

# Application: Brooklyn Charter School

Joanne Hunt - jhunt@brooklyncharter.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000113  
**Last submitted:** Nov 1 2022 01:52 PM (EDT)  
**Labels:** NYC DOE

## Entry 1 School Info and Cover Page

**Completed** Jul 12 2022

### Instructions

#### Required of ALL Charter Schools

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BROOKLYN CHARTER SCHOOL (THE) 800000044900

**a1. Popular School Name**

BCS

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

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

NEW YORK CITY CHANCELLOR OF EDUCATION

**d. DISTRICT / CSD OF LOCATION**

CSD #14 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

1/2000

**f. DATE FIRST OPENED FOR INSTRUCTION**

9/2000

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

The Brooklyn Charter School is committed to providing a nurturing and supportive community where all students feel secure, recognize their own potential, respect others regardless of race, religion or culture, and are instilled with the desire to learn and achieve. It is our aim to provide a rigorous academic program supported by the Arts and Technology that cultivates the whole child. Through achievement and creativity, and in partnership with our families, students will develop the necessary confidence, intellectual capacity and leadership skills to prepare them for an evolving global society.

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

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

KDE 1	Two teachers per classroom- Every classroom in grades K-5 either has an Integrated Co-Teacher (ICT) or an Assistant Teacher depending on the needs of the students.
KDE 2	Smaller Class Sizes- The ratio of student to teacher in each classroom is 10:1. This ratio ensures that the needs of students are addressed through small groups and individualized learning opportunities.
KDE 3	Robust Cultural Arts Program- Students participate in dance and music on a weekly rotating schedule. These classes are an opportunity for students to

	develop their identity based on individual talents, and encompass projects that connect to the Literacy and Mathematics being taught in the classroom.
KDE 4	Rich Technology Program- BCS is engaged in using technology as an integral instructional tool through the use of specific software and hardware, and the worldwide web. BCS is equipped Mac laptops/iPads/Chromebooks across the school, ensuring that all students in grades K-5 have an opportunity to learn basic and some advanced computer skills. BCS also incorporates Kodable which is a K-5 curriculum that takes students from learning to think like a programmer in Kindergarten to writing real JavaScript by 5th grade.
KDE 5	Solid Assessment Program- The school administers interim assessments at least two times per school year in ELA and Math and has formal procedures to collect and analyze the results. BCS utilizes i-Ready which is a unique on-line instructional and assessment system that assesses more than grade level mastery. Students take 3 diagnostics per school year (Early Fall, Mid-Year and Late Spring) to assess individual growth throughout the school year.
KDE 6	Tutoring Assistance Program (T.A.P.)- BCS hosts an in-person after-school tutorial program for first through fifth grade students who are in need of prescribed tutoring. During this tutorial period, students receive 30 minutes of on-line instruction via their iREADY results. BCS tutors then provide explicit instruction based on specific areas of concern for an additional 30 minutes.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)



**Need additional space for variables**

No

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

<https://www.brooklyncharter.org/>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

240

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

175

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5

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

No

# FACILITIES INFORMATION

## m. FACILITIES

Will the school maintain or operate multiple sites in 2022-2023?

	No, just one site.
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**BROOKLYN CHARTER SCHOOL (THE) 800000044900**

### 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	545 Willoughby Avenue, Brooklyn, New York 11206	718-302-2085	NYC CSD 14	K-5	No

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

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joanne Hunt	Principal	718-302-2085		<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>
Operational Leader	Pamptata Sanders	Assistant Principal	718-302-2085		<a href="mailto:psanders@brooklyncharter.org">psanders@brooklyncharter.org</a>
Compliance Contact	Robert Morales	Director of Operations	718-302-2085		<a href="mailto:rmorales@brooklyncharter.org">rmorales@brooklyncharter.org</a>
Complaint Contact	Robert Morales	Director of Operations	718-302-2085		<a href="mailto:rmorales@brooklyncharter.org">rmorales@brooklyncharter.org</a>
DASA Coordinator	Shannon Cullen	School Social Worker	718-302-2085		<a href="mailto:scullen@brooklyncharter.org">scullen@brooklyncharter.org</a>
Phone Contact for After Hours Emergencies	Joanne Hunt	Principal	718-302-2085		

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

Co-located Space

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

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	Not applicable	No		No		Yes

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

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

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

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

### Site 1 Certificate of Occupancy (COO)

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### Site 1 Fire Inspection Report

## CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

## ATTESTATIONS

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**p. Individual Primarily Responsible for Submitting the Annual Report.** (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).

Name	Joanne Hunt
Position	Principal
Phone/Extension	718-302-2085-3251
Email	<a href="mailto:jhunt@brooklyncharter.org">jhunt@brooklyncharter.org</a>

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

**Responses Selected:**

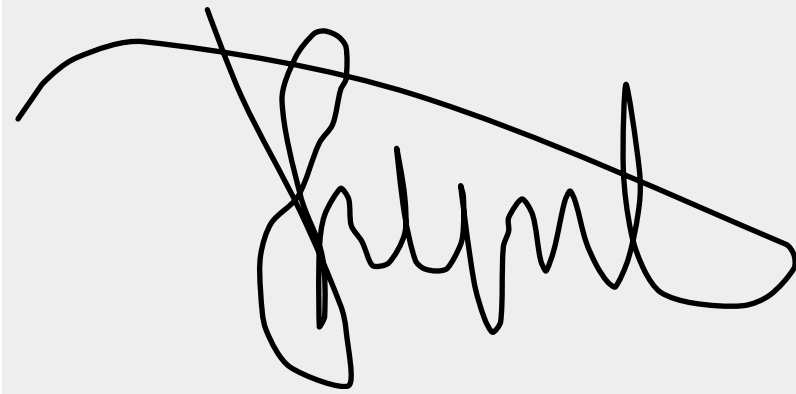
Yes

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

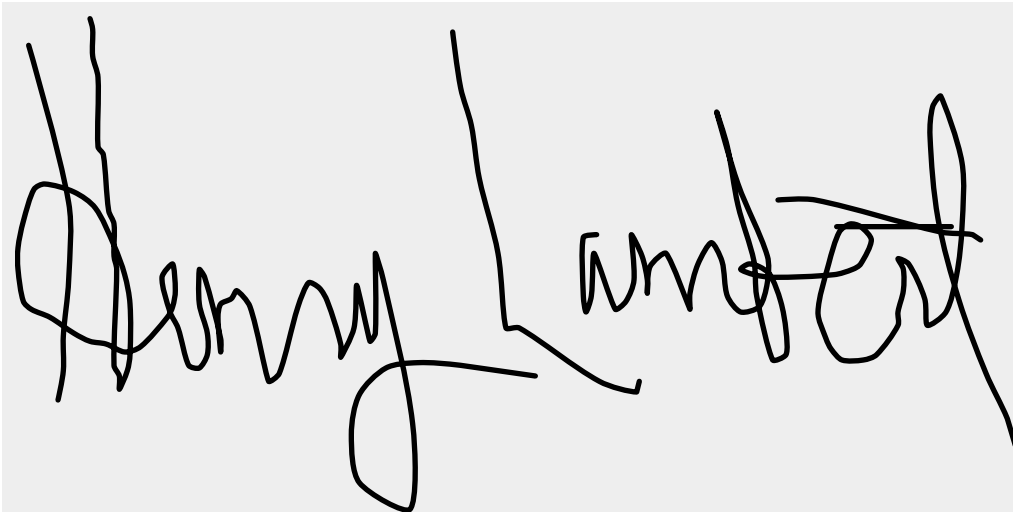
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink on a light gray background. The signature is stylized, starting with a large loop and ending with a long, sweeping horizontal stroke.

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

A handwritten signature in black ink on a light gray background. The signature is written in a cursive style, with the name 'Henry Lambert' clearly visible.

**Date**

Jul 12 2022

**Thank you.**



## **Entry 3 Progress Toward Goals**

**Completed** Nov 1 2022

# Instructions

## Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

## Regents, NYCDOE, and Buffalo BOE-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, 2022.

### BROOKLYN CHARTER SCHOOL (THE) 800000044900

#### 1. ACADEMIC STUDENT PERFORMANCE GOALS

## Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

#### 2021-2022 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
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				goal, type N/A for Not Applicable
Academic Goal 1	NYS ELA exam proficiency rates meet or exceed comparable community school (CSD) rates.	NYS ELA Exam for grades 3-5.	Unable to Assess	Not applicable
Academic Goal 2	NYS ELA exam proficiency rates meet or exceed comparable Citywide rates.	NYS ELA exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 3	NYS Math exam proficiency rates meet or exceed comparable community school district (CSD) rates.	NYS Math Exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 4	NYS Math exam proficiency rates meet or exceed comparable Citywide rates.	NYS Math exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 5	NYS ELA exam proficiency rates increase.	NYS ELA exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 6	NYS Math exam proficiency rates increase.	NYS Math exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 7	NYS ELA exam proficiency rates for English Language Learners (ELL) will demonstrate positive academic growth for the	NYS ELA exam for grades 3-5.	Unable to Assess	Not applicable.



	applicable population.			
Academic Goal 8	NYS ELA exam proficiency rates for students eligibl for free and reduced price lunch (FRLPs) will demonstrate positive academic growth for the applicable population.	NYS ELA exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 9	NYS ELA exam proficiency rates for Students with Disabilities (SWDs) will demonstrate positive academic growth for the applicable population.	NYS ELA exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 10	NYS Math exam proficiency rates for English Language Learners (ELL) will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Unable to Assess	Not applicable.

