

# Application: Brilla Pax

Robert Keogh - [REDACTED]  
Annual Reports

## Application Notes

### Summary

**ID:** 0000000223

**Status:** Annual Report Submission

**Last submitted:** Oct 28 2020 05:02 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Jul 24 2020

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).**

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BRILLA PAX CHARTER SCHOOL 320700861161

**a1. Popular School Name**

Brilla Pax

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

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

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #10 - BRONX

**d. DATE OF INITIAL CHARTER**

1/2019

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2020

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

<https://brillaschools.org/our-schools/brilla-pax/>

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

0

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

0

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

Check all that apply

Grades Served

(No response)

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

## I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Seton Education Partners
PHYSICAL STREET ADDRESS	[REDACTED]
CITY	[REDACTED]
STATE	[REDACTED]
ZIP CODE	[REDACTED]
EMAIL ADDRESS	[REDACTED]
CONTACT PERSON NAME	Matt Salvatierra

## FACILITIES INFORMATION

### m. FACILITIES

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

	No, just one site.
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### School Site 1 (Primary)



**m1. SCHOOL SITES**

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	2336 Andrews Ave, Bronx, NY 10468	347-523-5823	NYC CSD 10	K	Yes - K

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Shingi Mutasa	[REDACTED]	[REDACTED]	<a href="mailto:shingi.mutasa@brillapax.org">shingi.mutasa@brillapax.org</a>
Operational Leader	Ismael Guadalupe	[REDACTED]	[REDACTED]	<a href="mailto:ismael.guadalupe@brillapax.org">ismael.guadalupe@brillapax.org</a>
Compliance Contact	Ismael Guadalupe	[REDACTED]	[REDACTED]	<a href="mailto:ismael.guadalupe@brillapax.org">ismael.guadalupe@brillapax.org</a>
Complaint Contact	Ismael Guadalupe	[REDACTED]	[REDACTED]	<a href="mailto:ismael.guadalupe@brillapax.org">ismael.guadalupe@brillapax.org</a>
DASA Coordinator	Ismael Guadalupe	[REDACTED]	[REDACTED]	<a href="mailto:ismael.guadalupe@brillapax.org">ismael.guadalupe@brillapax.org</a>
Phone Contact for After Hours Emergencies	Ismael Guadalupe	[REDACTED]	[REDACTED]	<a href="mailto:ismael.guadalupe@brillapax.org">ismael.guadalupe@brillapax.org</a>

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

Private Space

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

**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, 2020.**

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

[Brilla Pax.docx](#)

**Filename:** Brilla Pax.docx **Size:** 12.0 kB

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**Site 1 Fire Inspection Report**

[Brilla Pax.docx](#)

**Filename:** Brilla Pax.docx **Size:** 12.0 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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

No

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

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

Yes

## **ATTESTATION**

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

Name	Robert Keogh
Position	Vice President
Phone/Extension	
Email	

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## **Responses Selected:**

Yes

**Signature, Head of Charter School**



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



**Date**

Jul 24 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Jul 24 2020

### **Instructions**

#### **SUNY-authorized charter schools only**

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

## **Entry 2 NYS School Report Card Link**

## NEW YORK STATE REPORT CARD

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

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

URL is not available

## Entry 3 Progress Toward Goals

Completed Jul 24 2020

### Instructions

Regents, NYCDOE, and Buffalo BOE-authorized charter schools

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

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

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

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 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”.**

### 2019-20 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	NA - SUNY Authorized	NA - SUNY Authorized		NA - SUNY Authorized
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

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

No

## 3. Do have more academic goals to add?

No

## 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

### 2019-2020 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	NA - SUNY Authorized			
Org Goal 2				
Org Goal 3				
Org Goal 4				
Org Goal 5				
Org Goal 6				

Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

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

No

**6. FINANCIAL GOALS**



## 2019-2020 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	NA - SUNY Authorized			
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Sep 11 2020

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### [Pax - Accountability](#)

Filename: Pax Accountability.docx Size: 11.7 kB

## Entry 7 Disclosure of Financial Interest Form

## Instructions - Multiple Uploads Permitted

### **Required of ALL Charter Schools by August 3**

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

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

All 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.

### **Brilla Financial Disclosure - FY20**

**Filename:** Brilla Financial Disclosure FY20.pdf **Size:** 2.1 MB

## Entry 8 BOT Membership Table

Completed Jul 24 2020

## 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 8 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. 2019-2020 Board Member Information (Enter info for each BOT member)**

	Trustee Name and 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 2019-2020
1	Charles Bozian / 	Treasurer	Finance	Yes	1	7/1/2018	6/30/2021	11
2	Brian Carty / 	Trustee/Member	Ad Hoc	Yes	3	7/1/2019	6/30/2022	10
3	Eric Eckholdt / 	Chair	Finance	Yes	3	7/1/2019	6/30/2022	12
4	James Jones / 	Trustee/Member	Finance	Yes	1	7/1/2018	6/30/2021	11
5	Mary O'Grady / 	Trustee/Member	None	Yes	1	4/1/2019	6/30/2022	10

6	Rick Ramirez / [REDACTED]	Secretary	None	Yes	3	7/1/2020	6/30/2020	9
7	Elena Sada / [REDACTED]	Trustee/Member	Academic, Ad Hoc	Yes	1	7/1/2018	6/30/2021	7
8	Stephanie Saroki / [REDACTED]	Trustee/Member	Academic, Ad Hoc	Yes	3	7/1/2019	6/30/2022	11
9	Darla Romfo / [REDACTED]	Trustee/Member	None	Yes	1	10/10/2019	6/30/2022	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, 2020	9
b.Total Number of Members Added During 2019-2020	1
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

## 3. Number of Board meetings held during 2019-2020

12

## 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

Completed Jul 24 2020

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by August 3, 2020.

## **Board Minutes - FY20**

**Filename:** Board Minutes FY20.pdf **Size:** 1.8 MB

### **Entry 10 Enrollment & Retention**

**Completed** Jul 24 2020

#### **Instructions for submitting Enrollment and Retention Efforts**

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

### **Entry 10 Enrollment and Retention of Special Populations**

#### **Instructions for Reporting Enrollment and Retention Strategies**

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

**BRILLA PAX CHARTER SCHOOL 320700861161**

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

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	Our marketing materials and recruitment efforts will clearly explain that as a charter school, we are a free public school. We will describe how our program is designed to engage economically disadvantaged students, including having more than a	Same efforts as FY20, but with

Economically Disadvantaged	<p>traditional class model and commit two full time teachers to every classroom and a Grade and Content Lead per grade for additional support to teachers and staff. We will provide a Student Services Team ready to support families with any and all needs. This team includes a student services coordinator, social worker and learning specialists.</p>	<p>plans to focus on neighborhood groups and child care centers, with a year of data to draw from and examine neighborhood demographics.</p>
English Language Learners/Multilingual Learners	<p>All marketing materials and student applications will be translated into Spanish and other languages as needed. We will describe how our academic program utilizes active learning strategies to engage students and our English language immersion program will have push-in support.</p>	<p>Same efforts as FY20, but with plans to focus on neighborhood groups and child care centers, with a year of data to draw from and examine neighborhood demographics.</p>
Students with Disabilities	<p>Our marketing material will explain how we are designed and staffed to meet the needs of students with disabilities, including how we provide SETSS, ICT services as well as counseling, Occupational Therapy, Speech and Physical Therapy. We will have a full- time Student Services Coordinator, one Social Worker, and ample Special Education Teachers. The Student Services Coordinator will oversee the Student Services Team. Our program will accommodate all types of students and students with disabilities will not be discriminated against in extracurricular activities.</p>	<p>Same efforts as FY20, but with plans to focus on neighborhood groups and child care centers, with a year of data to draw from and examine neighborhood demographics.</p>

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>Brilla continues to set standards in ensuring our families and students are connected to our school. In 2019-2020 we retained 92% of our Economically Disadvantaged students which make up 91% of our total population. All teachers are provided a Brilla cell phone to ensure family connection. Additionally, during closure, all students received (at minimum a twice weekly) personal Zoom check-in with their teacher with a framework to check on well-being. Additionally, Brilla's CMO Seton Education Partners, raised over \$400,000 to provide food, internet access, and in some cases rent payments to struggling families.</p>	<p>Moving forward, either remotely or in-person, all students and teachers will be cohorted in small groups to ensure that no students fall through the cracks and maintain the level of personal check-ins with students and families. We will continue to offer a free breakfast program, scholarship for student uniforms, and have full-time social workers to ensure families in need have resources.</p>
English Language Learners/Multilingual Learners	<p>English Language Learners make up over 25% of our population. In 2019-2020, Brilla retained 90% of these students. Brilla hires a diverse staff and operations team members who are bilingual and can assist in the translation for families and students. All communication, in-person and written, is translated into Spanish for families. For families and students who do not speak Spanish, Brilla leverages translation services over the phone.</p>	<p>By ensuring all staff know which students and families are English Language Learners, translation services are provided to encourage participation. Further, Brilla's robust approach to language acquisition and speaking and listening skills in small groups ensures that these students maintain important 1:1 connections to their teachers.</p>
	23% of Brilla's population have	



