Meeting

Date and Time

Wednesday September 23, 2020 at 6:30 PM

Geoffrey Roehm is inviting you to a scheduled Zoom meeting.

Topic: Launch Board of Trustees Meeting - September 2020
Time: Sep 23, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://zoom.us/j/97104218157>

Meeting ID: 971 0421 8157
One tap mobile
+16465588656,,97104218157# US (New York)
+13126266799,,97104218157# US (Chicago)

Dial by your location
+1 646 558 8656 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Germantown)
+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 6833 US (San Jose)

Meeting ID: 971 0421 8157
Find your local number: <https://zoom.us/u/aAkD99nJv>

Trustees Present

D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), N. Lemerond (remote), R. Stopol (remote), R. van de Sande (remote)

Trustees Absent

N. Lirette

Guests Present

A. Rubin (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote), Shadoe Tarver (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Sep 23, 2020 at 6:37 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from July 2020 Board Meeting on 07-28-20.

R. Stopol seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Start of School

A. Update on Start of School

The Head of School shared highlights on the start of school. The HOS and Executive Director answered brief questions from the board.

IV. FBF Presentation

A. FBF Presentation

The Executive Director presented the pitch deck for the school's Floyd Bennett Field project to the board, including a detailed timeline of the project. The board provided feedback on the pitch deck. The ED then answered brief questions from the board.

V. Information Items

A. Information Items

The ED presented updates on the fundraising committee for the Floyd Bennett Field project, enrollment, budget, FY20 audit, board equity training, and board recruitment.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:10 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

October 2020 Board Meeting

Date and Time

Wednesday October 21, 2020 at 6:30 PM

Geoffrey Roehm is inviting you to a scheduled Zoom meeting.

Topic: October 2020 Board Meeting

Time: Oct 21, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://zoom.us/j/92402249793>

Meeting ID: 924 0224 9793

One tap mobile

+16465588656,,92402249793# US (New York)

+13126266799,,92402249793# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Germantown)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 6833 US (San Jose)

Meeting ID: 924 0224 9793

Find your local number: <https://zoom.us/u/a200tKArc>

Trustees Present

D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote)

Trustees Absent

None

Guests Present

A. Rubin (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), Marcia Ward-Mitchell (remote), R. Tang (remote), Shadoe Tarver (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Oct 21, 2020 at 6:30 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from September 2020 Board Meeting on 09-23-20.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Program Update

A. Head of School Update on the Launch Program

The Head of School updated the board on the current state of the Launch program, including progress on the work plan, the MAP Growth assessment, and student and staff surveys for Q1 which met Q1 benchmarks. The HOS answered brief questions from the board.

IV. Board Candidate Introduction

A. Board Candidate Introduction

The Executive Director introduced board candidate Marcia Ward-Mitchell. Marcia Ward-Mitchell

spoke about her background and answered brief questions from the board and Director of External Affairs.

V. Action Item: Approve Board Candidate

A. Approve Board Candidate Marcia Ward-Mitchell

J. Harber made a motion to approve Marcia Ward-Mitchell as board member.

R. Stopol seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. Audit Presentation

A. Audit Presentation

The Director of Finance and Operations and the Finance Committee presented highlights from the audited FY20 financials and auditor comments.

VII. Action Item: Approve the FY20 Audit

A. Approve the FY20 Audit

J. Harber made a motion to approve the FY20 audit.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Information Items

A. Information Items

The Executive Director presented to the board on family survey data from spring 2020 and updates on the Floyd Bennett Field project.

IX. Equity Training with Megan Madison and Adina Alpert

A. Equity Training

The board engaged in equity training with Megan Madison and Adina Alpert.

X. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

November Board Meeting 2020

Date and Time

Wednesday November 18, 2020 at 6:00 PM

Geoffrey Roehm is inviting you to a scheduled Zoom meeting.