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

Yes

## 2021-2022 Progress Toward Attainment of Academic Goals

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	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	NYS Math exam proficiency rates for students eligible for free and reduced will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 12	NYS Math exam proficiency rates for Students with Disabilities (SWDs) will demonstrate positive academic growth for the applicable population.	NYS Math exam for grades 3-5.	Unable to Assess	Not applicable.
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

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

No

### 4. ORGANIZATION GOALS

**For the 2021-2022 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”.**

#### 2021-2022 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	The school self reported average daily student attendance rate shall meet or exceed the average daily attendance rate for Community School District 14.	ATS and CSD 14 attendance data.	Unable to Assess	CSD 14 attendance data has not been publicly released as of 11/1/22.
Org Goal 2	The school retention rate will exceed the retention rate of CSD 14.	CSD retention rate data.	Unable to Assess	CSD 14 retention rate data has not been released as of 11/1/22.
	The school will			

Org Goal 3	meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents for English Language Learners.	NYC DOE Annual Comprehensive Report.	Unable to Assess	NYCDOE Annual Comprehensive Report Data has not been released as of 11/1/22.
Org Goal 4	The school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for Students with Disabilities	NYC DOE Annual Comprehensive Report.	Unable to Assess	NYCDOE Annual Comprehensive Report Data has not been released as of 11/1/22.
Org Goal 5	The school will meet or exceed any applicable student enrollment targets, as prescribed by the Board of Regents, for students eligible for free and reduced lunch.	NYC DOE Annual Comprehensive Report.	Unable to Assess	NYCDOE Annual Comprehensive Report Data has not been released as of 11/1/22.
Org Goal 6	The school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents for English Language Learners.	NYC DOE Annual Comprehensive Report.	Unable to Assess	NYCDOE Annual Comprehensive Report Data has not been released as of 11/1/22.
	The school will meet or exceed any applicable			NYCDOE Annual

Org Goal 7	student retention targets, as prescribed by the Board of Regents for Students with Disabilities.	NYC DOE Annual Comprehensive Report.	Unable to Assess	Comprehensive Report Data has not been released as of 11/1/22.
Org Goal 8	The school will meet or exceed any applicable student retention targets, as prescribed by the Board of Regents for students eligible for free and reduced lunch.	NYC DOE Annual Comprehensive Report.	Unable to Assess	NYCDOE Annual Comprehensive Report Data has not been released as of 11/1/22.
Org Goal 9	Parents will express satisfaction with the school's program based on the NYC DOE school survey. The school will only have met the goal if at least 50% of parents participate in the survey.	NYC School Survey 2022	Met	95% of families expressed satisfaction with the 5 categories presented in the 2021-22 NYC School Survey. (Response rate 72.4%)
Org Goal 10	Staff will express satisfaction with the school's program based on the NYC DOE school survey. The school will only have met the goal if at least 50% of teachers participate in the survey.	NYC School Survey 2022	Met	80% of staff expressed satisfaction with the 18 categories presented in the 2021-22 NYC School Survey. (Response rate 95%)
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**

## 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year the school will maintain a stable cash flow as evidenced of having 60 days of unrestricted cash on hand reported in the yearly fiscal audit.	2021-22 Independent Fiscal Audit.	Met	The school had more than 60 days of unrestricted cash on hand reflected in the 2021-22 Independent Fiscal Audit.
Financial Goal 2	Each year the school will operate on a balanced budget.	2021-22 Independent Fiscal Audit.	Not Met	The school finished the school year in a deficit and did not operate on a balanced budget for the 2021-22 school year.
Financial Goal 3	Each year the school will meet or exceed 85% of their authorized enrollment on 10/31 as recorded in ATS.	Automate the Schools (ATS) data.	Not Met	The school did not meet its authorized enrollment as of 10/31/21.
Financial Goal 4				
Financial Goal 5				

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

No

Thank you.

## Entry 3 Accountability Plan Progress Reports

**Incomplete** Hidden from applicant

### Instructions

#### **SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

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

## Entry 4 - Audited Financial Statements

**Completed** Oct 26 2022

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

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

#### **BCS Audited Financials FY22**

**Filename:** BCS Audited Financials FY22.pdf **Size:** 547.8 kB

## Entry 4a - Audited Financial Report Template (SUNY)

**Incomplete** Hidden from applicant

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

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

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



only.

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

Completed Oct 31 2022

### Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

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

### BCS Audited Financial Report FY22

**Filename:** BCS Audited Financial Report FY22.xlsx **Size:** 78.8 kB

## Entry 4c - Additional Financial Documents

Completed Nov 1 2022

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

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

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

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

### BCS Additional Financial Documents 2021-22

**Filename:** BCS Additional Financial Documents 2021 22.pdf **Size:** 278.8 kB

## Entry 4d - Financial Services Contact Information

Completed Nov 1 2022

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

# Form for "Financial Services Contact Information"

## 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Ariel Arnold	<a href="mailto:aarnold@brooklyncharter.org">aarnold@brooklyncharter.org</a>	718-302-2085

## 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Nina Bahazhevskia			16

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Schall & Ashenfarb, CPA's, LLC	David Ashenfarb	307 Fifth Avenue, 15th Floor  New York, NY 10016			5

## Entry 5 - Fiscal Year 2022-2023 Budget

Completed Nov 1 2022

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

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

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

### **BCS Annual Report Budget Template FY23**

**Filename:** BCS Annual Report Budget Template FY23.xlsx **Size:** 37.4 kB

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

**Completed** Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.

### **BCS Trustee Financial Disclosure Forms 2021\_22**

**Filename:** BCS Trustee Financial Disclosure F TNUQHty.pdf **Size:** 906.2 kB

## **Entry 7 BOT Membership Table**

**Completed** Jul 14 2022

## **Instructions**

## **Required of ALL charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of

Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## Entry 7 BOT Table

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

### BROOKLYN CHARTER SCHOOL (THE) 800000044900

#### Authorizer:

Who is the authorizer of your charter school?

NYCDOE

#### 1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Henry Lambert		Chair	Executive, Finance, Education and Development	Yes	6	07/01/2019	06/30/2022	11
				Executive,					

2	Mark David		Secretary	Finance, Education, Development	Yes	2	07/01/2021	06/30/2023	10
3	Diana Lee		Trustee/Member	Executive, Education	Yes	5	07/01/2019	06/30/2022	10
4	Anthony Betaudier		Trustee/Member	Executive, Finance, Education, Development	Yes	6	07/01/2019	06/30/2022	7
5	Feona Huezo		Trustee/Member	Executive, Education	Yes	1	07/01/2019	06/30/2022	11
6									
7									
8									
9									

**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, 2022	5
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5

### 3. Number of Board meetings held during 2021-2022

11

### 4. Number of Board meetings scheduled for 2022-2023

12

### Total number of Voting Members on June 30, 2022:

5

### Total number of Voting Members added during the 2021-2022 school year:

0

**Total number of Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

5

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

0

## Board members attending 8 or fewer meetings during 2021-2022

0

Thank you.

## Entry 8 Board Meeting Minutes

Completed Aug 1 2022

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

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 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 1, 2022**.

### **BCS 2021-22 Board Minutes**

Filename: BCS 2021 22 Board Minutes.pdf Size: 1.8 MB

## Entry 9 Enrollment & Retention

Completed Jul 29 2022

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

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

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

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

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	In an effort to increase equity and access to various special	



Economically Disadvantaged

student populations this school year and working through a pandemic, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of special populations. This firm provided advertisements in several languages via our Face Book, Google Ads and Instagram platforms. Brooklyn Charter School requested a non-material change to its charter in 2017-18 in order to add lottery preferences to attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees elected to give annual lottery preferences to students eligible for the Free/Reduced Lunch Program (FRLP's). For the 2022-23 public lottery, students deemed economically disadvantaged received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also continued its annual outreach to Day Care Centers, Nursery & Pre-K Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick, East New York, Crown Heights and Clinton-Hill/Fort Greene. BCS created a position in 2018-19 titled, "Recruitment Coordinator" which is still an integral part of our recruitment program. This knowledgeable

For the 2022-23 school year, BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach weekly to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2022-23 school year.

	<p>bilingual staff member continues to be responsible for reaching out within the community on a weekly basis beginning in the summer of each school year to distribute promotional packages that contain information about the school and its programs, open houses and tours, as well as, hard copies of the application. These applications are also made accessible on the school's website for easy access.</p>	
	<p>In an effort to increase equity and access to various special student populations this school year, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of special populations. This firm is providing advertisements in several languages via our Face Book, Google Ads and Instagram platforms. Additionally in an effort to increase the number of ELL students at Brooklyn Charter School, The BCS Board of Trustees voted to incorporate another non-material change at the April 2021 board meeting to weight seats in future BCS lotteries for all incoming ELL applicants in grades K-5 where 25% of all kindergarten seats and available 1-5 seats will be slated for ELL students. In an effort to further increase equity and access to various special student populations, Brooklyn Charter School requested a non-material change to its charter in order to add lottery preferences to</p>	<p>For the 2022-23 school year, BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach weekly to Day Care Centers, Nursery &amp; Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages</p>

English Language Learners	<p>attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees elected to give annual lottery preferences to English Language Learners (ELL's). For the 2021-22 public lottery, students deemed English Language Learners received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS also made an effort to attract English language learners sending its Recruitment Coordinator to advertise within the community by visiting day care programs to speak with parents about BCS and our ELL program as well as distribute applications. Applications for the school were created in English with a translation in Spanish, to attract families within the community whose primary language was not English. These applications were also made accessible on the school's website.</p>	<p>that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.). BCS will continue to provide its promotional materials in several languages in order to reach a more diverse population for the 2022-23 school year.</p>
	<p>In an effort to further increase equity and access to various special student populations this school year, BCS contracted with a charter school marketing firm to focus on increasing student recruitment of special populations. This firm is providing advertisements referencing the preferences in</p>	

## Students with Disabilities

the lottery in several languages via our Face Book, Google Ads and Instagram platforms. In 2017-18, Brooklyn Charter School requested a non-material change to its charter in order to add lottery preferences to attract, retain, and meet/exceed enrollment and retention targets as prescribed by the Board of Regents and the board of trustees of the State University of New York. The Brooklyn Charter School Board of Trustees elected to give annual lottery preferences to Students with Disabilities (SWD's). For the 2021-22 public lottery, students applying with an Individualized Education Plan (IEP) received preference in the school's lottery. The lottery preferences apply to all Brooklyn Charter School kindergarten applications and other grades (1-5) with available seats. BCS utilized our recruitment coordinator to reach out to the community on a weekly basis beginning in November to advertise within the community by visiting day care programs to speak with parents about BCS and our Special Education program as well as distribute applications. BCS placed advertisements in local newspapers such as the Daily News which highlighted our special education program to ensure further outreach to this student population. These applications were also made accessible on the school's website for easy access.

For the 2022-23 school year, BCS will continue its outreach utilizing the Recruitment Coordinator who will be devoted to outreach weekly to Day Care Centers, Nursery & Pre-Schools and Community Centers throughout Bedford-Stuyvesant, Bushwick and East New York areas beginning in July. This staff member will continue to distribute promotional packages that contain information about the school and our programs, open houses and tours, as well as, hard copies of the application. BCS will continue to foster relationships with these organizations in order to have a platform to give presentations. BCS will continue to attend recruitment fairs throughout the school year (NYC Charter Center, etc.).

## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>Because BCS is located in one of the most underserved communities of New York City, recruitment efforts in Bedford-Stuyvesant neighborhood, as well as, Bushwick and East New York have resulted in BCS having 84% of students considered economically disadvantaged for the 2021-22 school year. BCS is a fully inclusive school that reflects a family-oriented culture where students and families feel supported academically, socially and emotionally. BCS offered free breakfast and lunch for all students in 2021-22. The school continued to employ two deans that focused on positive reinforcement and restorative justice during the school year. The Deans along with the School Social Worker were also integral in supporting our teachers with our Social and Emotional Learning program during the 2021-22 school year. BCS will continue to operate as a school that students enjoy coming to everyday whether they are fully remote, hybrid or fully in-person. When school is a joyous environment and children are getting their academic, social and emotional needs met, retention becomes natural because students do not want to leave and our families are happy</p>	<p>BCS will continue to operate as a fully inclusive school that reflects a family-oriented culture where students and families feel supported academically, socially and emotionally. The school will continue to employ two deans that focus on positive reinforcement and restorative justice. The Deans will continue to support our teachers with our Social and Emotional Learning program with guidance from our School Social Worker during the 2022-23 school year. BCS will continue to provide an in-person tutoring program that will focus on students in grades K-5 who continue to be significantly below grade level in ELA and Math. Groups will be small, prescribed and focus on data collected in September of 2022 to drive the selection and instruction for</p>

	<p>and satisfied with the education that their children are receiving. Besides the retention efforts described for 2021-22, BCS continued to provide an intensive in-person tutoring program that focused on students in grades K-5 who were significantly below grade level in ELA and Math. Groups were small, prescribed and focused on data collected in SY 2020-21 along with initial data from 2021-22 to drive the selection and instruction for these students. Due to the COVID-19 pandemic, BCS applied and received a grant to operate a summer program for students in rising grades 1-6 to address learning loss as well as enrichment in order to continue to provide a resource for families. BCS will continue these initiatives in the 2022-23 school year in order to meet retention targets as families were pleased with student outcomes.</p>	<p>these students. BCS applied and received a grant to operate a summer program for students in rising grades 1-6 to address learning loss as well as enrichment in order to continue to provide a resource for families. BCS will continue these initiatives in the 2022-23 school year in order to meet retention targets as families were pleased with student outcomes.</p>
English Language Learners	<p>BCS continued to employ a part-time ELL teacher to ensure that children who qualified for services were receiving them. Our ELL teacher worked with ELL student's in-person at the school as well as remotely for those students who needed to shift to remote learning during the course of the 2021-22 school year.</p> <p>For the 2022-23 school year BCS will continue to employ an ELL teacher to ensure that children who qualify for services are receiving them. A focus on data and tracking the progress of our</p>	<p>For the 2022-23 school year BCS will continue to employ an ELL teacher to ensure that children who qualify for services are receiving them. All information to ELL families will be consistently translated in their home languages to ensure that our families are kept in the loop of all school information and happenings. Spanish speaking members of the school staff and the parent community will participate at all community outreach events and information</p>

	<p>ELL students will drive our work for 2022-23. BCS will also continue to translate important information and school documents in the majority of the first languages that our families speak so that they are informed as to what is happening within the school in order to feel like they truly belong to the school community.</p>	<p>sessions to ensure that native Spanish speakers can fully understand the BCS program. BCS will provide additional support to ELL families to ensure that they are comfortable with the academic and emotional/social growth of their children (workshops, one-on-one meetings, etc.).</p>
Students with Disabilities	<p>BCS was a fully inclusive school in 2021-22. BCS has one ICT classroom on each grade level. BCS also had a Special Education Coordinator and full-time social worker. BCS outsourced for speech and occupational therapy services as needed based on Individual Education Plans. BCS will continue to fully operate as a fully inclusive school as all of our students with IEP's are either in a general education classroom or an Integrated Collaborative Teaching (ICT) classroom, depending on what their IEP requires. In 2022-23 BCS will have one ICT classroom on each grade level. BCS will continue to employ a Special Education Compliance Coordinator. The Assistant Principal will be responsible for ensuring that the school's Response to Intervention (RTI) program is operating effectively so that children who are "at-risk" get support services and then move forward with an evaluation if deemed necessary. The school will also employ a full-time social worker and is looking to hire a</p>	<p>BCS will maintain an ICT classroom for each grade. BCS will continue to offer the supports for our SWDs by providing the following programs/resources: Summer Boost Academic/Enrichment Program, In-person Afterschool Tutoring, a Social and Emotional Learning program for all students, parent workshops to inform families of our curriculum and instruction and offer resources to aid in the learning loss support that continues to be necessary, supplemental</p>

full-time SETSS/Academic Intervention Services (AIS) teacher. BCS will continue to outsource for occupational therapy and speech services in order to satisfy the needs of our students with Individual Education Plans. BCS continued its intensive tutoring program in-person which focused on students in grades K-5 who were significantly below grade level in ELA and Math. Groups were small, prescribed and focused on data collected in SY 2020-21 along with initial data from 2021-22 to drive the selection and instruction for these students. BCS applied and received a grant to operate a summer program for students in rising grades 1-6 to address learning loss as well as enrichment in order to continue to provide a resource for families. BCS will continue these initiatives in the 2022-23 school year in order to meet retention targets as families were pleased with student outcomes.

materials in reading and math to aid in differentiation of materials, additional support faculty to aid with learning loss (Assistant Teachers, SETSS/AIS teacher, Literacy/Math Coaches, etc.) and enhanced technology to support our instructional program (SMART Boards, upgraded electronic devices, etc.) BCS is looking to hire a full-time SETSS/AIS teacher to support the SPED program as well.

## Entry 10 - Teacher and Administrator Attrition

Completed Jul 12 2022

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



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

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

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

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee\\_fingerprintoct19.pdf](http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf) or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### **Attestation**

#### **Responses Selected:**

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

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

**Completed** Jul 14 2022

### **Instructions**

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

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

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

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	2
Total Category A: 5 or 30% whichever is less	4.0

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

	FTE Count
i. Mathematics	0
ii. Science	0
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
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, 2022)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	0

## TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(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	1

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

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

	FTE Count
Total Category D	0

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	15

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	20

Thank you.



## Entry 12 Organization Chart

Completed Jul 29 2022

## Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### **BCS Organizational Chart 2021\_22**

**Filename:** BCS Organizational Chart 2021\_22.pdf **Size:** 420.1 kB

## Entry 13 School Calendar

**Completed** Aug 1 2022

### Instructions for submitting School Calendar

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

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

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

Board of Regents-authorized charter schools also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

### **2022-2023 BCS CALENDAR of IMPORTANT DATES**

**Filename:** 2022 2023 BCS CALENDAR of IMPORTANT DATES.pdf **Size:** 136.1 kB

## Entry 14 Links to Critical Documents on School Website

**Completed** Jul 29 2022

### Instructions

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

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

**School Name:** Brooklyn Charter School

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
2. Board meeting notices, agendas and documents	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
3. New York State School Report Card	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
6. Authorizer-approved FOIL Policy	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://brooklyncharter.org/about/school-documents/">https://brooklyncharter.org/about/school-documents/</a>

**Thank you.**



## **Entry 15 Staff Roster**

**Completed** Aug 1 2022

### **INSTRUCTIONS**

**Required of Regents and NYCDOE-authorized Charter Schools ONLY**

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.



**Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders:** Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

### **[BCS Faculty-Staff-Roster 2021-22](#)**

**Filename:** BCS Faculty Staff Roster 2021 22.xlsx **Size:** 20.2 kB

## **Optional Additional Documents to Upload (BOR)**

**Incomplete**

**A Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huevo

**Others Present**

Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held via a ZOOM conference call on July 22, 2021.

Topic: BCS Board of Trustees Meeting

Time: July 22, 2021 2:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFhGQ09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 2:02 pm. The minutes for the meeting held on June 22, 2021 were approved with a motion from Mark, seconded by Feona. All voting members (3) were in favor.

**COVID Updates:**

There have been no new reported COVID cases in the building since 3/2/21.

Diane was unable to attend the meeting and submitted the following questions to be addressed:

What will the school's position be on the following? Masks, Social Distancing, Ventilation, & Staff Vaccination. BCS will continue to require masks in school. BCS will follow DOH guidelines of 3 foot distancing within classrooms and 6 foot distancing when eating. Ventilation systems in classrooms are up-to-code and are in the process of being cleaned over the summer. BCS will follow the NYCDOE policy where faculty must either be vaccinated or submit to weekly testing.

### **School Hybrid/Remote Updates:**

- June 2021 attendance was 87% (a combination of in-person/virtual)

### **Education Updates**

- BCS Virtual Summer Enrichment Program
  - Offered to all grades, K-5
  - The program began Monday, July 13<sup>th</sup> and will end Friday, August 13<sup>th</sup>
  - Hours: 9:00 a.m. - 1:15 p.m.
  - The program addresses reading, math, phonics, Social & Emotional Learning (SEL) and specials (physical education, yoga/education, technology/gaming, etc.)
  - BCS has implemented a robust virtual program that mimics the NYCDOE Summer Rising program.
  - Currently 61 students are enrolled in the program and an average of 44 students are attending daily.
  - There are a total of 16 instructors including a social worker.
  - Mark asked a question regarding how the groups are divided in the summer program. Mrs. Sanders explained that some of the groups are bridged and the program focuses on specific instructional needs for each group. The breakdown is as follows:
    - K: working on Kindergarten & 1st Grade work
    - 1st: 2nd Reading 1st Math (Module 6 for Math)
    - 2nd: 1st grade work
    - 3rd: 3rd grade work
    - 4th: 4th grade work
    - 5th: 5th grade work
    - 3/4 group working on 2nd grade reading/math/phonics
- BCS Strategic Plan to Address Learning Loss in the 2021-22 School Year was discussed further as the APR plan is in the process of being further revised.
  - BCS will fully open to in-person learning in September 2021
  - Virtual Summer Enrichment Program with plans to have an in-person program for summer 2022.
  - Continuing the Tutoring Assistance Program (In-person and Virtual)
  - After School Remediation Program (if the building is open after-hours)
  - Response to Intervention (RTI) small groups during the school day to address specific areas of remediation in reading and math
  - Increased academic supports by hiring more faculty to address learning loss within the classroom (Academic Intervention Specialist, Special Education Teachers, Assistant teachers).
  - Increased Parent Engagement
    - Continued Weekly Parent communication via email