Students with Disabilities	<p>IEPs. In 2019-2020, 93% of these students were retained. Brilla employs a co-teaching model and provides SETTS as well as full inclusion models. In many cases, one of the co-teachers is special education certified. Further, Brilla's well-known in the community for going and above beyond for students and families with disabilities to ensure they can be successful within the school. During remote learning, Brilla was still able to meet all SETTS hours and over 70% of ICT hours by restructuring our student services team and ensuring each student had extra learning sessions with their Special Education Teachers and general education classmates.</p>	<p>As part of Brilla's reopening plan, all students with IEPs over the 60% threshold and any student requiring SETTS services will be able to attend school 100% of the time in-person. Additionally, we have added staff to our student services team to ensure that our SpED students receive their appropriate services and can actively participate fully with their general education peers both in-person and remotely. Brilla will continue to provide OT, PT, and Speech either onsite or via tele-services.</p>
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## Entry 12 Percent of Uncertified Teachers

**Completed** Jul 24 2020

### 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.

## Entry 12 Uncertified Teachers

**School Name:** BRILLA PAX CHARTER SCHOOL 320700861161

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category A: 5 or 30% whichever is less	0.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	00
Total Category B: not to exceed 5	0.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total Category D	0

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

	FTE Count
Total Category E	0

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0



Thank you.

## Entry 13 Organization Chart

Completed Jul 24 2020

### [Instructions](#)

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

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

### **School-Level Org Chart 2020-2021**

**Filename:** School Level Org Chart 2020 2021.pdf **Size:** 77.5 kB

## Entry 14 School Calendar

Completed Jul 24 2020

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

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

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

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

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

### **2020-2021 Brilla Master Family Calendar**

**Filename:** 2020 2021 Brilla Master Family Calendar.pdf **Size:** 337.6 kB

# Entry 15 Links to Critical Documents on School Website

Completed Jul 24 2020

## Instructions

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

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

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

## Form for Entry 15 Links to Critical Documents on School Website

School Name: **Brilla Pax**

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
2a. Webcast of Board Meetings (per Governor's Executive Order)	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
3. Link to NYS School Report Card	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
4. Most Recent Lottery Notice Announcing Lottery	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
5. Authorizer-Approved DASA Policy	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
6. District-wide Safety Plan	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
7. Authorizer-Approved FOIL Policy	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
8. Subject matter list of FOIL records	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized
9. Link to School Reopening Plan	<a href="https://brillaschools.org/our-schools/brilla-pax/">https://brillaschools.org/our-schools/brilla-pax/</a> - NA SUNY Authorized

**Thank you.**



**Entry 16 COVID 19 Related Information**

## Instructions

### Required of ALL charter schools

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

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

## Entry 16 COVID 19 Related Information

School Name: Brilla Pax

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	0	0	0

### Table 2: 2019-2020 Assessments and Grade Participation

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



	Ass ess me nt Title	Gra de K	Gra de 1	Gra de 2	Gra de 3	Gra de 4	Gra de 5	Gra de 6	Gra de 7	Gra de 8	Gra de 9	Gra de 10	Gra de 11	Gra de 12	Nu mbe r of Parti cipa ting Stud ents
	NA - New Sch ool	X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	
		X	X	X	X	X	X	X	X	X	X	X	X	X	

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota															0
I															

**Entry 17 Staff Roster - NEW TASK For Regents Schools Only**

**Incomplete**   Hidden from applicant

[INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS](#)

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



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Charles Bozian
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Finance Committee chair

4. Home address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Daytime phone: \_\_\_\_\_
7. E-mail: \_\_\_\_\_

8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank. <b>none</b>				

Charles J. Bozian  
Charles J. Bozian (Jul 15, 2020 13:58 EDT)

**Signature**

Jul 15, 2020

**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Darla Romfo
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
none
4. Home address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Daytime phone: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<b>none</b> <i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p><b>none</b></p>				

*Darla Romfo*

Darla Romfo (Jul 15, 2020 12:08 CDT)

**Signature**

**Jul 15, 2020**

**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Richard Ramirez
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
Secretary
4. Home address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Daytime phone: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
N/A Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p>Please write "None" if applicable. Do not leave this space blank.</p> <p>N/A</p>				

Rick Ramirez

Rick Ramirez (Jul 18, 2020 18:11 PDT)

**Signature**

Jul 18, 2020

**Date**





**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): James Jones
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Finance Committee Member
4. Home address: [REDACTED]
5. Business Address: [REDACTED]
6. Daytime phone: [REDACTED]
7. E-mail: [REDACTED]
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
None <i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
None <i>Please write "None" if applicable. Do not leave this space blank.</i>				

James Jones  
James Jones (Jul 15, 2020 15:14 EDT)  
**Signature**

Jul 15, 2020  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Stephanie Saroki de Garcia
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
N/A
4. Home address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Daytime phone: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
2019 - CMO Agreement & Building Rental Agreements - Recused self from discussions and votes - Me Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank. Seton Education Partners - see above - millions of dollars - Stephanie Sarokl de Garcia - see above				

Step Li  
Stephanie Sarokl de Garcia (Jul 15, 2020 10:35 PDT)

**Signature**

**Jul 15, 2020**

**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): BROTHER BRIAN CARTY
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_
4. Home address: \_\_\_\_\_
5. Business Address: \_\_\_\_\_
6. Daytime phone: \_\_\_\_\_
7. E-mail: \_\_\_\_\_
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
	NONE	NONE	NONE
Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE	NONE	NONE	NONE	NONE
Please write "None" if applicable. Do not leave this space blank.				

John Brown Lantry Jr.  
Signature

7/9/2020  
Date


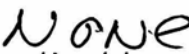



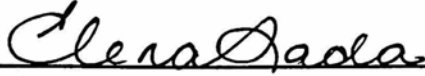
**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Elena Sada
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):  
Member, academic committee member.
4. Home address: [REDACTED]
5. Business Address: [REDACTED]
6. Daytime phone: [REDACTED]
7. E-mail: [REDACTED]
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<u>None</u> Please write "None" if applicable. Do not leave this space blank.			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write "None."

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;">    </p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

  
Signature

7/21/2020  
Date





**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name (print): Eric J. Eckholdt
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): \_\_\_\_\_  
Chair
4. Home address: [REDACTED]
5. Business Address: [REDACTED]
6. Daytime phone [REDACTED]
7. E-mail: [REDACTED]
8. Is Trustee an employee of the education corporation? \_\_\_\_ Yes. ☒ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE <i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<p style="text-align: center;">NONE</p> <p style="text-align: center;"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

*Eric J. Eckholdt*  
**Signature**

July 15, 2020  
**Date**



FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brilla College Preparatory Charter Schools
2. Trustee's name: Mary Anastasia O'Grady
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): board member
4. Home address: [REDACTED]
5. Business Address: [REDACTED]
6. Daytime phone: [REDACTED]
7. E-mail: [REDACTED]
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. \_\_\_\_No.<sup>x</sup> If you checked yes, please provide a description of the position you hold, your salary and your start date.  
\_\_\_\_\_
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, 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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<i>NONE</i>	<i>"NONE</i>	<i>able. Do not leave</i>	<i>this space blank.</i>

10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
<i>NONE</i>		<i>if applicable.</i>	<i>Do not leave this space blank.</i>	<i>blank.</i>

MARY ANASTASIA O'GRADY

\_\_\_\_\_  
07/20/20

*Signature*

*Date*



**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from July 23, 2019 Meeting**

Approved by: BRILLA BOARD

Date: August 20, 2019

**Agenda:**

Date: July 23, 2019	
Time:	12:00 – 12:45 PM EST
Location:	<b>In Person:</b> 441 E 148 <sup>th</sup> St, Bronx, NY 10451 <b>Call In:</b> 646-558-8656 <b>Pin:</b> 5510778257
Participants:	<b>Board:</b> Charles Bozian, Bro. Brian Carty, Eric Eckholdt, James Jones, Rick Ramirez, and Stephanie Saroki de Garcia  <b>School Staff:</b> Kelsey LaVigne, Reyes Claudio  <b>CMO Staff:</b> Luanne Zurlo, Matt Salvatierra, Yeime Valle, Michael Carbone, Jolleen Wagner, Navil Acevedo, Isabel Peñañiel, Trevor Sorensen, and Danielle Schirripa  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh and Kyle Pellerin
Apologies:	Mary O’Grady and Elena Sada

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of June Minutes	Chair	12:00-12:01
2	June Finance Update	Keogh	12:01-12:05
3	MAP Results	LaVigne	12:06 - 12:16
4	Culture	LaVigne	12:17 - 12:37
5	Character	LaVigne	12:38-12:39
6	Shine Awards	LaVigne	12:40-12:41
7	Executive Session	Chair	12:42

**Proceedings:**

- The meeting was called to order by Chair at 12:00 PM.