Topic: November 2020 Board of Trustees Meeting - Launch Charter School
Time: Nov 18, 2020 06:00 PM Eastern Time (US and Canada)

Join Zoom Meeting
<https://launchschool-org.zoom.us/j/97228341899>

Meeting ID: 972 2834 1899
One tap mobile
+16465588656,,97228341899# US (New York)
+13126266799,,97228341899# US (Chicago)

Dial by your location
+1 646 558 8656 US (New York)
+1 312 626 6799 US (Chicago)
+1 301 715 8592 US (Washington D.C)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
+1 253 215 8782 US (Tacoma)

Meeting ID: 972 2834 1899

Trustees Present

D. Hazelwood (remote), J. Harber (remote), M. Dukes (remote), N. Lemerond (remote),
N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote)

Trustees Absent

G. Lee

Guests Present

A. Rubin (remote), Brandi Robinson (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), Marcia Ward-Mitchell (remote), R. Tang (remote), Shadoe Tarver (remote), rappaport.alex@gmail.com (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Nov 18, 2020 at 6:10 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from October 2020 Board Meeting on 10-21-20.

R. Stopol seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Board Candidate Introduction

A. Board Candidate Introduction

The Executive Director introduced board candidate Alex Rappaport. Alex Rappaport spoke about his background and answered questions from the board and the Head of School.

IV. Action Item: Approve Board Candidate

A. Approve Board Candidate Alex Rappaport

J. Harber made a motion to approve Alex Rappaport as board member.

R. van de Sande seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. School Building Closure

A. School Building Closure

The ED and HoS presented to the board a recommendation for school building closure and its implications. The board and management team discussed whether to approve the recommendation and decided to make the decision on a later date.

VI. Q1 Finance Presentation

A. Q1 Finance Presentation

The Director of Finance and Operations presented the Q1 Financial Report and required budget amendment. The DFO answered brief questions from the board.

VII. Action Item: Approve FY21 Budget Amendment #1

A. Approve FY21 Budget Amendment #1

J. Harber made a motion to approve Budget Amendment #1.

N. Lirette seconded the motion.

The board **VOTED** unanimously to approve the motion.

VIII. Equity Training with Megan Madison and Adina Alpert

A. Equity Training

The board engaged in equity training with Megan Madison and Adina Alpert.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

December Board Meeting

Date and Time

Wednesday December 16, 2020 at 6:30 PM

Topic: December 2020 Board of Trustees Meeting

Time: Dec 16, 2020 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/99305532039>

Meeting ID: 993 0553 2039

One tap mobile

+16465588656,,99305532039# US (New York)

+13126266799,,99305532039# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington D.C)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 993 0553 2039

Find your local number: <https://launchschool-org.zoom.us/j/99305532039>

Trustees Present

A. Rappaport (remote), D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote), S. Tarver (remote)

Trustees Absent

None

Guests Present

A. Rubin (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Dec 16, 2020 at 6:30 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from November Board Meeting 2020 on 11-18-20.

R. Stopol seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Program Update and Activity

A. Seeing Launch Classrooms in Action

The board watched videos of live lessons from the first half of the year and provided comments. The Head of School answered brief questions from the board.

IV. Fundraising Committee - Capital Campaign Update

A. Report from Megan Hodges

Megan Hodges, Launch's fundraising consultant, introduced herself to the board and updated the board on the activity of the fundraising committee and the state of the capital campaign. Megan Hodges answered brief questions from the board.

V. FBF Governance and Decision-Making Structures

A. The role of committees

The Executive Director presented to the board on the proposed role of committees for the FBF project. Board members spoke briefly about the roles of their committees.

VI. Mission and Vision

A. Mission and Vision Review

The ED presented the updated mission and vision statements established by the STRAP Committee in early 2020. The board provided feedback on the mission and vision statements.

VII. Family Feedback

A. Family Feedback Activity

The Head of School and Director of External Affairs engaged the board in an activity to show appreciation to the instructional team.

VIII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

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Launch Expeditionary Learning Charter School

Minutes

January 2021 Board Meeting

Date and Time

Wednesday January 20, 2021 at 6:30 PM

Topic: January 2021

Time: Jan 20, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/93577276689>

Meeting ID: 935 7727 6689

One tap mobile

+16465588656,,93577276689# US (New York)

+13126266799,,93577276689# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington D.C)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 935 7727 6689

Trustees Present

A. Rappaport (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote), S. Tarver (remote)

Trustees Absent

D. Hazelwood

Guests Present

A. Rubin (remote), Brandi Robinson (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Jan 20, 2021 at 6:33 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from December Board Meeting on 12-16-20.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Meet the Design Team

A. Design Team Presentation

Architects and landscape architects from ARO, Colloqate, and SCAPE working on the FBF project introduced themselves, presented to the board on the FBF project, and answered questions from the board. The board participated in an activity to develop the vision of the FBF project.