- Continuing the Parent Workshops (Virtual & In-Person)
- Intervention Curriculum Materials
  - Phonics/Vocabulary Program (Foundations/Words Their Way)
  - Fountas & Pinnell Guided Reading Program for all classrooms
- Upgrading the technology and programming within the school
  - SMART Boards for all classrooms
  - Providing personal electronic devices for each student
  - Henry asked if we were still in contact with our technology consultant regarding our Coding Program. Due to the pandemic, we did not utilize our consultant but will resume contact once things go back to some normalcy.
  - Henry inquired if we were still offering Coding classes to the students. Our technology specialist incorporated our Kodable Coding Program into our in-person and remote instruction for the 2020-21 school year.
- Social and Emotional Learning (SEL) Program to address and support the social, emotional and mental health needs of our students. BCS will have an SEL Coordinator who will create the SEL curriculum/program designed specifically for BCS that teachers will utilize for our SEL periods.
- Other resources:
  - Purchase of Individual desks for grades 1-5
  - Additional PPE supplies for the school year

### **Staffing Updates**

- 2021-21 staffing updates: Currently ALL faculty will be returning for the 2021-22 school year.
  - BCS will be looking to fill the following positions for the 2021-22 school year to aid with the mitigation of learning loss:
    - 1<sup>st</sup> grade Special Education Teacher (FILLED)
    - 1<sup>st</sup> grade Assistant Teacher
    - 2<sup>nd</sup> grade General Education Teacher (Demo lesson scheduled for 7/26/21)
    - 3<sup>rd</sup> grade Assistant Teacher
    - 4<sup>th</sup> grade Special Education Teacher
    - 5<sup>th</sup> Grade Assistant Teacher (Presenting an offer to a potential hire)

### **Financial Report: Ms. Ariel**

- Budget vs. actuals ending period 6/30/21
  - There is currently 2.1 million in the BCS investment accounts. The school has 700K cash in the bank. Ariel is still projecting a surplus of approximately \$440K as of June 2021 based on accruals for payroll, taxes and low monthly spending. Specific contributors to the surplus is the increase in SPED students in the >60 category, federal grant funds and money saved due to certain school programs that did not operate during the school year (after school, test prep, etc.)
  - Ariel reported that when she and Joanne had a conference call with the auditors,

they mentioned setting up a “board-designated fund” revenue line that is made to specifically address programming at BCS to mitigate learning loss for the 2021-22 school budget.

- The BCS finance committee will meet with our representative from Chase (Milo) who will review the investment strategies to ensure that we are minimizing risk while maximizing our investments.
- A pre-audit call was scheduled for 8/3/21 at 10:00 a.m.

**Enrollment Update:** Current Actual ATS enrollment: 207/Budget: **204**

**Recruitment Updates:**

- 25 kindergarten families are confirmed to attend BCS in the 2021-22 (We had 22 kindergarten students at the last board meeting).

**Additional Board items**

- Mr. Morales reported that he has been in contact with Tina Payne regarding our insurances to review current policies. Morales will coordinate a date that Henry and Joanne will be able to meet with her regarding these matters in late August/early September 2021 to discuss our insurance coverage as it related to COVID and opening the school in the fall of 2021.
- 2020-12 Financial Disclosure forms were discussed and board members will complete for timely Annual Report submission.
- NYS Open Meetings Law waiver expired on June 24<sup>th</sup> and the board discussed the implications of this to ensure that the public has access to physically attend all future board meetings.

The next BCS Board meeting is scheduled for Tuesday, August 10, 2021 at 2:00 p.m. via BCS and Zoom Conference due to the COVID-19 pandemic.

The meeting was adjourned at 2:40 pm. With a motion from Feona, seconded by Henry. All voting members (3) were in favor.

**A Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huevo  
Diana Lee

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on August 10, 2021.

Topic: BCS Board of Trustees Meeting

Time: August 10, 2021 2:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 2:17 pm. The minutes for the meeting held on July 22, 2021 were approved with a motion from Diana, seconded by Feona. All voting members (4) were in favor.

**School Updates:**

- The overall attendance rate for the school year (September 2021- June 2022) for in-person/remote learning was 85.5%

**Education Updates**

- BCS Virtual Summer Enrichment Program
  - Currently 61 students are enrolled in the program and an average of 44 students are attending daily.

- Renewal Application Submission: Due September 1, 2021
  - The school is in need of updated Board Resumes and Board Questionnaires.
  - School Visit/Public Hearing/Board of Trustees Renewal Meeting currently scheduled for December 13-15.
    - Potential Zoom board interview will be either 12/14 or 12/15 at 8:00 p.m.
- 2021-22 Reopening Plans: BCS will follow NYC DOE policies based on DOH guidelines:
  - Capacity: BCS will adhere to updated blueprints provided by the NYCDOE to maintain room capacity for all classrooms and offices.
  - Physical Distancing: BCS will maintain 3 feet within classrooms and 6 feet during lunch periods.
  - PPE and Masks: All staff and students will be required to wear masks in school.
  - Operational Activity: BCS will continue daily screenings via paper and/or on-line. BCS will follow screening, random testing protocols, containment, testing responsibility, etc.) as the NYCDOE.
  - Staff vaccination and weekly testing. BCS will follow the protocol of the NYCDOE to an extent. Staff will be encouraged to get vaccinated or must submit to weekly COVID testing.
    - *There was heavy debate regarding the school's vaccination policy. The board wanted time to research, find out what other schools and organizations are doing before formulating a school policy on vaccination. The plan is to meet in a few weeks to discuss and vote on a policy by the next board meeting.*
    - *It was stated that ultimately it would be the board's decision to determine what the school's vaccination policy would be based on a vote.*
  - Vulnerable populations: BCS will have a remote learning option for students with medical/health situations. Students with acceptable medical documentation will qualify for this service if necessary.
  - Transportation and Food Services: BCS will follow the guidelines of the NYCDOE as it relates to these services.
  - BCS will have a remote learning plan in the event the school must close due COVID related issues during the school year.

#### 2021-22 Staffing Updates

- a. BCS is looking to fill the following positions for the 2021-22 school year:
  - i. 1<sup>st</sup> Grade Special Education (Filled)
  - ii. 1<sup>st</sup> Grade Assistant Teacher
  - iii. 2<sup>nd</sup> Grade General Education (Demo lesson scheduled for 7/26/21)
  - iv. 3<sup>rd</sup> Grade Assistant Teacher
  - v. 4<sup>th</sup> Grade Special Education
  - vi. 5<sup>th</sup> Grade Assistant Teacher (Presenting an offer)

#### 2. Financial Report: Ms. Ariel

- a. Audit Updates- BCS administration and the Finance Committee of the board had

a preliminary meeting with the auditors to discuss timing and when the audit would be completed based on our timing.

- b. July 2021 Financials
    - i. Currently 2.1 million in investment accounts.
    - ii. Currently 507K cash available on hand.
  - c. The finance committee will be meeting with Chase to review investment strategies to ensure that we are minimalizing risk while maximizing investments at this time.
3. Recruitment Updates
- a. 26 Kindergarten families confirmed at this time (25 students at the last board meeting) 21 families have completed paperwork (19 at the last board meeting).
4. Additional Board Items
- a. Meeting with Insurance carrier to review current policies: Mr. Morales to happen in October 2021.
5. Public Comment- None
6. Date & Location of next meeting: September 22, 2021 at 545 Willoughby Avenue, Room: 304
7. Adjournment- The meeting was adjourned at 2:49 pm. With a motion from Mark seconded by Henry. All voting members (4) were in favor.



**A Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo  
Diana Lee  
Tony Betaudier

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold  
Bonilyn Charles

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on September 22, 2021.

Topic: BCS Board of Trustees Meeting

Time: September 22, 2021 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFiMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:05 pm. The minutes for the meeting held on August 10, 2021 were approved with a motion from Feona, seconded by Mark. All voting members (5) were in favor.

**School Updates:**

**Renewal:** Submission date was 9/1/21. All documents were submitted on time.

1. Public Hearing/Board of Trustees Renewal Meeting
  - a. December 13-15
  - b. Potential Zoom board interview will be either 12/14 or 12/15 at 8:00 p.m.
  - c. A required letter to families went out to families by September 15, 2021.

- d. Diana requested a copy of renewal documents that were submitted to the NYCDOE authorizer. All board members will receive a copy of the school's application for renewal.

### **Health & Safety**

2021-22 Reopening Plans: BCS will follow DOH and NYC DOE policies based on their guidelines for health and safety:

- a. Capacity: BCS will adhere to updated blueprints provided by the NYCDOE to maintain room capacity for all classrooms and offices.
  - b. Physical Distancing: BCS will maintain 3 feet within classrooms and 6 feet during lunch periods.
  - c. PPE and Masks: All staff and students will be required to wear masks in school with the exception of designated mask breaks and when eating/drinking.
  - d. Operational Activity: BCS will continue daily screenings via paper and/or on-line. BCS will follow daily screening, temperature checks and hand-sanitizing upon entry.
  - e. As per the NYCDOE, random testing protocols are in place to occur weekly through a 3<sup>rd</sup> party assigned by the NYCDOE.
  - f. Vulnerable populations: BCS will have a remote learning option for students with medical/health situations. Students with acceptable medical documentation will qualify for this service if necessary. (Mark asked how many students we have that currently fall in this category. Currently all students are participating in person. We have 0 students who have requested remote learning due to medical needs.)
  - g. Transportation and Food Services: BCS will follow the guidelines of the NYCDOE as it relates to these services. (It was explained that there have been some challenges with the buses because there is a shortage of bus drivers. Henry asked if the school still employs bus matrons for the school buses. We currently have 4 school buses and 4 bus matrons.)
  - h. BCS will have a remote learning plan in the event the school must close due COVID related issues during the school year.
2. School Vaccination Policy and Weekly Testing
- a. The heavy discussion regarding the current DOE mandate, more specifically in charter schools.
  - b. Diane revealed that the way in which our current policy is written, it is too vague and must be more specific. The policy will be sent to her for review and revision to be coupled with information from the NYCDOE's current policy in order to finalize a policy for the school.
  - c. The board agreed that exemptions (medical/religious) may be included and that only approved exemptions would allow for those individuals to provide negative weekly COVID test results.
  - d. BCS is carefully monitoring the NYC vaccination mandate to ensure compliance.