**Item 1. Approval of June Minutes**

- Mrs. Saroki de Garcia motioned to approve the minutes from the June meeting.
- After being seconded, the amended minutes from the June meeting were unanimously approved.

**Item 2. June Finance Update**

- Mr. Keogh provided an update of Brilla's financial status as of June.

**Item 3. MAP Results**

- Mrs. LaVigne presented the results from MAP.
- Mrs. LaVigne discussed the plans for growth in order to sustain continuous improvement.
- Mr. Carbone mentioned that the third grade literacy curriculum is under revision in order to leverage the transition between second and third grade standards.
- Mr. Carbone indicated that there will be a strategic focus in the next 18 months on increasing the average percentile to the rate which MAP considers to be college and career ready. Based on this year's positive results, he noted the feasibility of this goal.

**Item 4. Culture**

- Before presenting the results from the Gallup Q12 Survey, Mrs. LaVigne explained that, in line with Brilla's mission, there are non-academic benchmarks that Brilla aims to meet. One of these benchmarks related to culture is for Brilla to score a mean ranking within the 75<sup>th</sup> percentile among other non-profits on the Gallup Q12 Survey.
- Ms. Zurlo contextualized the presentation of Culture and Character by explaining that this was the first round of presenting the results around two of the four pillars (Academic, Character, Culture, and Classical).
- In an attempt to meet the target goal for the upcoming school year, Mrs. LaVigne discussed strategic action steps that will be taken in order to address weaknesses revealed by the survey.
- Mrs. LaVigne next presented a summary of the exit interview data.

**Item 5. Character**

- In the interest of time, the Chair proposed to postpone the presentation of Character until next month.

**Item 6. Shine Awards**

- Mrs. LaVigne explained the importance of the Shine Awards for the Brilla community.

**Item 6. Executive Session**

- The Chair motioned to move into Executive Session to discuss the performance of Superintendent of Schools. The motion passed unanimously.
- To conclude the meeting, there was a motion to exit Executive Session and resume Public Session.
- The meeting was adjourned at the onset of the Public Session at 12:45 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from August 20, 2019 Meeting**

Approved by: BRILLA BOARD

Date: September 24, 2019

**Agenda:**

Date: August 20, 2019	
Time:	12:06 – 12:45 PM EST
Location:	<b>In Person:</b> 441 E 148 <sup>th</sup> St, Bronx, NY 10451, Large Conference Room <b>Call In:</b> 646-558-8656 <b>Pin:</b> 5510778257
Participants:	<b>Board:</b> Charles Bozian, Eric Eckholdt, James Jones, Mary O’Grady, Elena Sada, and Stephanie Saroki de Garcia  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Reyes Claudio, Matthew Larsen, and Kelsey LaVigne  <b>CMO Staff:</b> Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh and Kyle Pellerin
Apologies:	Bro. Brian Carty and Rick Ramirez

Item No.	Agenda Item	Person Responsible	Length (Time)
1	July Financial Update	Keogh	12:07-12:11
2	Executive Update	Zurlo	12:12-12:18
3	Character Initiatives	LaVigne	12:19 - 12:26
4	Strategic Priorities	LaVigne	12:27 - 12:35
5	Onboarding	LaVigne	12:35-12:36
6	Approval of July Minutes	Chair	12:37-12:38
7	Approval of Lease	Salvatierra	12:39-12:44

**Proceedings:**

- The meeting was called to order by Chair at 12:06 PM.

**Item 1. July Financial Update**

- Mr. Keogh provided an update of Brilla’s financial status as of July.



**Item 2. Executive Update**

- Ms. Zurlo told the board that classes began on August 14 after many weeks of planning over the summer.
- After explaining that Brilla has met its target enrollment goals, Ms. Zurlo shared the network's three strategic priorities for the 2019-2020 school year. The strategic priorities for the Network are growth, shared Brilla understanding, and sustainability.

**Item 3. Character Initiatives**

- Mrs. LaVigne explained that Character Initiatives is the benchmark for which Brilla is receiving the most attention from external stakeholders due to its success.
- Mrs. LaVigne shared the results from an assessment tool that asked parents to evaluate their children on the four core virtues and three related social and emotional competencies.
- After explaining action steps that were implemented in order to improve scores, Mrs. LaVigne expressed optimism in reaching the Network-wide goal of having more than 75% of parents report that their children meet or exceed 5 out of 7 character benchmarks this school year.

**Item 4. Strategic Priorities**

- Mrs. LaVigne explained that each year, Brilla Schools attempts to target two or three high-impact priorities in order to better embody the mission of the schools. This year, the priorities surround sophisticated collaboration and classical education initiatives.

**Item 5. Onboarding**

- Mrs. LaVigne shared some highlights from the two weeks of onboarding of Brilla staff.

**Item 6. Approval of July Minutes**

- Mr. Jones motioned to approve the minutes from the July meeting.
- After being seconded, the amended minutes from the July meeting were unanimously approved.

**Item 7. Approval of Lease**

- Mr. Salvatierra explained that the lease for 600 E. 156<sup>th</sup> Street (future home to Brilla Veritas starting in Summer 2020) required additional approval from Civic Builders and Phipps Housing. He reminded the board that Seton and Brilla were updating leases in order to centralize building operation responsibility to Seton as the landlord. He then presented the updated lease for board approval.
- Mrs. Saroki de Garcia recused herself from the discussion and left the meeting at 12:43 PM.
- At 12:44 PM, Mr. Bozian motioned to approve the lease. Upon being seconded, the amended lease was unanimously approved.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:45 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from September 24, 2019 Meeting**

Approved by: **BRILLA BOARD**

Date: **OCTOBER 22, 2019**

**Agenda:**

Date: September 24, 2019	
Time:	12:03 – 12:45 PM EST
Location:	<b>In Person:</b> 441 E 148 <sup>th</sup> St, Bronx, NY 10451, Large Conference Room  <b>Zoom:</b> <a href="https://zoom.us/j/8266126190">https://zoom.us/j/8266126190</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 8266126190
Participants:	<b>Board via video:</b> Charles Bozian, Bro. Brian Carty, Eric Eckholdt, Mary O’Grady, Elena Sada, and Stephanie Saroki de Garcia  <b>Board via call-in:</b> Rick Ramirez  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Reyes Claudio, Matthew Larsen, and Kelsey LaVigne  <b>CMO Staff:</b> Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Trevor Sorensen, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh
Apologies:	James Jones

Item No.	Agenda Item	Person Responsible	Length (Time)
1	Approval of August Minutes	Chair	12:03 - 12:06
2	August Finance Update	Keogh	12:07 - 12:12
3	Resolution To Approve Amended By-Laws	Chair / Zurlo	12:13 - 12:17
4	Resolution To Approve Darla Romfo to the Board of Directors	Chair / Zurlo	12:18 - 12:20
5	State Exam Data	Carbone / LaVigne	12:21 - 12:42
6	First Day of School	Zurlo	12:42-12:45

**Proceedings:**

- The meeting was called to order by Chair at 12:03 PM.

**Item 1. Approval of August Minutes**

- Mrs. O’Grady motioned to approve the minutes from the August meeting.

- After being seconded, the amended minutes from the August meeting were unanimously approved.
- Additionally, notes from the September Academic Committee meeting and notes from the September Finance Committee meeting were reviewed and filed.

**Item 2. August Finance Update**

- Mr. Keogh provided an update of Brilla's financial status as of August.