IV. FBF Committees Update

A. Committees Update

Melanie Dukes presented to the board on the updated FBF committee structure.

V. Information Items

A. Information Items

The Executive Director presented an update to the board on board equity training, student recruitment, and COVID-19 statistics.

VI. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

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Launch Expeditionary Learning Charter School

Minutes

Board Meeting

Date and Time

Wednesday February 24, 2021 at 6:30 PM

Topic: February 2021 Board Meeting

Time: Feb 24, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/96376803067>

Meeting ID: 963 7680 3067

One tap mobile

+16465588656,,96376803067# US (New York)

+13126266799,,96376803067# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 963 7680 3067

Find your local number: <https://launchschool-org.zoom.us/u/ad0MB9atNw>

Trustees Present

A. Rappaport (remote), D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Duker (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. van de Sande (remote), S. Tarver (remote)

Trustees Absent

R. Stopol

Guests Present

A. Rubin (remote), Brandi Robinson (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Feb 24, 2021 at 6:30 PM.

II. Program Update

A. Program Update + Renewal

The Head of School provided updates on the school program and the coming charter renewal application to the board. The HOS and Executive Director answered questions from the board on program updates and the upcoming renewal application.

III. Q2 Finance Update

A. Q2 Finance Update

The Director of Finance and Operations presented the Q2 Financial Report and the second required budget amendment based on allowable budget variances. The DFO answered brief questions from the board.

IV. ACTION ITEM: Budget Amendment #2

A. Budget Amendment #2

J. Harber made a motion to approve budget amendment #2.

N. Lirette seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. FBF Committees Update

A. Committees Update

The ED provided updates on the Community Advisory Committee, FBF Committee, and Capital Campaign Committee, along with related upcoming events.

VI. Information Items

A. Information Items

The ED and Director of External Affairs presented to the board on college data of Launch's first graduating class, individual capital campaign giving, student recruitment, the upcoming board retreat, and Launch's Black History Celebration. The ED, HOS, and DEA answered brief questions from the board.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

March 2021 Board Meeting

Date and Time

Wednesday March 24, 2021 at 6:30 PM

Topic: March 2021 Launch Board of Trustee Meeting

Time: Mar 24, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/96109455861>

Meeting ID: 961 0945 5861

One tap mobile

+13017158592,,96109455861# US (Washington DC)

+13126266799,,96109455861# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 961 0945 5861

Find your local number: <https://launchschool-org.zoom.us/u/aeFpNxRKw>

Trustees Present

A. Rappaport (remote), D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote)

Trustees Absent

S. Tarver

Guests Present

A. Rubin (remote), B. Robinson (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Mar 24, 2021 at 6:30 AM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from January 2021 Board Meeting on 01-20-21.

N. Lirette seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from Board Meeting on 02-24-21.

N. Lirette seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. Strategic Priorities

A. 15-Month Strategic Priorities

The Executive Director reviewed the 15-month strategic priorities for the school, namely renewal, transition back to in-person learning, and the Floyd Bennet Field project. The board provided feedback on the strategic priorities. The ED answered brief questions from the board.

V. Renewal

A. Renewal Overview + Governance Focus

The ED provided an overview of the renewal process and specific board oversight and governance information asked of the board. The ED answered brief questions from the board.

VI. State Budget and FBF Budget

A. Review of State Budget and FBF Budget

The Director of Finance and Operations updated the board on the preliminary per pupil and federal funding for FY22 as well as the initial FBF budget. The ED answered brief questions from the board.

VII. FBF Committees Update

A. Committees Update

The ED provided updates to the board about the most recent Community Advisory Committee and FBF Committee meetings. The ED answered brief questions from the board.

VIII. Information Items

A. Information Items

The ED and Director of External Affairs updated the board on the board retreat, student recruitment, and graduation. The DEA answered brief questions from the board.