- e. Feona added that we are here to service students and we must do so in the most fair and safe way possible with the understanding that people should still have a choice.
3. 2021-22 Staffing Updates
- a. BCS is looking to fill the following positions for the 2021-22 school year:
    - i. 1<sup>st</sup> Grade Special Education (Filled)
    - ii. 1<sup>st</sup> Grade Assistant Teacher (Filled)
    - iii. 2<sup>nd</sup> Grade General Education (Filled)
    - iv. 3<sup>rd</sup> Grade Assistant Teacher (Filled)
    - v. 5<sup>th</sup> Grade Assistant Teacher (Filled)
4. Financial Report: Ms. Ariel
- a. 2021-22 School Budget
    - i. Board designated fund
      - 1. A motion was made by Mark and seconded by Henry: A board designated fund of \$250,000 from the previous year's surplus (Surplus total around \$358K) will be utilized in the 2021-22 school year budget for restricted use to be determined by the board at a later time. The motion was carried with all 5 voting members in favor.
  - b. Audit Updates- Finance committee will need to meet when the audit is complete to review findings.
  - c. August 2021 Financials: Currently the school has a 423K surplus with 700K cash in the bank. The investment accounts currently total 2.1 million.
  - d. Request for amendment to board motion regarding parent meeting incentive was made- The board agreed to hold off on the initial parent incentive of \$25 for all participants at parent workshops due to the current enrollment situation. It was discussed that a large portion of parents participate in the 1<sup>st</sup> parent meeting of the school year, so we will wait until the 2<sup>nd</sup> parent meeting to determine what incentives we will offer moving forward.
5. Enrollment/Retention Updates: BCS is currently under-enrolled by 28 students. 13 of the 22 Kindergarten families that completed paperwork did not show up for the first week of school. Many of these families enrolled in multiple schools and selected their actual choice during the first week.
- a. Total enrollment: **176**
    - i. K- 14
    - ii. 1- 27
    - iii. 2- 31
    - iv. 3- 31
    - v. 4- 38
    - vi. 5- 35
  - b. 2021-22 Retention rate: 84%
    - i. BCS ended the 2020-21 school year with 207 students. Of those

students, 47 5<sup>th</sup> graders graduated, leaving the school with 160 students. Of the 160 students, 26 students did not return, leaving BCS with 139 active students. Below is the data for students who did not return:

1. Moved out of state (9 students): 34%
2. New schools closer to home. These students lived a significant distance from the school and participated remotely during the 2020-21 school year (6 students): 23%
3. Went to Success Academy due to the full remote option (4 students): 15%
4. Shelter displacement (3 students): 12%
5. Moved to another borough (2 students): 8%
6. Home School Option (1 student): 4%
7. Foster child went back to biological family (1 student): 4 %

6. Additional Board Items

- a. Meeting with Insurance carrier to review current policies: Mr. Morales to happen in October 2021.

7. Public Comment: None

8. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom until further notice

a. Upcoming Meeting Dates (Tentative)

- i. Monday, 10/18/21 at 6:00 p.m.
- ii. Monday, 11/15/21 at 6:00 p.m.
- iii. Monday, 12/13/21 at 6:00 p.m.

9. Adjournment: A motion was made to adjourn the meeting by Feona and seconded by Tony. All voting members (5) were in favor. The meeting was officially adjourned at 6:53 p.m.

**Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo  
Diana Lee

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on October 18, 2021.

Topic: BCS Board of Trustees Meeting  
Time: October 18, 2021 6:00 PM Eastern Time (US and Canada)  
Place: ZOOM and 545 Willoughby Avenue

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on September 22, 2021 were approved with a motion from Mark, seconded by Diana. All voting members (4) were in favor.

**School Updates:****Renewal:**

1. Renewal Application and Executive Summary was sent to the board.
2. Public Hearing/Board of Trustees Renewal Meeting
3. December 13-15
  - a. **Potential Zoom board interview will be either 12/14 or 12/15 at 8:00 p.m.**

## **2021 Vaccination Mandate**

Due to the COVID vaccine mandate all faculty in NYC DOE buildings who wanted to remain employed were forced to take the COVID vaccination in order to enter/work a public school building. This mandate affected BCS in the following ways:

- a. Faculty:
  - i. Of the 8 non-vaccinated teachers, 4 teachers resigned (Kindergarten teacher, First grade teacher, 4<sup>th</sup> grade teacher and 5<sup>th</sup> grade teacher).
  - ii. Of the 6 non-vaccinated administrators, 1 refused the vaccination (School Secretary).
  - iii. As a result, the following shifts have occurred in the school:
    - 1. We have collapsed the kindergarten to one class.
    - 2. We moved a Kindergarten teacher to 1<sup>st</sup> grade.
    - 3. We have self-contained the 4<sup>th</sup> grade classes.
    - 4. Mrs. Sanders and Ms. Hunt are teaching 4<sup>th</sup> grade Math and ELA until we find an appropriate teacher.
    - 5. We moved the 5<sup>th</sup> grade Assistant Teacher to the classroom that lost a teacher until we find a replacement.
    - 6. We are looking to hire two general education teachers (4<sup>th</sup> & 5<sup>th</sup> grade) and at least one Special Education Teacher
  - iv. Diana asked a question regarding medical and religious exemptions and whether they were allowed. Initially exemptions (religious and medical) could be considered, however, once the Governor gave the support for the vaccine coupled with the Mayor of NYC's mandate, the NYCDOE made the decision that all co-located Charter Schools must also follow the citywide vaccine mandate, cancelling the concession to test weekly if not vaccinated.

## **2. School Safety and COVID cases**

- a. We have had 2 reported COVID cases so far this school year:
  - i. A faculty member which was deemed a non-classroom closure due to no close contact with students upon the Situation Room investigation. This faculty member was required to quarantine for 10 days.
  - ii. A teacher who came in contact with 30 children over the period of 3 days last week. All 30 students had to quarantine for 10 days and were given instructions via the Situation Room as to when they were able to return to school. The school provided asynchronous remote work for the students during their time out of school.
  - iii. The question regarding a full remote option for students was raised. In the event that a classroom(s) must move into a full remote situation, the school is in the process of setting up access to electronic devices for all students. Live instruction during a remote learning situation will be available for all classes as of November 1<sup>st</sup> in the event a classroom(s) must close due to COVID.

- iv. The school does not have a remote option in the event that a family no longer wants their child to participate in full in-person learning.
- 3. Financial Report: Ms. Ariel
  - a. Audit Approval for FY2021
    - i. The audit draft was shared with the board prior to the meeting for review. The audit notes were:
      - 1. BCS was issued a clean unmodified audit opinion.
      - 2. There were no significant adjustments.
      - 3. BCS ended the year with an operating surplus of \$344K not including our investment gains.
      - 4. BCS had investment gains of \$252K.
      - 5. BCS had \$2.1M available for spending over a 1 year period, this covers 6 months of operating expenses.
      - 6. There was one internal control weakness identified which is less severe than a material weakness which BCS experienced in a previous audit three years prior.
      - 7. Feona made a motion to approve the final draft of the FY2021 school audit with a second from Mark. All voting members (4) were in favor.
  - b. Brief financial report
    - i. ESSER/ARP breakdown:
      - 1. Ms. Ariel shared a breakdown of the ESSER/ARP funding over the next two fiscal years. The items represented in the funding breakdown were established based on parent/teacher/school board surveys conducted by the school prior completing the applications.
    - ii. Henry reported that he met with Chase representative regarding our Investment accounts and that due to the fiscal climate, the school would remain conservative with its investment accounts.
- 4. Enrollment
  - a. Total enrollment: **176** (175)
    - i. K- 16 (14) Enrolled 2 new students.
    - ii. 1- 27 (28) Lost a first grader who moved to NJ
    - iii. 2- 30
    - iv. 3- 33 (31) Enrolled 2 new students
    - v. 4- 35 (37) Lost 2 students (schools closer to home) and
    - vi. 5- 35
    - vii. We have a potential Kindergarten, 2<sup>nd</sup> and 3<sup>rd</sup> grade student in the process of applying and enrolling
- 5. Additional Board Items
  - a. Curriculum Night/Meet the Teachers Attendance:
    - i. Kindergarten: 9 of 14 families

- ii. First Grade: 13 of 27 families
    - iii. Second Grade: 16 of 30 families
    - iv. Third Grade: 16 of 33 families
    - v. Fourth Grade: 6 of 35 families
    - vi. Fifth Grade: 8 of 35 families
  - b. Meeting with Insurance carrier to review current policies
6. Public Comment: None
7. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom until further notice
- a. Upcoming Meeting Dates (Tentative)
    - i. Monday, 11/15/21 at 6:00 p.m.
    - ii. Monday, 12/13/21 at 6:00 p.m.
8. Adjournment: A motion was made to adjourn the meeting by Henry and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 6:44 p.m.



**Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo  
Diana Lee  
Anthony Betaudier

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on December 13, 2021.

Topic: BCS Board of Trustees Meeting

Time: December 13, 2021 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFhGQ09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcICVKx>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on October 18, 2021 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

**School Updates:**

1. Renewal:

- a. Dates have been shifted to the week of January 24, 2022
- b. Due to the need to find teachers and in order to ensure that the school is in the best position regarding observations and interviews, the NYCDOE suggested a date change with no negative bearing on the school.
- c. The Renewal Board Interview was changed to Tuesday, January 25<sup>th</sup> at 8:00 p.m.

- d. The public hearing is still scheduled for Tuesday, 12/14/21 at 5:30 p.m.

## 2. School Programing

- a. Summit Afterschool program began the week of October 4<sup>th</sup>
  - i. 34 total students attend the program
- b. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup>
  - i. 16 total students attend the program
    - 1. Henry would like us to research what other public schools are currently offering a Gamers/Coders after school program at this time.
- c. The Tutoring Assistance Program began on Monday, 12/6/21
  - i. 35/45 total students currently being serviced
  - ii. 13 tutors are working in the program

### a. School Safety and COVID cases

- a. We have had 0 reported COVID cases so far this school year:
- b. Random testing continues to occur weekly on Friday's.
- c. Limited Access to a current parent base on safety concerns
- d. Diana asked if we were a vaccination site for students. Our school was one of the schools designated as a pop-up vaccination site for students. The school has been a vaccination site for 3-4 weeks. The NYCDOE designated one-day-a-week for a four week period giving students the opportunity to be vaccinated.
  - i. The question was asked if students receive the \$100 incentive for getting vaccinated. The answer is "no" for this particular program.
  - ii. The board wanted the data as to how many of our students participated in the pop-up vaccination program. This information will be made available at the January 2022 board meeting.