**Item 3. Resolution To Approve Amended By-Laws**

- Ms. Zurlo walked the board through the proposed amendments to the by-laws.
- Mr. Bozian motioned to approve the amended by-laws.
- After being seconded, the amended by-laws were unanimously approved by Brilla's Board of Directors and subjected to the approval of State University of New York Board of Trustees.

**Item 4. Resolution To Approve Darla Romfo to the Board of Directors**

- Mr. Eckholdt and Ms. Zurlo shared some biographical information about Ms. Darla Romfo.
- Ms. Sada motioned to approve the installment of Ms. Romfo to the Board of Trustees for Brilla College Preparatory Charter Schools.
- Upon being seconded, the board unanimously appointed Ms. Romfo to a term of three years pending the approval of State University of New York Board of Trustees.

**Item 5. State Exam Data**

- Mrs. LaVigne reminded the board of Brilla's target goal on the state exam. After sharing that Brilla improved from 51% proficiency to 60% proficiency in ELA and stayed the same at 62% proficiency in Math, she explained how Brilla's performance compares to the performances of other schools.
- Mr. Carbone walked the board through a more in-depth analysis of the results, highlighting the performance of particular sub-populations.
- After sharing that the strategic focus on literacy last year bore fruit in terms of results on the state exam, Mr. Carbone told the board that greater focus on math is warranted across all grade-levels.

**Item 6. First Day of School**

- Ms. Zurlo shared some highlights from the first day of school.
  - Ms. Zurlo also told the board that she will provide a thorough update on the status of fundraising opportunities at the next in-person board meeting in October.
- 
- Upon being duly motioned and seconded, the meeting was adjourned at 12:45 PM.
  - Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from October 22, 2019 Meeting**

**Approved by: BRILLA BOARD**

**Date:** November 19, 2019

**Agenda:**

<b>Date:</b>	<b>October 22, 2019</b>
<b>Time:</b>	5:07 – 6:16 PM EST
<b>Location:</b>	<b>In Person:</b> Brilla Veritas Elementary School, 338 E. 146 <sup>th</sup> Street Bronx, NY <b>Zoom:</b> <a href="https://zoom.us/j/8266126190">https://zoom.us/j/8266126190</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 8266126190
<b>Participants:</b>	<b>Board members in person:</b> , Eric Eckholdt, James Jones, and Stephanie Saroki de Garcia  <b>Board members via video:</b> Mary O’Grady and Rick Ramirez  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Matthew Larsen, and Kelsey LaVigne  <b>CMO Staff:</b> Michael Carbone, Matt Salvatierra, Danielle Schirripa, Trevor Sorensen, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh  <b>Other:</b> Fr. Pablo González, Brooke Lane and Jennifer Lane
<b>Apologies:</b>	Charles Bozian, Brother Brian Carty, Darla Romfo, and Elena Sada

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Special Presentation: How We Improved Middle School Scores	Larsen	5:07—5:26
2	Approval of September Minutes	Chair	5:27—5:28
3	September Financial Update	Keogh	5:29—5:31
4	Superintendent Update: Jeff Rutel School Review	LaVigne	5:32—5:40
5	CMO Evaluation Tool	Salvatierra	5:41—6:13
6	Mott Haven Celebration	Zurlo	6:14—6:15
7	Brief Reminders About Real Estate	Salvatierra	6:15—6:16



**Proceedings:**

- The meeting was called to order by Chair at 5:07 PM.

**Item 1. Special Presentation: How We Improved Middle School Scores**

- Principal of Brilla College Prep Middle School, Mr. Matt Larsen, oriented the board to the historic performance of the Class of 2025 (current seventh grade) on the state exam. He then proceeded to explain the programmatic changes that contributed to the Class of 2025's improvement on the state exam last year. These changes included an academic intervention block, increase in content preparation and ownership, and more frequent analysis of student data.
- Mr. Larsen then introduced Brooke Lane, a current seventh grader whose score on the state exam meaningfully improved. He then asked Brooke about her experience with the programmatic changes.

**Item 2. Approval of September Minutes**

- Mr. Eckholdt noted that the draft of the minutes mistakenly recorded Mr. Jones as present at last meeting.
- Pending the edit Mr. Eckholdt mentioned, Mr. Jones motioned to approve the minutes from the September board of directors meeting.
- After being seconded, the amended minutes from the September meeting were unanimously approved.

**Item 3. September Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of September.
- Mr. Salvatierra informed the board that the Finance Committee will vote to approve the audit at their October 30<sup>th</sup> meeting. At the next board of directors meeting in November, the board will be presented with the audit for review.

**Item 4. Superintendent Update: Jeff Rutel School Review**

- Mrs. LaVigne explained to the board that, every year since its founding, Brilla has hired an external consultant, Jeff Rutel, to observe the schools for one day a year and to provide feedback.
- Mrs. LaVigne shared that Jeff Rutel noted meaningful improvement in pedagogical technique and staff sustainability since last year. The opportunities for growth he suggested include clarifying the vision for exemplary co-teaching and improving academic instruction.
- After the Chair asked the principals for their input regarding the usefulness of the consultant's feedback, Ms. O'Grady shared that there is value in having new external eyes assess the quality of programs.

**Item 5. CMO Evaluation Tool**

- Mr. Eckholdt prefaced this item by stating that the board hires Seton Education Partners to manage Brilla Public Charter Schools. The CMO Evaluation Tool was developed a few years ago to assess how well Seton Education Partners is fulfilling this task.
- After explaining that this tool is a self-assessment which measures quantitative deliverables, Mr. Salvatierra walked the board through the evaluation tool.
- Ms. Zurlo shared that Brilla staff fill out a survey on the CMO every winter. Mrs. Saroki recommended there be a criterion on the CMO Evaluation Tool regarding feedback from the Brilla staff surveys.
- Mr. Eckholdt proposed that, in the future, there be a third-party review of the CMO evaluation. Additionally, Mr. Eckholdt proposed that, in the future, the board hold a brief discussion with Seton parties recused, in order to discuss the CMO evaluation.

**Item 6. Mott Haven Celebration**

- Ms. Zurlo shared some highlights from this year's Mott Haven Celebration, an annual block party for Brilla families and the wider community.
- Ms. Zurlo encouraged board members to attend this event next year.

**Item 7. Brief Reminders About Real Estate**

- Mr. Salvatierra explained that Brilla Veritas Elementary School's current building is not its permanent home. The school will move to its permanent home at 600 E. 156<sup>th</sup> Street in Summer 2020.
- Mr. Salvatierra reminded the board that the Finance Committee will review the lease and financing of the St. Nicholas of Tolentine building at their October 30<sup>th</sup> meeting. At the next board of directors meeting in November, the board will vote to approve the lease.
- Upon being duly motioned and seconded, the meeting was adjourned at 6:16 PM.
- After the adjournment of the meeting, the board members went on a tour of Brilla Veritas Elementary School led by Principal Zoranly Castillo. Following the tour, they enjoyed dinner before departing at 7 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from November 19, 2019 Meeting**

**Approved by: BRILLA BOARD**

**Date: December 17, 2019**

**Agenda:**

<b>Date:</b>	<b>November 19, 2019</b>
<b>Time:</b>	12:00 – 1:23 PM EST
<b>Location:</b>	<b>In Person:</b> 441 East 148 <sup>th</sup> Street Bronx, NY 10455  <b>Zoom:</b> <a href="https://zoom.us/j/8266126190">https://zoom.us/j/8266126190</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 8266126190
<b>Participants:</b>	<b>Board members in person or via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, and Stephanie Saroki de Garcia  <b>Board members via call-in:</b> Darla Romfo and Elena Sada  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Reyes Claudio, Matthew Larsen, Kelsey LaVigne, Christopher Matesic, Carmen Santos  <b>CMO Staff:</b> Ruby Amezquita, Aaron Brenner, Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Trevor Sorensen, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh  <b>Other:</b> Chip Gordon, Eric Grannis, Danielle Tschirhart, Ian Rowe, William Stroud
<b>Apologies:</b>	None

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of October minutes	Chair	12:01 - 12:02
2	October Financial Update	Keogh	12:02 - 12:03
3	FY 2019 Audit	Salvatierra	12:03 - 12:04
4	High School Partnership Discussion	Rowe	12:05 – 12:59
5	Lease and Financing of 2336 Andrews Ave Discussion	Salvatierra	1:00-1:18
6	Resolution To Approve Academic and Business Services Agreement for High School Partnership	Chair	1:18-1:19

7	Resolution To Appoint Stephanie Saroki de Garcia as the Brilla Representative on the Ventoux Board of Directors	Chair	1:20-1:21
8	Resolution To Approve Lease and Financing of 2336 Andrews Ave	Chair	1:22-1:23

**Proceedings:**

- The meeting was called to order by Chair at 12:00 PM.