IX. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
G. Roehm

APPROVED



Launch Expeditionary Learning Charter School

Minutes

Launch Board of Trustees Meeting - April 2021

Date and Time

Wednesday April 21, 2021 at 6:30 PM

Topic: Launch April 2021 Board of Trustees Meeting

Time: Apr 21, 2021 12:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/94935192234>

Meeting ID: 949 3519 2234

One tap mobile

+16465588656,,94935192234# US (New York)

+13017158592,,94935192234# US (Washington DC)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

Meeting ID: 949 3519 2234

Find your local number: <https://launchschool-org.zoom.us/u/adZLKe9ura>

Trustees Present

A. Rappaport (remote), D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. Stopol (remote), R. van de Sande (remote), S. Tarver (remote)

Trustees Absent

M. Dukes

Guests Present

A. Rubin (remote), B. Robinson (remote), C. Schlafer (remote), E. Kussell (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Apr 21, 2021 at 6:30 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from March 2021 Board Meeting on 03-24-21.

A. Rappaport seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. ACTION ITEM: Approve Budget Amendment

A. Approve Budget Amendment #3

The Director of Finance and Operations presented budget amendment #3 for board approval. The DFO, ED, and Head of School answered brief questions from the board.

J. Harber made a motion to approve budget amendment #3.

N. Lemerond seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. ACTION ITEM: Approve Education Law 2D Policy

A. Approve Education Law 2D Policy

The ED presented to the board on the updated education law 2D policy in compliance with new regulations for approval.

J. Harber made a motion to approve the updated education law 2d policy.

R. Stopol seconded the motion.

The board **VOTED** unanimously to approve the motion.

V. FBF Strategy

A. FBF Strategy - High School

The ED led the board in a discussion of the proposed strategy to open a high school at FBF. The ED, HOS, and Director of External Affairs answered questions from the board.

VI. Information Items

A. Information Items

The ED presented updates to the board on the board retreat, student recruitment, and the graduation ceremony.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Respectfully Submitted,
G. Roehm

DRAFT



Launch Expeditionary Learning Charter School

Minutes

June 2021 Board Meeting

Date and Time

Wednesday June 23, 2021 at 6:30 PM

Topic: June 2021 Launch BoT Meeting

Time: Jun 23, 2021 06:30 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://launchschool-org.zoom.us/j/95299767703>

Meeting ID: 952 9976 7703

One tap mobile

+16465588656,,95299767703# US (New York)

+13126266799,,95299767703# US (Chicago)

Dial by your location

+1 646 558 8656 US (New York)

+1 312 626 6799 US (Chicago)

+1 301 715 8592 US (Washington DC)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 952 9976 7703

Find your local number: <https://launchschool-org.zoom.us/u/alkGgoZY6>

Trustees Present

A. Rappaport (remote), D. Hazelwood (remote), G. Lee (remote), J. Harber (remote), M. Dukes (remote), M. Ward-Mitchell (remote), N. Lemerond (remote), N. Lirette (remote), R. van de Sande (remote), S. Tarver (remote)

Trustees Absent

R. Stopol

Guests Present

A. Rubin (remote), C. Schlafer (remote), G. Roehm (remote), R. Tang (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

G. Roehm called a meeting of the board of trustees of Launch Expeditionary Learning Charter School to order on Wednesday Jun 23, 2021 at 6:35 PM.

II. Approve Minutes

A. Approve Minutes

J. Harber made a motion to approve the minutes from the Launch Board of Trustees Meeting - April 2021 on 04-21-21.

A. Rappaport seconded the motion.

The board **VOTED** unanimously to approve the motion.

III. ACTION ITEM: Approve FY22 Budget

A. Approve FY22 Budget

The Director of Finance and Operations presented to the board a review of Launch's financial controls, followed by the FY22 budget for approval. The DFO and Executive Director answered questions from the board.

J. Harber made a motion to approve the FY22 budget.

A. Rappaport seconded the motion.

The board **VOTED** unanimously to approve the motion.

IV. ACTION ITEM: Board Member Terms

A. Approve Board Member Terms

D. Hazelwood made a motion to renew board terms for Jonathan Harber, Nicole Lemerond, Richard Stopol, and add member Melanie Dukes.

N. Lirette seconded the motion.

Melanie Dukes first came before the board for approval previously and was unanimously approved. She came before the board again at this meeting because the proper paperwork needed to be submitted, so she was approved again. The board **VOTED** unanimously to approve the motion.

V. ACTION ITEM: Board Committees and Membership

A. Approve Board Committees and Membership

J. Harber made a motion to approve the proposed board committees and memberships.

G. Lee seconded the motion.

The board **VOTED** unanimously to approve the motion.