### b. Financial Report: Ms. Ariel

- a. Financial report
  - i. The school currently has 2.2 million in investment accounts in the bank and \$300K in cash. The surplus at the end of the November is currently 403K.
- b. Employee Incentive Plan
  - i. See attached document.
  - ii. The school administration and board discussed the need for this program in order to attract and retain highly qualified instructional staff.
  - iii. This program is also a way for BCS to differentiate the school from other schools as it relates to attracting and retaining quality staff.
  - iv. The board agreed that this would be a great way to attract and retain highly qualified staff so a motion was made by Mark and seconded by Diana to conceptually approve the proposed incentive program based on any modifications that need to be made by board members as well as definitive dates being assigned to payouts so everything is clear to all parties. All five (5) voting members were in favor. There were zero (0)

opposed/abstentions.

- v. A second motion was made by Mark and seconded by Henry to allocate a designated board fund utilizing a portion of the 2020-21 surplus to fund the incentive program and any other staffing needs necessary to mitigate learning loss. All five (5) voting members were in favor. There were zero (0) opposed/abstentions.
- vi. Once the final version of the incentive program is completed, the board suggested that we post the information on all social media platforms and our school website.
- vii. Henry discussed getting a press release done (pro-bono) in order to increase the outreach of our efforts to attract and retain quality staff.

c. Enrollment

a. Total enrollment: **178** (175)

- i. K- 17- Enrolled 1 new student
- ii. 1- 30 Enrolled 3 new students
- iii. 2- 30
- iv. 3- 31-- Lost 2 students (1 moved to Queens/1 went to a charter school closer to home)
- v. 4- 36 Enrolled 1 new student
- vi. 5- 34

d. Additional Board Items

- a. Meeting with Insurance carrier to review current policies

e. Public Comment: None

f. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom until further notice

a. Upcoming Meeting Dates (Tentative)

- i. Wednesday, 1/19/22 at 6:00 p.m.

g. Adjournment: A motion was made to adjourn the meeting by Tony and seconded by Diana. All voting members (5) were in favor. The meeting was officially adjourned at 6:51 p.m.

**Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo  
Diana Lee  
Anthony Betaudier

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on January 19, 2022.

Topic: BCS Board of Trustees Meeting

Time: January 19, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCvKx>

The meeting was called to order at 6:03 pm. The minutes for the meeting held on December 13, 2021 were approved with a motion from Diana, seconded by Feona. All voting members (5) were in favor.

**School Updates:****1. Renewal:****a. Renewal Visit Dates: 1/24/22-1/27/22**

- i. The Board renewal interview is scheduled for Tuesday, 1/25/22 at 8:00 p.m. via Zoom. Joanne will resend the board meeting interview link to all board members.
- ii. Concerns from the DOE

1. Enrollment- enrollment was under the 15% required threshold during the 2017-18 school year (196 students). BCS is required to have at least 204 students each year. BCS was on the trajectory to grow back to its 240 enrollment expectation until the pandemic hit in March of 2020. In 2018-19 enrollment was 214, in 2019-20 enrollment was 220 and in 2020-21 enrollment dropped back to 214 due to the pandemic and the number of families who were no longer in NYC.
2. 60 days of cash on hand (monthly)-Our internal audits show that that we have about 30 days of cash-on-hand in our operating account versus the required 60 of cash-on-hand. The school has about 2.1 million available in investment accounts which are not reflected as cash-on-hand. BCS will work with JP Morgan Chase Bank to obtain the appropriate documentation to show that we have the necessary funds available to meet this requirement.
- iii. Update of Mitigation of Learning Loss Plan for 2021-22
  1. BCS has updated its learning loss plan to include the Saturday Test Prep Program.

## 2. School Programing

- a. Summit Afterschool program began the week of October 4<sup>th</sup>
  - i. 36 total students attend the program
- b. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup>
  - i. 18 total students attend the program
- c. The Tutoring Assistance Program began on Monday, 12/6/21
  - i. 35/45 total students currently being serviced
  - ii. 13 tutors are working in the program
- d. Saturday Test Prep Program began 1/8/22 for students in grades 3-5
  - i. 18 students attended the first session.
  - ii. There are 3 teachers and 1 administrator who work the program
  - iii. There will be a total of 8 Saturdays in which the program will operate as long as we have a suitable number of students who attend.

## 3. School Safety and COVID cases (Mr. Morales):

- a. We had an extensive amount of COVID cases prior to the winter recess.
  - i. Faculty: 22 faculty members reported positive COVID results or were sick prior to the winter recess
  - ii. Students: 5 students reported positive COVID results prior to the winter recess.
  - iii. There were 8 COVID cases reported after the winter break.
- b. Random testing continues to occur weekly due to the uptick in COVID
- c. Number of vaccinated students: 10 known at the time of the board meeting

- i. Members of the board expressed concern with the amount of COVID cases affecting the BCS staff prior to the winter break. Omicron was a contributing factor to this uptick in COVID cases. BCS was still able to remain open and function during this challenging time so that all families who needed to have their children in school were able to.
  - ii. Members of the board also expressed concern regarding the low amount of students who were vaccinated. It was explained that because the vaccine was not mandated that we were not in a position to request that information from families.
  - iii. The board suggested encouraging families to have their children vaccinated by endorsing the importance of getting vaccinated and how it is the best way to stay protected against COVID
- b. Financial Report: Ms. Ariel
  - a. Financial report
    - i. The school currently has 2.1 million in investment accounts in the bank and \$312K in cash. The surplus at the end of January is currently 248K. Our JP Morgan Chase financial advisor has ensured that BCS maintain a conservative position with our investment accounts based on what is currently happening with the stock market at this time.
    - ii. The government ARP grant was finally approved and BCS will be able to recoup some of the expenses spent that qualify under this grant.
  - b. Employee Incentive Plan
    - i. The logistics of the plan are being finalized and the payout dates are also being reviewed to ensure the school's capability to pay the incentives out in a timely fashion.
    - ii. Board members brought up the importance of having faculty make a commitment (via a contract with signature) to remain employed by the school for a specific date in order to receive a retention bonus and if they leave before that date will be responsible for giving the funds back to the school.
    - iii. Board members wanted this incentive plan to be understood as a one shot deal which spans from the 2021-22 school year to the 2022-23 school year for purposes of retaining current highly qualified teachers and assistant teachers.
- c. Enrollment
  - a. Total enrollment: **179** (178)
    - i. K- 17
    - ii. 1- 30
    - iii. 2- 29
    - iv. 3- 32
    - v. 4- 36
    - vi. 5- 35

- d. Additional Board Items
  - a. Meeting with Insurance carrier to review current policies
- e. Public Comment: None
- f. Date & Location of next meeting: 545 Willoughby Avenue, Room: 304 and Zoom until further notice
  - a. Upcoming Meeting Dates (Tentative)
    - i. Wednesday, 2/16/22 at 6:00 p.m.
- g. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 6:53 p.m.

**Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Feona Huezo  
Diana Lee  
Anthony Betaudier

**Others Present**

Pamptata Sanders  
Robert Morales  
Joanne Hunt  
Ariel Arnold

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on February 16, 2022.

Topic: BCS Board of Trustees Meeting  
Time: February 16, 2022 6:00 PM Eastern Time (US and Canada)  
Place: ZOOM and 545 Willoughby Avenue

**Join Zoom Meeting**

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on January 19, 2022 were approved with a motion from Diana, seconded by Mark. All voting members (5) were in favor.

**School Updates:**

1. Strategic Enrollment Plan- Mr. Angel
  - a. Mr. Angel confirmed his physical work schedule which is one day per week on Wednesdays in the building. The time stretches based on need. He spends approximately 20% of his work week on recruitment at BCS. Mr. Angel does make himself available to families 7 days a week and answers emails and application inquiries daily.



- b. Recruitment for 2021-22 was challenging due to the lack of access to physical buildings. Many of his visits to daycares and programs were via Zoom and phone calls.
  - c. For 2022-23, Mr. Angel has been able to physical in buildings so the outreach has been very different.
  - d. There will be 1 virtual open house at BCS in March.
  - e. There will be at least 2 physical open houses at BCS in April.
  - f. Busing to and from neighboring areas with bus matrons in Brooklyn has been a selling point for families.
  - g. The application process has become more personal as Mr. Angel reaches out to each applicant with a "welcoming message" and information about the lottery process and important dates.
  - h. Daily News advertising: BCS was featured in the Daily News Charter School Circular which ran on 2/25/22. An email blitz will follow with 70K emails sent to families in the zip codes that we service with children in the age range that we serve.
  - i. BCS will participate in the Virtual Charter School Parent Fair on Sunday, March 6, 2022 from 1-5 p.m.
  - j. Currently there is a pilot Save For College Initiative for all kindergarten families who entered in 2021. We are not sure if this will be offered for the incoming 2022 class.
  - k. Henry posed a question on how the school chooses to spend its advertising budget on student recruitment. Henry would like a better understanding of how the money we are spending on recruitment translates to actual enrollment in the school.
  - l. Another question that was posed was how many students have come from within the district versus outside of the district for the 2021-22 school year.
2. Renewal:
- a. Academic
    - i. Data over the current renewal period is solid and shows more growth than expected especially with SWDs despite the challenges of COVID.
  - b. Operational
    - i. DOE must still review our discipline policy to ensure that it is compliant and current.
  - c. Fiscal
    - i. Cash-on-hand: the board will ensure that there is 60 days of cash-on-hand by the close of the school year.
    - ii. Audit Deficiency- Student Billing/Reconciliation- the school shared with the board its plan to ensure that this error does not occur again. The billing document will be reviewed by a final set of eyes to ensure that attendance matches billing and reconciliation documents.
    - iii. Enrollment: Ensuring at least 204 students each school year. Enrollment was significantly down this school year due to COVID. Many families moved out of the area causing enrollment to dip below the required

amount of 204 students. BCS has implemented a grassroots enrollment campaign in order to increase and boost enrollment for the 2022-23 school year.

### **3. School Programing**

- a. Summit Afterschool program began the week of October 4<sup>th</sup>
  - i. 36 total students attend the program
- b. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup>
  - i. 18 total students attend the program (Tues/Thurs)
- c. The Tutoring Assistance Program (2<sup>nd</sup> cycle in effect)
  - i. 35/47 total students currently being serviced
  - ii. 13 tutors are working in the program
- d. Saturday Test Prep Program: Cancelled due to low enrollment. We will incorporate test prep sessions for grades 3-5 for all students during the regular school day.
  - i. NYS ELA Test: March 29-31
  - ii. NYS Math Test: April 26-28

### **4. School Safety and COVID cases since 1/20/22**

- i. Faculty: 0
- ii. Students: 1
- b. Random testing continues to occur weekly due to the uptick in COVID- we currently have a total of 140 permission slips from students- 78%
- c. Diana brought up the Principal who called every family stressing the importance of vaccination. The calls were effective and the school was able to set-up an in-school vaccination site. Diana proposed that we become a vaccination site and encouraged that we make this an action item.