**Item 1. Approval of September Minutes**

- Mrs. Saroki de Garcia motioned to approve the minutes from the October board of directors meeting.
- After being seconded, the minutes from the October meeting were unanimously approved.
- Notes from the October 30<sup>th</sup> and November 15<sup>th</sup> Finance Committee meetings were filed.

**Item 2. October Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of October

**Item 3. FY 2019 Audit**

- Mr. Salvatierra informed the board that the audit of Brilla's financials for the fiscal year ending June 30, 2019 was clean with no findings or recommendations. He reminded the board that the finance committee approved the audit at their October 30<sup>th</sup> meeting.

**Item 4. High School Partnership Discussion**

- Mr. Rowe, CEO of Public Preparatory Network, provided the board with some background information on Public Preparatory Network. Introducing the Ventoux Partnership High School initiative, he highlighted points of similarity between the Brilla and Public Prep models that make them compatible networks to have a partnership high school. Without requiring Brilla to send a preset number of students to the school each year, Ventoux Partnership High School would provide graduating 8th grade students from both networks a guaranteed seat.
- Mr. Rowe then introduced Eric Grannis, founding board member of the Ventoux Partnership Network, and William Stroud who will be the founding principal.
- Mr. Stroud then described the programmatic elements of the high school. Graduating seniors will complete the requirements to receive an international baccalaureate or an industry credential.
- In response to a question from Ms. Romfo, Mr. Rowe told the board that, by entering into this partnership, Brilla takes on no financial commitment other than the per pupil funding of enrolled high school students and can pull out of the partnership anytime with a two year notice.
- It was noted that the proposed CMO agreement sets a target of each participating school sending 80% of their students. While there is no penalty if this number is not hit, Mr. Grannis stressed the importance of each participating school viewing this high school as a strong option for all of its students.

**Item 5. Lease and Financing of 2336 Andrews Ave**

- Mr. Salvatierra walked the board through the lease and financing of the 2336 Andrews Ave building in which Brilla Pax and Brilla Caritas will open in August 2020.
- Mr. Salvatierra reminded the board that Mr. Jones, with the involvement of the finance committee as well as the independent legal counsel of Chip Gordon, has led the effort to ensure that the lease is fair and appropriate for the school. Mr. Salvatierra told that board that Brilla engaged Matter Real Estate to conduct a detailed market analysis which confirmed that this deal is fair-market



value and that the negotiation of this lease has taken place at arms length between Seton and Brilla. He also informed the board that the lease will be submitted to SUNY for their review and approval.

- Mr. Salvatierra then described the financing for the building. Brilla will be guaranteeing the loan and co-issuing the mortgage with Seton. These accommodations were ultimately recommended by the finance committee due to the benefits that they afford to Brilla – notably a favorable interest rate that allows Seton to charge below-market lease rates in the early years while the school is growing in enrollment, as well as assure an on-time delivery of the building on a very tight construction schedule. Mr. Salvatierra informed the board that Seton will be refinancing this loan within 5 years, thus nullifying Brilla’s guarantee going forward.

**Item 6. Resolution To Approve Academic and Business Services Agreement for High School Partnership**

- Mrs. Saroki de Garcia motioned to approve the Academic and Business Services Agreement for high school partnership.
- Upon being seconded, the board unanimously approved the Academic and Business Services Agreement by and between Ventoux Partnership Network, LLC, and Brilla College Preparatory Charter Schools and authorized an application to the Charter Schools Institute by Brilla College Preparatory Charter Schools, which currently is authorized to serve grades K to 8, to amend its charter to serve grades K through 12.

**Item 7. Resolution To Appoint Stephanie Saroki de García as the Brilla Representative on the Ventoux Board of Directors**

- Mrs. Saroki de García recused herself from the vote, left the meeting, and did not return.
- Mr. Bozian motioned to appoint Stephanie Saroki de García as the Brilla Representative on the Ventoux Board of Directors.
- After being duly seconded, the board unanimously appointed Stephanie Saroki de García to represent the interests of Brilla College Preparatory Charter Schools on the Ventoux Board of Directors.

**Item 8. Resolution To Approve Lease and Financing of 2336 Andrews Ave**

- All parties affiliated with Seton Education Partners left the meeting to allow for further discussion and a vote on the proposed lease and financing for 2336 Andrews Ave.
  - Mr. Bozian motioned to approve the lease and financing of the 2336 Andrews Ave building.
  - After being duly seconded, the board unanimously approved the lease and financing, approved by Civic Builders, for the 2336 Andrews Ave building.
  - The signed resolution is attached.
- 
- Upon being duly motioned and seconded, the meeting was adjourned at 1:23 PM.
  - Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from December 17, 2019 Meeting**

**Approved by: BRILLA BOARD      Date: January 21, 2020**

**Agenda:**

<b>Date:</b>	<b>December 17, 2019</b>
<b>Time:</b>	12:00 – 12:30 PM EST
<b>Location:</b>	<b>In Person:</b> 441 East 148 <sup>th</sup> Street Bronx, NY 10455  <b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<b>Board members via video:</b> Charles Bozian, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, Elena Sada, and Stephanie Saroki de Garcia  <b>Board members via call-in:</b> Brother Brian Carty, Darla Romfo  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Reyes Claudio, Matthew Larsen, and Kelsey LaVigne  <b>CMO Staff:</b> Michael Carbone, Matt Salvatierra, Danielle Schirripa, Trevor Sorensen, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh
<b>Apologies:</b>	None

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of November minutes	Chair	12:01 - 12:02
2	November Financial Update	Keogh	12:02 - 12:03
3	Brilla Admissions Policy Discussion	Salvatierra	12:03 - 12:04
4	Resolution To Approve Amended Brilla Admissions Policy	Chair	12:05 – 12:59
5	ED Update	Salvatierra	1:00-1:18

**Proceedings:**

- The meeting was called to order by Chair at 12:01 PM.

**Item 1. Approval of November Minutes**

- Mr. Bozian motioned to approve the minutes from the November board of directors meeting.

- After being seconded, the minutes from the November meeting were unanimously approved.

**Item 2. November Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of November.

**Item 3. Brilla Admissions Policy Discussion**

- Mr. Salvatierra oriented the board to the proposed changes.
- Ms. Zurlo framed the proposal to eliminate the weighted lottery generator for schools receiving CSP funding by sharing that, according to a session at the New York Charter Center, few other charter networks in the city currently use the weighed lottery generator for schools receiving CSP funding.

**Item 4. Resolution To Approve Amended Brilla Admissions Policy**

- Mr. Bozian motioned to approve the following resolution:

WHEREAS Brilla College Preparatory Charter Schools wishes to amend its current admissions policy by adding two additional schools (Brilla Pax and Brilla Caritas) and by removing the use of the weighted lottery generator for schools receiving CSP funding;

RESOLVED the Board of Directors of Brilla College Preparatory Charter Schools hereby approved he amended changes to the Brilla Admissions Policy.

- Upon being seconded the amended Brilla Admissions policy was unanimously approved.

**Item 5. ED Update**

- Ms. Zurlo encouraged all board members to spend a day at Brilla observing classes. She then invited Mr. Eckholdt to share some insights he gleaned from his visit on November 21.
- Mrs. LaVigne shared some updates on school leadership and personnel.
- Mrs. Claudio then gave some updates on student recruitment efforts.
- Before adjourning the meeting, Dr. Sada asked a question around staff development and leadership cultivation to which Mrs. LaVigne and Ms. Zurlo shared some efforts to address current challenges.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:30 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from January 21, 2020 Meeting**

Approved by: BRILLA BOARD

Date: February 25, 2020

**Agenda:**

<b>Date:</b>	<b>January 21, 2020</b>
<b>Time:</b>	5:03-7:21 PM EST
<b>Location:</b>	<b>In Person:</b> 11 Madison Avenue, Floor 2B Berlin Room, New York, NY 10010 <b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<b>Board members in person:</b> Charles Bozian, Eric Eckholdt, James Jones, Mary O’Grady, Darla Romfo  <b>Board members via video:</b> Brother Brian Carty, Elena Sada, and Stephanie Saroki de García  <b>School Staff:</b> Ali Apfel, Zoranlly Castillo, Matthew Larsen, and Kelsey LaVigne  <b>CMO Staff:</b> Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Kyle Pellerin
<b>Apologies:</b>	Rick Ramirez

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Introductions	Zurlo	5:03 – 5:11
2	Approval of December Minutes	Chair	5:12 – 5:14
3	December Financial Update	Pellerin	5:15 – 5:18
4	Superintendent Update	LaVigne	5:19 – 5:42
5	Amended Seton-Brilla CMO Services Agreement Discussion	Salvatierra	5:43 – 6:00
6	Brilla Pax and Caritas Elementary Schools Facility Update	Salvatierra	6:01 – 6:06
7	Executive Session	Saroki de García	6:07 – 7:12
8	Resolution To Approve Amended Ventoux-Brilla Academic and Business Services Agreement	Chair	7:13 – 7:15

9	Resolution To Approve Related Party Transaction with Seton Education Partners	Chair	7:16 – 7:18
10	Resolution To Approve Amended Seton-Brilla CMO Services Agreement	Chair	7:18 – 7:21

**Proceedings:**

- The meeting was called to order by Chair at 5:03 PM.