VI. ACTION ITEM: Board Officers

A. Approve Board Officers

G. Lee made a motion to approve Nicole Lemerond as board treasurer.
M. Dukes seconded the motion.
The board **VOTED** unanimously to approve the motion.

VII. ACTION ITEM: SY2021-2022 Board Calendar

A. Approve the SY2021-2022 Board Calendar

J. Harber made a motion to approve the FY22 board calendar.
A. Rappaport seconded the motion.
The board **VOTED** unanimously to approve the motion.

VIII. Program Update

A. Program Update

The ED presented to the board on end-of-year school data and information items, including the EL Education Implementation Review (IR) scores for the school, preliminary MAP assessment data, hiring updates, and an update on next year's Work Plan.

IX. FBF Committees Update

A. Committees Update

The ED and Committee Chairs provided relevant updates from recent committee meetings, including NPS next steps, Renewal and high school approval, and an updated fundraising strategy. The ED answered brief questions from the board.

X. Renewal

A. Updates on Renewal

The ED provided updates on the renewal process, including next steps and initial steps taken to pursue high school expansion.

XI. Information Items

A. Information Items

The ED and Director of External Affairs updated the board on enrollment progress, summer programs offered online and in-person, DFO transition and DSO hiring, and the upcoming CAC and Board FBF visit.

XII. Thank You and Farewell

A. Celebrating Grace Lee

The Executive Director and Board formally thanked departing board member, Grace Lee.

XIII. Closing Items

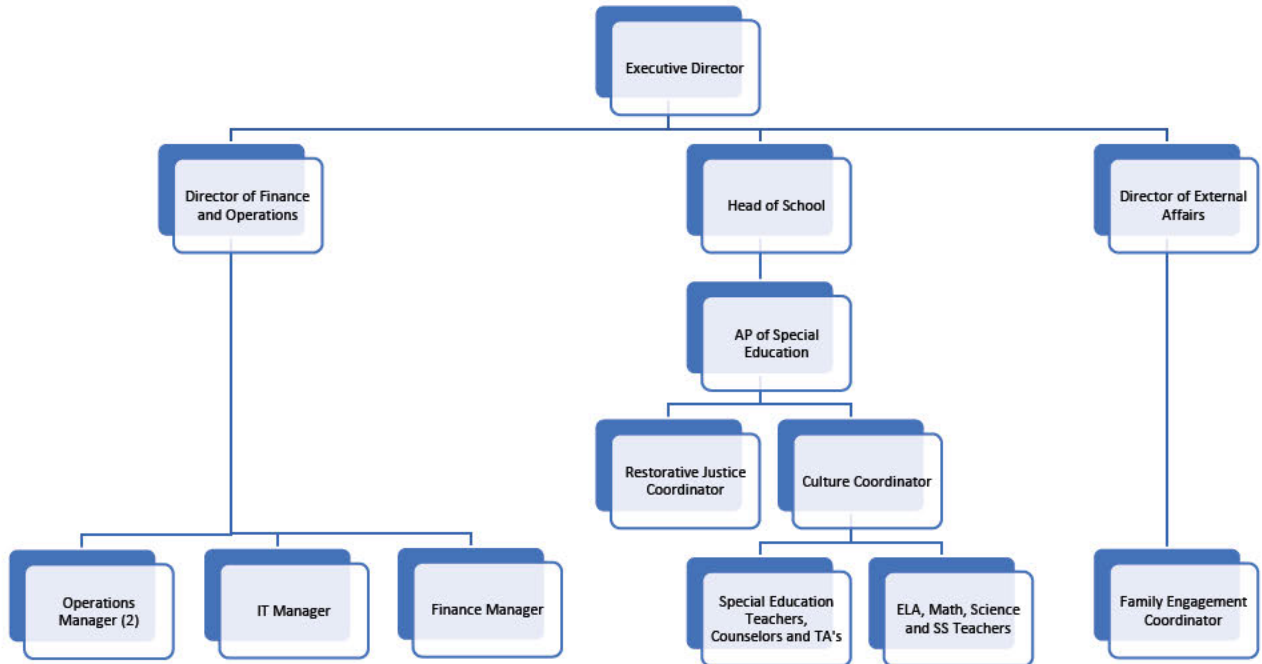
A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Respectfully Submitted,
G. Roehm