### **5. Financial Report: Ms. Ariel**

- a. Financial report: BCS currently has a surplus of 316K. There is 1.8 million in investment accounts and 383K in our operating account for a total of 2.2 million in the bank.
- b. There was a question on the floor as to how we spent the ARP funds from the government. Below are some of the current recoverable expenses which are subject to change before the end of the school year:
  - i. Individual desk/chairs for classrooms: \$22,000
  - ii. Tutoring Assistance Program: \$24,750
  - iii. Summer School: \$61,600
  - iv. 3 Assistant teachers: \$135K
  - v. Foundations Curriculum: \$15,600
  - vi. Foundations Professional Development: \$6000
  - vii. Great Minds Licenses: \$3200
  - viii. iReady: \$8000
  - ix. ARP application: \$10,000

- c. Tax Form 990- the form was reviewed by the board prior to the meeting. A motion to approve the 990's was made by Diana and seconded by Feona. All (5) voting members were in favor and (0) were opposed. The motion to approve was passed.
- d. Employee Incentive Plan Update: The plan is still to move forward with the incentive but the dates are changing due to budgetary constraints. The school will wait to be in a more fiscally responsible position before paying out the COVID incentive payments to eligible school faculty.

#### **6. Enrollment Updates**

- a. Total enrollment: **178** (179)
  - i. K- 17
  - ii. 1- 29 (Lost 1 student who moved to PA, gained 1 student)
  - iii. 2- 30 (Lost 1 student who moved to Manhattan, gained 1 student)
  - iv. 3- 31
  - v. 4- 36 (Lost 1 student who moved to PA)
  - vi. 5- 35

#### **7. Additional Board Items**

- a. Feona requested a more information regarding our data. Maybe a one-pager that gives a summary of our data from one year to the next where statistics are shared regarding general data as well as academic data.
- b. The purpose of such a document would be to review progress of the school yearly or even every six months.
- c. Data to be included would be:
  - i. General data (Enrollment, SPED info, ELL info, School Diversity, Poverty data, testing data, attendance data, etc.)

#### **8. Public Comment**

- 9. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until further notice
  - a. Tuesday, March 22, 2022
- 10. Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 6:53 p.m.

**Board Members Present**

Henry A. Lambert, Chair

Mark David

Diana Lee

Feona Huezo

**Others Present**

Pamptata Sanders

Robert Morales

Ariel Arnold

Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on March 22, 2022.

Topic: BCS Board of Trustees Meeting

Time: March 22, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFiMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on February 16, 2022 were approved with a motion from Mark, seconded by Diana. All voting members (4) were in favor.

**School Updates:**

1. Strategic Enrollment Plan- Ms. Hunt/Mr. Angel- Listed below are the amounts that have been budgeted/spent on recruitment for the 2021-22 school year.
  - a. Current Recruitment expenses as of 2/2022
    - i. Google Ads: \$1587.48
    - ii. Facebook Ads: \$2154.07
    - iii. Daily News Advertising: \$3300.00
    - iv. Charter School Virtual Fair: \$450.00

- v. Recruitment Coordinator: \$27,848.63
- vi. Total spent: \$35,340.18

b. How does this compare to where we are getting our students? The per pupil revenue received for each general education student is \$16,844. The number before the parentheses is the number of students enrolled via that particular marketing strategy. The number in parentheses is the monetary equivalent we received based on the number of applicants/enrollees who learned about BCS through these marketing efforts:

- i. Google Ads/Facebook Ads: 21 (\$353,772)
- ii. Daily News Advertisement: \$3300.00 (We are not sure if anyone has learned about BCS via the Daily News. Mark suggested utilizing a code upon applying.)
- iii. Recruitment Coordinator (13) /Charter School Virtual Fair (1): (\$235,816)
- iv. BCS Family Referrals: 10 (\$168,440)
  - 1. A question was asked regarding our referral program. In the past, we offered a referral fee for families who recommended new families. We will review whether we will institute this program moving forward.
- v. Siblings: 3 (\$50,532)
- vi. Other: 1 (\$16,844)
- vii. Another question that was raised by a board member was, "How many of these new students are SPED or ELL students? We will provide an answer for the April 2022 board meeting.
- viii. Another question that was raised by a board member was, "How many of these new students attend our after school programs?
- ix. Board members would like to know how all interested applicants moving forward, whether they take a seat or not, learned about BCS.

c. District versus out-of-district new students

- i. Of the 47 new students currently in a classroom:
  - 1. 28 live outside of the district: 58%
  - 2. 20 live in the district: 42%

2. Renewal:

a. Operations

- i. DOE must still review our discipline policy to ensure that it is compliant and current: April 8, 2022 at 9:30 a.m.

3. School Programming

- a. Summit Afterschool program began the week of October 4<sup>th</sup>
  - i. 36 total students attend the program
- b. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup>
  - i. 18 total students attend the program (Tues/Thurs)

- c. The Tutoring Assistance Program (2<sup>nd</sup> cycle in effect)
  - i. 48 total students currently being serviced
  - ii. 14 tutors are working in the program

**4. School Safety and COVID cases since 2/16/22**

- i. Faculty: 0
- ii. Students: 0
- b. Random testing continues to occur weekly due to the uptick in COVID- we currently have a total of 140 permission slips from students (78%)
- c. Rapid COVID Test distribution- Students will receive rapid COVID tests on a weekly basis in order to test weekly due to the mask mandate being lifted. Diana suggested that we give a tutorial to families on how to administer the rapid test because the directions can be overwhelming and daunting.
- d. 54 students which represents 30% of our population are currently vaccinated.
- e. Vaccination Site at BCS- we have looked into becoming a potential vaccination site, but there is limited information available on how to become one. We will continue to reach out to get more information on public vaccination sites and how to become one.

**5. Financial Report: Ms. Ariel**

- a. Financial report: BCS currently has a surplus of 181,800 as of 2/28/22. There is 1.8 million in investment accounts and 549K in our operating account for a total of 2.3 million in the bank.
- b. Currently we are working on recouping our ESSER and ARP funds which have been spent for the 2021-22 school year.
- c. Ariel is working on EOY projections and will have them available by the May 2022 board meeting.

**6. Enrollment Updates**

- a. Total enrollment: 174 (178)
  - i. K- 15 (Lost 2 students, 1 moved to Georgia, 1 decided to home school due to mask mandate lift)
  - ii. 1- 29
  - iii. 2- 29 (Lost 1 student who moved to North Carolina)
  - iv. 3- 31
  - v. 4- 35 (Lost 1 student who moved to Georgia)
  - vi. 5- 35

**7. Additional Board Items**

**8. Public Comment**

- 9. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until further notice
  - a. Thursday, April 7, 2022

10. Adjournment: A motion was made to adjourn the meeting by Feona and seconded by Diana. All voting members (4) were in favor. The meeting was officially adjourned at 6:35 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Mark David  
Diana Lee  
Feona Huezo  
Anthony Betaudier

### **Others Present**

Pamptata Sanders  
Robert Morales  
Ariel Arnold  
Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on April 7, 2022.

Topic: BCS Board of Trustees Meeting  
Time: April 7, 2022 6:00 PM Eastern Time (US and Canada)  
Place: ZOOM and 545 Willoughby Avenue, Room 304

### **Join Zoom Meeting**

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:05 pm. The minutes for the meeting held on March 22, 2022 were approved with a motion from Tony, seconded by Diana. All voting members (5) were in favor.

### **School Updates:**

#### **Recruitment/Enrollment Updates: Ms. Hunt/Mr. Angel**

1. Kindergarten Lottery:
  - a. Total Kindergarten inquiries (90)/eligible applications (60): (Last year we had 83 inquiries/31 eligible applications)
  - b. Total accepted into the school via lottery: 60 and 5 siblings (Last year 31 and 2 siblings) which yielded to 18 kindergarten students.



- c. Next steps:
  - i. Immediate acceptances (Paperwork due by 4/29/22)
  - ii. Zoom Welcome Meetings for families (Tentative, 4/21/22)
  - iii. In-person Orientations (Every Wednesday beginning in May 2022)
  - iv. Potential B.E.S.T. program for new kindergarten students (June 2022)
- d. Questions from the last board meeting concerning enrollment/recruitment:
  - i. Of the 48 new students currently sitting in a classroom, 8 students receive SPED services, 4 of these students currently receive >60 of services (2 of which were evaluated through BCS during the school year) during the day increasing our revenue by \$76,196 (\$19,049).

#### **Renewal:**

- 2. The Renewal Draft summary report was sent out for board review:
  - a. Main points from the summary of evidence:
    - i. The final recommendation has not been revealed yet.
    - ii. BCS' proficiency rates before the pandemic were consistently above the CSD and the state, for all students and special populations. Diane asked a question regarding our overall whole school math growth. It was explained that growth data for larger groups of students tends to trend lower than growth in smaller groups (SPED, ELL) coupled with our current dedication to ELA. For this current school year we added math centers and adjusted math pacing calendars to address math growth;
    - iii. According to the 2020-21 school year ESEA accountability designations, BCS is in *Good Standing*.
    - iv. The school is not meeting the target (85%) for aggregate enrollment for the 2021-22 school year but has met the target in all previous years of the charter term.
    - v. The school is exceeding targets for enrollment of economically disadvantaged (ED) students, meeting the target for enrollment of students with disabilities (SWDs) and are within target range for enrollment of ELL (English Language Learner) students.
    - vi. The school is within target range for aggregate retention; BCS is exceeding the target for retention of SWDs, and within target ranges of EDs. The school is making good faith efforts to recruit, serve and retain at-risk students.
    - vii. The school operates in accordance with applicable law, regulations, rules and other policies, including the terms of its charter, its by-laws and other school-specific policies.
    - viii. The school has partially demonstrated financial viability by performance on key indicators derived from the schools' independently audited financial statements. Near term indicators, such as the current ratio and unrestricted days of cash, are measures of liquidity and of the charter school's capacity to maintain operations; one was below target over the

duration of the charter term. Long term indicators, such as total margin and debt-to asset ratio, are measures of the charter school's capacity to remain viable and to meet financial obligations; none were below target in the last two fiscal years. Henry made the comment that we are clearly fiscally viable and that we must fix this misconception on paper in order to move forward.