**Item 1. Introductions**

- All who were present introduced themselves and shared how long they have been involved with Brilla.

**Item 2. Approval of December Minutes**

- Ms. Romfo motioned to approve the minutes from the December board of directors meeting.
- After being seconded, the minutes from the November meeting were unanimously approved.
- Notes from the January 10<sup>th</sup> finance committee meeting were filed.

**Item 3. December Financial Update**

- Mr. Pellerin provided an update of Brilla’s financial status as of December.

**Item 4. Superintendent Update**

- Mrs. LaVigne shared some updates from various mid-year data points that illustrate the overall health of the organization.
- Mrs. LaVigne shared that there remains meaningful interest in daycare options. After listening to input from several directors, Ms. Zurlo shared that she will continue to investigate this matter.

**Item 5. Amended Seton-Brilla CMO Services Agreement Discussion**

- Mr. Salvatierra walked the board through some proposed changes to the CMO contract.

**Item 6. Brilla Pax and Caritas Elementary Schools Facility Update**

- Mr. Salvatierra shared that construction is underway to renovate a former archdiocesan building that will house Brilla Pax and Brilla Caritas Elementary Schools starting in August.
- He informed the board that SUNY’s General Council asked the board to clarify some matters in the related party transaction with Seton Education Partners.

**Item 7. Executive Session**

- The Chair motioned to move into Executive Session to discuss the Ventoux-Brilla Academic and Business Services Agreement during which matters related to the employment history of a corporation and individuals would be discussed. The motion passed unanimously.
- At the end of the discussion, there was a motion to exit Executive Session and resume Public Session.

**Item 8. Resolution To Approve Amended Ventoux-Brilla Academic and Business Services Agreement**

- Mrs. Saroki de García recused herself from the vote, left the meeting, and did not return.
- Ms. O’Grady motioned to approve the following resolution:

WHERAS Brilla College Preparatory Charter Schools wishes to enter into an agreement with Ventoux Partnership Network, LLC, a New York not-for-profit corporation to manage a high school serving Brilla's students;

RESOLVED the Board of Directors of Brilla College Preparatory Charter Schools hereby approves the terms and conditions of partnership as described in the amended Academic and Business Services Agreement.

- After being duly seconded, the board unanimously approved the Amended Academic and Business Services Agreement by and between Ventoux Partnership Network, LLC, and Brilla College Preparatory Charter Schools.

**Item 9. Resolution To Approve Related Party Transaction with Seton Education Partners**

- All parties affiliated with Seton Education Partners recused themselves, left the meeting, and did not return to allow for further discussion and a vote.
- Mr. Jones motioned to approve the following resolution:

That the minutes shall reflect that in authorizing the School to enter into the Sublease for Andrews Avenue and the Guaranty, Environmental Indemnity Agreement and Mortgage in connection with Seton's financing of the project, the Board has found this related party transaction with Seton to be fair, reasonable and in the School's best interest because no other alternatives were feasible or able to offer the financial benefits of this transaction. Specifically:

1) As confirmed by the Matter Realty Analysis, the Sublease rent is reduced and substantially below market in lease years 1-9, with effective savings of approximately \$10 million, and, in lease years 10-35 base rent will be approximately 10% below market. It is therefore unlikely that such favorable rent rates can be found within the geographic area that Pax and Caritas will be serving;

2) Financing from Seton is critical in order to carry out the extensive renovations necessary to fit up any facility into an operational charter school, and the School does not have the resources to independently afford or finance the leasing (or purchase) and renovation of property without its unique partnership with Seton, whose mission is so directly aligned with that of the School; and

3) The Board has been advised that Seton cannot procure the necessary financing for this transaction unless the School executes a Guaranty and co-signs an Environmental Indemnity Agreement, as well as co-signing the Mortgage for the limited purpose of procuring an exemption from the applicable mortgage tax.

- After being duly seconded, the board unanimously approved the related party transaction with Seton Education Partners.

**Item 10. Resolution To Approve Amended Seton-Brilla CMO Services Agreement**

- Ms. O'Grady motioned to approve the following resolution:

WHEREAS Brilla College Preparatory Charter Schools wishes to amend its current CMO Services Agreement with Seton Education Partners to reflect an increase of services delivered as well as an increase in centralized staff in exchange for an increased fee;

RESOLVED the Board of Directors of Brilla College Preparatory Charter Schools hereby approves the amended changes to the CMO Services Agreement.

- After being duly seconded, the board unanimously approved the amended CMO Services Agreement with Seton Education Partners.
- Upon being duly motioned and seconded, the meeting was adjourned at 7:21 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.



**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from February 25, 2020 Meeting**

**Approved by: BRILLA BOARD      Date: March 24, 2020**

**Agenda:**

<b>Date:</b>	<b>February 25, 2020</b>
<b>Time:</b>	12:00 – 12:55 PM EST
<b>Location:</b>	<b>In Person:</b> 441 East 148 <sup>th</sup> Street Bronx, NY 10455  <b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<b>Board members via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, and Stephanie Saroki de Garcia  <b>School Staff:</b> Ali Apfel, Zoranlly Burgos, Kelsey LaVigne, Shingi Mutasa, Molly Rippe, Meirelys Ruiz  <b>CMO Staff:</b> Michael Carbone, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo  <b>4<sup>th</sup> Sector Solutions:</b> Bob Keogh
<b>Apologies:</b>	Elena Sada and Darla Romfo

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of January minutes	Chair	12:01 - 12:02
2	January Financial Update	Keogh	12:02 - 12:03
3	Introduction of New Principals	LaVigne	12:03 - 12:18
4	El Camino Presentation	Valle	12:19 - 12:27
5	ED Update	Zurlo	12:28 - 12:55

**Proceedings:**

- The meeting was called to order by Chair at 12:01 PM.

**Item 1. Approval of January Minutes**

- Brother Brian motioned to approve the minutes from the January board of directors meeting.
- After being seconded, the minutes from the January meeting were unanimously approved.

**Item 2. January Financial Update**



- Mr. Keogh provided an update of Brilla's financial status as of January

**Item 3. Introduction of New Principals**

- Mrs. LaVigne introduced Ms. Rippe who will be the new principal of Brilla College Preparatory Elementary School, Mr. Mutasa who will be the principal of Brilla Pax Elementary School, and Mrs. Ruiz who will be the principal of Brilla Veritas Elementary.
- Ms. Zurlo then shared some biographical information about the board members with the new principals.

**Item 4. El Camino Presentation**

- Mrs. Valle then shared some information on El Camino, Brilla's partnership after school program.

**Item 5. ED Update**

- Ms. Zurlo gave a brief update on the political environment as it relates to charter schools.
- Ms. Zurlo then shared Brilla College Prep's SUNY accountability report.
- Mrs. Saroki de García then gave a brief update about the Ventoux Partnership High School.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:55 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from March 24, 2020 Meeting**

**Approved by: BRILLA BOARD      Date: APRIL 21, 2020**

**Agenda:**

<b>Date:</b>	<b>March 24, 2020</b>
<b>Time:</b>	12:00 – 1:12 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Elena Sada, and Darla Romfo</p> <p><b>Board members via phone:</b> Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Ali Apfel, Zorantly Burgos, Matthew Larsen, Kelsey LaVigne, Shingi Mutasa, Molly Rippe, Meirelys Ruiz</p> <p><b>CMO Staff:</b> Michael Carbone, Brett Chappell, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4th Sector Solutions:</b> Bob Keogh</p>
<b>Apologies:</b>	Rick Ramirez

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of February minutes	Chair	12:01 - 12:02
2	February Financial Update	Keogh	12:02 - 12:06
3	Initial Statement Letter Resolution	Salvatierra	12:07 - 12:08
4	Winter MAP Results	Carbone	12:09 - 12:23
5	COVID-19 Closure Plan	Zurlo	12:24 - 1:17

**Proceedings:**

- The meeting was called to order by Chair at 12:00 PM.