Launch Expeditionary Learning Charter School
Organizational Chart – SY2020-2021



2021-2022 School Calendar

(Total Days 182)



1580 Dean St, Brooklyn, NY 11213, (718) 604-6910

September (21)							October (20)						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
			1	2	3	4						1	2
						Sept. 2							Oct 6-7
						Back to School Afternoon							MAP ASSESSMENT #1 Oct. 6-7
						Sept. 6							Half Day for students - 1pm dismissal - Lunch Upstairs w/Social Distancing Teachers have planning time from 1pm onwards
						Labor Day and start of Rosh Hashanah							Oct. 8
						Sept. 13							Oct. 11
						First Day for DOE Virtual PA Meeting 6pm							Oct. 13
						Sept. 15							Closed - Indigenous People's Day Virtual PA Meeting 6pm
						Sept. 16							Oct. 18
						Yom Kippur - Launch has school							Picture Day
						Sept. 28-30							Oct 25-29
						Grade Level Community Meetings-KICK OFF TO LXHMC & Virtual Fashion Show							Grade Level Community Meetings
November (19)							December (13)						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
						Nov 2							Nov 29-Dec 3
						Election Day - All Learning From Home							Grade Level Community Meetings
						Nov. 5							Nov 29-Dec 3
						Quarter 1 Closes							Grade Level Community Meetings
						Nov. 9							Nov 29-Dec 3
						Virtual PA Meeting 6pm (Nov. 9)							Grade Level Community Meetings
						Nov. 11							Nov 29-Dec 3
						Closed - Veteran's Day							Grade Level Community Meetings
						Nov. 23-24							Nov 29-Dec 3
						SLCs							Grade Level Community Meetings
						Nov. 24-26							Nov 29-Dec 3
						Closed - Thanksgiving							Grade Level Community Meetings
						Nov 29-Dec 3							Nov 29-Dec 3
						Grade Level Community Meetings							Grade Level Community Meetings
January (19)							February (14)						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
						Jan. 3							Feb. 1
						IN-SERVICE DAY - No Students							Closed - Lunar New Year
						Jan. 26-27							Feb. 14-18
						MAP Assessment #2							Grade Level Community Meetings
						Jan. 17							Feb. 15
						Virtual PA Meeting 6pm (Jan 19)							Grade Level Community Meetings
						Jan. 19							Feb. 21-25
						Closed - MLK Jr. Day							Closed - Mid-Winter Break.
						Jan. 28							Feb. 21-25
						Quarter 2 Closes							Feb. 21-25
						Jan. 24-28							Feb. 21-25
						Grade Level Community Meetings							Feb. 21-25
March (23)							April (15)						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
						March 5							April 1
						Black History Celebration							Quarter 3 Closes
						March 21-25							Half Day for students - 1pm dismissal - Lunch Upstairs w/Social Distancing Teachers have planning time from 1pm onwards
						Grade Level Community Meetings							Closed - Spring Break; Good Friday; Easter Monday and Passover observed.
						March 29-31							April 11-18
						NY State ELA Test							Grade Level Community Meetings
						April 19-22							Virtual PA Meeting 6pm (April 20)
						April 20							Virtual PA Meeting 6pm (April 20)
						April 26-28							NY State Math Test
						NY State ELA Test							NY State Math Test
May (20)							June (11)						
SU	M	T	W	TH	F	SA	SU	M	T	W	TH	F	SA
						May 2							June 3
						Closed - Eid al fitr							Quarter 4 closes/ National Gun Violence Awareness Day
						May 2-May 6							June 13-14
						Teacher Appreciation Week							SLCs and Passages
						May 20							June 15
						Clubs Showcase							Last Day of School for All Students - 1pm dismissal
						May 25-26							June 16
						Map Assessment #3							Inservice Day and Prom
						May 30							June 17
						Closed - Memorial Day							Graduation
						May 31-June 3							Graduation
						Grade Level Community Meetings							Graduation

TOTAL DAYS 182

Legend	
	Staff Inservice - No Students Attend
	Closed - Staff and Students Off
	SLC/Passage/Celebration/Family Events
	End of Quarter
	Culture Events
	State Exams
	MAP Assessments
	Half Days or Learn from Home Days
	All students learn from home day