**Item 1. Approval of February Minutes**

- Ms. O’Grady motioned to approve the minutes from the January board of directors meeting.
- After being seconded, the minutes from the February meeting were unanimously approved.

- Minutes from the March 10 Academic Committee Meeting were filed.

**Item 2. February Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of February

**Item 3. Initial Statement Letter**

- Ms. O'Grady motioned to approve the initial statement letter.
- After being seconded, the initial statement letter was unanimously approved.

**Item 4. Winter MAP Results**

- Mr. Carbone shared the results from the NWEA Winter Exam. He then spoke about some of the measures in place to improve performance.

**Item 5. COVID-19 Closure Plan**

- Ms. Zurlo then walked the board through the COVID-19 Closure Plan. She discussed the plan for remote learning and the distribution of technology and emergency supplies.
- Mr. Salvatierra then discussed some of the potential long-term effects of the closure on facilities.
- Mr. Chappell then spoke about the how the closure has affected talent acquisition and some of the plans in place to ensure that Brilla is fully hired for the next school year.
- Mrs. Claudio provided on update about how the closure affects student enrollment and the lottery.
- Upon being duly motioned and seconded, the meeting was adjourned at 1:12 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from April 7, 2020 Meeting**

**APPROVED BY: BRILLA BAORD**

**DATE: APRIL 21, 2020**

**Agenda:**

<b>Date:</b>	<b>April 7, 2020</b>
<b>Time:</b>	1:34 – 1:51 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video:</b> Charles Bozian, Brother Brian Carty, James Jones, Mary O’Grady, Elena Sada, and Darla Romfo</p> <p><b>Board members via phone:</b> Stephanie Saroki de Garcia, Eric Eckholdt</p> <p><b>CMO Staff:</b> Matt Salvatierra, Danielle Schirripa, and Luanne Zurlo</p>
<b>Apologies:</b>	Rick Ramirez

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Paycheck Protection Program Loan Discussion	Salvatierra	1:34 – 1:49
2	Resolution To Approve Paycheck Protection Program	Chair	1:50 - 1:51

**Proceedings:**

- The meeting was called to order by Chair at 1:34 PM.

**Item 1. Paycheck Protection Program Loan Discussion**

- Mr. Salvatierra discussed Brilla’s application for the paycheck protection program loan.
- The board members then asked questions about the loan.

**Item 2. Resolution to Approve Paycheck Protection Program**

- Ms. O’Grady motioned to approve the below resolution:

**Incurrence of indebtedness under the Paycheck Protection Program under Title I of the CARES Act of 2020**

**WHEREAS**, the Board has determined that current economic uncertainty makes a loan request under the Paycheck Protection Program under Title I of the Coronavirus Aid, Relief and Economic Stimulus Act of 2020 (the “CARES Act”) necessary to support the ongoing operations of the Organization.

**WHEREAS**, the Board deems it necessary, desirable, and in the best interests of the Organization, for the Organization to incur indebtedness under the CARES Act in an amount not to exceed One Million Seven Hundred Ninety Five Thousand Two Hundred Forty-One Dollars (\$1,795,241) (the “PPP Loan”).

**RESOLVED**, that Board of the Organization does, and hereby approves of the incurrence by the Company of the PPP Loan in accordance with the CARES Act and all applicable laws; provided that the proceeds thereof are used for the purposes expressly set forth in, and permitted under, the CARES Act and the regulations issued in connection therewith.

**General Authorization**

**RESOLVED**, that the Board of the Organization hereby authorizes and directs the Chief Financial Officer/Chief Operating Officer and/or the Chair of the Board of Trustees of the Organization (each an “Authorized Person”), jointly and severally, in the name and on behalf of the Organization, to execute and deliver all such notes, agreements, certificates, documents, instruments and notices and to take all other actions and pay any such fees as either Authorized Person, in his sole discretion, may deem necessary or appropriate in order to carry out and effect the foregoing resolutions and actions, and hereby ratifies and confirms any and all such actions.

- After being seconded, the resolution was unanimously approved.
- Upon being duly motioned and seconded, the meeting was adjourned at 1:51 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from April 21, 2020 Meeting**

**Approved by: BRILLA BOARD      Date: MAY 19, 2020**

**Agenda:**

<b>Date:</b>	<b>April 21, 2020</b>
<b>Time:</b>	12:00 – 12:53 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, Elena Sada, and Darla Romfo</p> <p><b>Board members via phone:</b> Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Ali Apfel, Zoranlly Burgos, Reyes Claudio, Stephanie Frias, Matthew Larsen, Shingi Mutasa, Molly Rippe, Meirelys Ruiz</p> <p><b>CMO Staff:</b> Michael Carbone, Brett Chappell, Isabella Gadapee, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4th Sector Solutions:</b> Bob Keogh</p>
<b>Apologies:</b>	None

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of March minutes	Chair	12:01 - 12:02
2	Approval of April 7th Emergency Meeting Minutes	Chair	12:02 - 12:03
3	March Financial Update	Keogh	12:04 - 12:08
4	Lottery Update	Carbone	12:09 - 12:23
5	COVID-19 Updates	Zurlo et. al	12:24 - 12:48
6	Partnership High School Update	Saroki de García	12:48 – 12:53

**Proceedings:**

- The meeting was called to order by Chair at 12:00 PM.

**Item 1. Approval of March Minutes**

- Ms. O’Grady motioned to approve the minutes from the March board of directors meeting.
- After being seconded, the minutes from the March meeting were unanimously approved.
- Minutes from the April 7<sup>th</sup> Finance Committee Meeting were filed.

**Item 2. Approval of April 7<sup>th</sup> Emergency Meeting Minutes**

- Mr. Bozian motioned to approve the minutes from the April 7<sup>th</sup> Emergency Meeting.
- After being seconded, the minutes were unanimously approved.

**Item 3. March Financial Update**

- Mr. Keogh provided an update of Brilla’s financial status as of March.

**Item 4. Lottery Update**

- Mrs. Claudio provided an update on Brilla’s enrollment following the annual lottery.

**Item 5. COVID-19 Update**

- Mr. Salvatierra detailed some of the implications of COVID-19 on Brilla’s financials.
- Mr. Carbone then gave an update on academics and student services.
- Ms. Wagner described the efforts of the Character Initiatives Team to support students and staff during the closure.
- Mrs. Valle gave an update on the Seton Family Support Fund and other efforts to support Brilla families.

**Item 6. Partnership High School Update**

- Mrs. Saroki de García shared an updated timeline on the Partnership High School initiative in light of COVID-19.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:53 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.



**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from May 19, 2020 Meeting**

Approved by: BRILLA BOARD

Date: June 16, 2020

**Agenda:**

<b>Date:</b>	<b>May 19, 2020</b>
<b>Time:</b>	5:00 – 6:07 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Mary O’Grady, Rick Ramirez, and Darla Romfo</p> <p><b>Board members via phone:</b> Stephanie Saroki de Garcia</p> <p><b>School Staff:</b> Ali Apfel, Zoranlly Burgos, Reyes Claudio, Matthew Larsen, Shingi Mutasa, Molly Rippe, Meirelys Ruiz</p> <p><b>CMO Staff:</b> Ruby Amezquita, Michael Carbone, Brett Chappell, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4<sup>th</sup> Sector Solutions:</b> Joe Keeney, Kyle Pellerin, and Bob Keogh</p>
<b>Apologies:</b>	Elena Sada

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of April Minutes	Chair	5:01 - 5:02
2	April Financial Update	Keogh	5:03 - 5:04
3	Lottery Update	Claudio	5:05 – 5:17
4	FY21 Budget Presentation	Salvatierra	5:18 - 5:52
5	Resolution To Approve FY21 Budget	Chair	5:53 - 5:54
6	Guest Presentation: Remote Learning from a Teacher’s Perspective	Bielagus	5:55 – 6:07

**Proceedings:**

- The meeting was called to order by Chair at 5:00 PM.

**Item 1. Approval of April Minutes**



- Ms. O’Grady motioned to approve the minutes from the April board of directors meeting.
- After being seconded, the minutes from the April meeting were unanimously approved.
- Minutes from the May 12<sup>th</sup> Finance Committee Meeting were filed.

**Item 2. April Financial Update**

- Mr. Keogh provided an update of Brilla’s financial status as of April.
- Brilla expects to realize cost savings as a result of building closures. But this is partly offset by additional costs related to emergency spending and remote learning.

**Item 3. Lottery Update**

- Mrs. Claudio provided an update on Brilla’s enrollment a month after the annual lottery.
- Brilla’s current enrollment numbers are strong with many families still on the waiting list.

**Item 4. FY21 Budget Presentation**

- Mr. Bozian, the Finance Committee Chair, remarked that the Finance Committee reviewed the budget at a recent meeting and recommends it for board approval.
- Mr. Salvatierra provided an overview of the revenue and expense drivers and assumptions as well as explained any changes made to the budget in light of per pupil funding forecasts.

**Item 5. Resolution To Approve FY21 Budget**

- Ms. O’Grady motioned to approve the following resolution:  
WHEREAS the By-Laws of Brilla College Preparatory Charter Schools require the approval of the Board of Directors for Annual Budgets  
  
RESOLVED the Board hereby approves the FY21 Budget as recommended by the Finance Committee
- After being seconded, the FY21 budget was unanimously approved.

**Item 6. Guest Presentation: Remote Learning from a Teacher’s Perspective**

- Mr. Brandon Bielagus, 6<sup>th</sup> grade ELA teacher at Brilla College Prep Middle School, described his experience with remote learning.
- Members of the board then asked him questions about student learning and engagement.
- Upon being duly motioned and seconded, the meeting was adjourned at 6:07 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

**Brilla College Preparatory Charter Schools (“Brilla”)  
Board of Director Meeting Minutes from June 16, 2020 Meeting**

Approved by: BRILLA BOARD

Date: JULY 21, 2020

**Agenda:**

<b>Date:</b>	<b>June 16, 2020</b>
<b>Time:</b>	12:05 – 12:42 PM EST
<b>Location:</b>	<b>Zoom:</b> <a href="https://zoom.us/j/6144582011">https://zoom.us/j/6144582011</a> <b>Call In:</b> 646-558-8656 <b>Pin:</b> 6144582011
<b>Participants:</b>	<p><b>Board members via video:</b> Charles Bozian, Brother Brian Carty, Eric Eckholdt, James Jones, Rick Ramirez, and Darla Romfo</p> <p><b>School Staff:</b> Kelsey LaVigne, Ali Apfel, Zoranly Burgos, Reyes Claudio, Matthew Larsen, Shingi Mutasa, Molly Rippe, Stephanie Frias, and Meirelys Ruiz</p> <p><b>CMO Staff:</b> Ruby Amezquita, Michael Carbone, Brett Chappell, David Morales, Matt Salvatierra, Danielle Schirripa, Yeime Valle, Jolleen Wagner, and Luanne Zurlo</p> <p><b>4<sup>th</sup> Sector Solutions:</b> Joe Keeney and Bob Keogh</p>
<b>Apologies:</b>	Elena Sada, Mary O’Grady, and Stephanie Saroki de Garcia

<b>Item No.</b>	<b>Agenda Item</b>	<b>Person Responsible</b>	<b>Length (Time)</b>
1	Approval of May Minutes	Chair	12:06 - 12:07
2	May Financial Update	Keogh	12:08 - 12:10
3	Resolution: Board Term Renewal	Chair	12:11 – 12:13
4	Financial Dashboard	Salvatierra	12:14 - 12:18
5	Operational Dashboard	LaVigne	12:19 - 12:25
6	ED Update	Zurlo	12:26 – 12:35

**Proceedings:**

- The meeting was called to order by Chair at 12:05 PM.

**Item 1. Approval of May Minutes**

- Brother Brian motioned to approve the minutes from the May board of directors meeting.
- After being seconded, the minutes from the May meeting were unanimously approved.

**Item 2. May Financial Update**

- Mr. Keogh provided an update of Brilla's financial status as of May.
- Brilla received a Paycheck Protection Program loan in early May and plans to use the loan over 10 weeks to cover payroll costs.

**Item 3. Board Term Resolution**

- Mr. Eckholdt told the board about Mr. Ramirez's tenure.
- Mr. Ramirez abstained from voting for his renewal.
- Brother Brain motioned to approved the following resolution:

WHEREAS the by-laws of Brilla College Preparatory Charter Schools require board members to renew their. Terms periodically;

RESOLVED the board hereby established to renew the three-year term of board service for board member Richard Ramirez.

- After being seconded, the board term renewal of Mr. Ramirez was unanimously approved.

**Item 4. Financial Dashboard**

- Mr. Salvatierra walked the board through some metrics to evaluate the overall health of Brilla's finances.
- He explained that, during growth years, he and the Finance Committee will continue to ensure that Brilla meets the lease service coverage ratio.

**Item 5. Operational Dashboard**

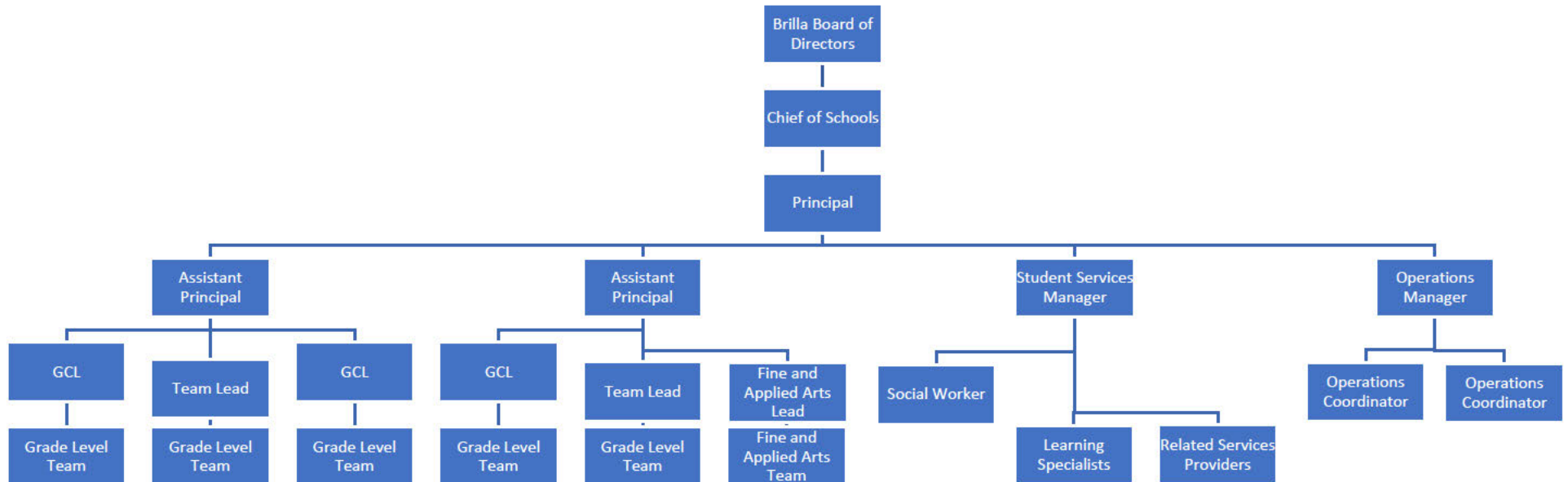
- Mrs. LaVigne shared data on student demographics and attendance rates. She noted that virtual attendance during coronavirus closure has remained high and is comparable to attendance rates during normal, in-person school.

**Item 6. ED Update**

- Ms. Zurlo updated the board on Brilla's response to George Floyd killing.
- Upon being duly motioned and seconded, the meeting was adjourned at 12:42 PM.
- Minutes submitted by Ms. Danielle Schirripa on behalf of Mr. Rick Ramirez, Board Secretary.

# Brilla Charter Schools

## Sample School Level Org Chart



\*Note that this represents a sample, fully-enrolled elementary school org chart. Specific school org charts will vary by school.

## 2020 – 2021 Brilla Master Family School Calendar

August 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

September 2020						
S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

31-4 Remote Learning  
8 First Day of School

12 Professional Development  
13-14 Remote Learning  
30 Professional Development

October 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 2020						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

24-27 Thanksgiving Break

21-31 Winter Break

December 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 2021						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

1 Winter Break  
18 MLK Day  
29 Professional Development

15-19 Mid-Winter Break

February 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

15 Professional Development

5-9 Spring Break  
23 Professional Development

April 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

May 2021						
S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

28-31 Memorial Day

25 Last Day of School

June 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

  No School

  Remote Learning

  Half Days