- ix. The NYCDOE reviewed BCS' audited financial statements from 2018-2021 to determine whether the independent auditor observed sufficient internal controls over financial reporting. The auditor did identify a deficiency in internal controls that could be considered a material weakness in fiscal year 2021. The school has rectified the noted issue and submitted a corrective action plan.
- x. The required public hearing was held on 12/14/22. Eighty-five people attended and twenty-one people spoke. All were in favor of the renewal. No one was opposed.
- xi. DOE must still review our discipline policy to ensure that it is compliant and current. The meeting is scheduled for April 8, 2022 at 9:30 a.m.

## **School Programing**

### **3. Programs**

- a. Summit Afterschool program began the week of October 4<sup>th</sup>
  - ii. 36 total students attend the program
- b. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup>
  - iii. 18 total students attend the program (Tues/Thurs)
- c. The Tutoring Assistance Program (2<sup>nd</sup> cycle in effect)
  - iv. 48 total students being serviced/14 tutors work the program

### **4. School Safety and COVID cases since 2/16/22**

- a. COVID Cases:
  - i. Faculty: 0
  - ii. Students: 0
- b. Rapid COVID Test distribution: Rapid test are distributed to each student and faculty member every Friday until the end of the school year.
- c. 54 students which represents 30% of our population are currently vaccinated/Vaccination Site at BCS

## **Financial Report: Ms. Ariel**

- a. Financial report: BCS currently has a surplus of 239,000 as of 3/31/22. There is 1.8 million in investment accounts and 210K in our operating account for a total of 2.1 million in the bank.
- b. Currently we have recouped \$283,000 of our ESSER and ARP funds.
- c. As long as our enrollment stays above 170 students, we are not projecting a deficit for the 2021-22 school year.
- d. Ariel is working on EOY projections and will have them available by the May 2022

board meeting.

- e. Ariel will begin working on the 2022-23 budget once preliminary per pupil numbers have been released. A budget at 204, 210 and 220 projected enrollment will be created.

**5. Enrollment Updates**

- a. Total enrollment: **174** (174)
  - i. K- 15
  - ii. 1- 29
  - iii. 2- 29
  - iv. 3- 31
  - v. 4- 35
  - vi. 5- 35
- b. Diana asked an enrollment question regarding how many classes we currently have operating. We have 1 kindergarten class and 2 classes on each grade level for 1-5.

**6. Staffing Updates:**

- a. Currently we have 2 teachers out on maternity leave.

**7. Additional Board Items: None**

**8. Public Comment: None**

- 9. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until April 15, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)

- a. Upcoming Board Meeting Dates: May 23, 2022

- 10. Adjournment: A motion was made to adjourn the meeting by Feona and seconded by Diana. All voting members (5) were in favor. The meeting was officially adjourned at 6:00 p.m.

### **Board Members Present**

Henry A. Lambert, Chair

Diana Lee

Feona Huezo

Anthony Betaudier

### **Others Present**

Pamptata Sanders

Robert Morales

Ariel Arnold

Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on May 23, 2022.

Topic: BCS Board of Trustees Meeting

Time: May 23, 2022 6:00 PM Eastern Time (US and Canada)

Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGFhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:07 pm. The minutes for the meeting held on April 7, 2022 were approved with a motion from Diana, seconded by Tony. All voting members (4) were in favor.

### **School Updates:**

#### **Recruitment/Enrollment Updates: Ms. Hunt/Mr. Angel**

##### **1. Kindergarten Lottery:**

- a. Total accepting a seat into the school via lottery at this time: 22 + 2 holdovers based on age: **24** (Last year: **0** at the 5/25/21 Board Meeting)
- b. What changed?
  - i. The status of the pandemic and the ability for families to visit in-person
  - ii. Immediate acceptances (Paperwork due by 4/29/22)

- iii. Zoom Welcome Meetings for families
- iv. In-person orientations/tours (Every Wednesday beginning in May 2022 to include panel discussions, school tour and BCS giveaways)
- v. Inviting vaccinated families to current school events (BCS Fest)

#### **Renewal Updates:**

1. The final recommendation from the NYCDOE is a three-year renewal with two fiscal conditions (maintaining 60 days of cash-on-hand for each year moving forward and no significant fiscal deficiencies in any future audits).
2. BCS is currently working on revising our discipline policy based on feedback from the NYCDOE. This is due by 6/30/22.
3. BCS must also complete its "Revised Charter Document" which was not completed during prior to the current administration's tenure). This is not the fault of the school but an oversight from the DOE.
4. Questions/concerns from the board concerning renewal
  - a. Will BCS have any sort of reprieve from the NYCDOE regarding the conditions in the event that we are cited in our audit since we won't have an inclination of a concern during the school year until the audit process commences and is finalized?

#### **School Programing**

1. **Summer School: Summer Boost NYC: Lavinia Group RISE Application (Bloomberg Philanthropies)**
  - a. BCS received funding to run a full-day summer program from July 5<sup>th</sup>- August 5<sup>th</sup> from 8:30 a.m.-4:45 p.m. (Monday-Friday)
    - vi. Currently the grant is for \$134,400 and will serve approximately 80 children.
    - vii. BCS is looking to potentially hire a bussing company to pick up students that would only be able to attend the program if we have this service available. There has been \$20K set aside for this potential expense.
  - c. Summit Afterschool program began the week of October 4<sup>th</sup> and will end the week of June 13<sup>th</sup>.
    - i. 36 total students are attending the program
  - d. Grades 3-5 Gamers/Coding Afterschool program began on November 16<sup>th</sup> and will end this week.
    - i. 20 total students attended the program (Tues/Thurs)
  - e. The Tutoring Assistance Program also ends this week.
    - i. 54 total students being serviced/14 tutors work the program
2. Questions/concerns from the board concerning programming
  - a. There was a question regarding the Lavinia Group Curriculum. It was explained that this curriculum was derived from Success Academy and its purpose is to close the achievement gap in ELA and Math.
  - b. A question regarding the extra-curricular offerings at BCS came up and we discussed potentially adding more activities to our after school programming.

BCS hosted several extra-curricular activities such as karate, piano lessons and chess in its earlier years of operation.

- c. Another question regarding whether we use balanced literacy was raised. There was a debate for a long time regarding whole language versus phonics. Balanced literacy is where phonics and reading comprehension are taught in tandem. BCS utilizes Foundations which is a phonics based program in grades K-3 coupled with Wit & Wisdom which is a Humanities/reading comprehension based curriculum in grades K-5. Utilizing the two allow BCS to operate a balanced literacy curriculum.

### **3. School Safety and COVID cases since 2/16/22**

- a. Faculty: 0
- b. Students: 0
- c. Rapid COVID Test distribution every Friday until the end of the school year
- d. Updated vaccination status:

### **Financial Report: Ms. Ariel**

- a. Financial report: BCS currently has a surplus of \$36,893 as of 4/30/22. There is 1.7 million in investment accounts and 210K in our operating account for a total of 2.5 million in the bank.
- b. Currently we have recouped \$187,460 of our ESSER II allocations which is 65% of \$285,213. We have also recouped \$152,456 of our ARP allocations which is 24% of \$641,011.
- c. For EOY projections BCS will either break even or have a small surplus.
  - a. The under enrollment of about 30 students played a significant part in or EOY projections.
  - b. The 2021-22 EOY accruals include instructional summer salaries, insurance accruals and one-time bonus program incentive accruals.

### **4. Enrollment Updates**

- a. Total enrollment: **174** (174)
  - i. K- 15
  - ii. 1- 29
  - iii. 2- 29
  - iv. 3- 31
  - v. 4- 35
  - vi. 5- 35
- b. Questions/concerns from the board concerning current enrollment
  - i. BCS is confident that enrollment will increase due to the Summer Boost program for the 2022-23 school year.

### **5. Staffing Updates:**

- a. Currently we have 2 teachers out on maternity leave.

**6. Additional Board Items: None**

**7. Public Comment: None**

**8. Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until April 15, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)

a. Upcoming Board Meeting Dates: June 21, 2022

Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Feona. All voting members (4) were in favor. The meeting was officially adjourned at 6:44 p.m.

### **Board Members Present**

Henry A. Lambert, Chair  
Diana Lee  
Feona Huezo  
Anthony Betaudier  
Mark David

### **Others Present**

Pamptata Sanders  
Robert Morales  
Ariel Arnold  
Joanne Hunt

The meeting was held in a public space at the school (Room 304) as well as via a ZOOM conference call on June 21, 2022.

Topic: BCS Board of Trustees Meeting  
Time: June 21, 2022 6:00 PM Eastern Time (US and Canada)  
Place: ZOOM and 545 Willoughby Avenue, Room 304

Join Zoom Meeting

<https://us02web.zoom.us/j/82291448351?pwd=dnQ0aXVJRTdpWGZhMk0raEFGbGFGQT09>

Meeting ID: 822 9144 8351

Password: bcs

One tap mobile

+16465588656,,82291448351#,,,,0#,,593914# US (New York)

Meeting ID: 822 9144 8351

Password: 593914

Find your local number: <https://us02web.zoom.us/j/kewCcJCVKx>

The meeting was called to order at 6:04 pm. The minutes for the meeting held on April 7, 2022 were approved with a motion from Tony, seconded by Feona. All voting members (5) were in favor.

### **School Updates:**

#### **Recruitment/Enrollment Updates: Ms. Hunt/Mr. Angel**

1. Kindergarten Lottery:
  - a. Kindergarten Lottery:
    - i. Total accepting a seat into the school via lottery at this time: 33 new admits+ 3 holdovers based on age: **36** (Last year: **16** at the 6/25/21 Board Meeting)



**b. Questions/Concerns from the board concerning enrollment**

- i.** Henry asked "what are the school selling points that Mr. Angel is using for recruitment?" This will be addressed at the next board meeting.

**Renewal Updates:**

- 1.** BCS is completing the revisions of our discipline policy based on feedback from the NYCDOE. This is due by 6/30/21.
  - i.** BCS is also working on its "Revised Charter Document" which was not completed during prior to the current administration's tenure). This is not the fault of the school but an oversight from the DOE. The report is due on 7/1/22.
- 2.** Questions/concerns from the board concerning renewal
  - a.** Will BCS have any sort of reprieve from the NYCDOE regarding the conditions in the event that we are cited in our audit since we won't have an inclination of a concern during the school year until the audit process commences and is finalized? This is a question that will be addressed with the school's authorizer in the upcoming weeks.

**School Programing**

**2. Summer Boost NYC: Lavinia Group RISE Updates**

- a.** BCS is slated to receive approximately 134K for the summer program with a total of at least 80 students enrolled. In order to receive the full funding amount, 70% of students enrolled must attend on a daily basis (56 students).
- b.** We are receiving the maximum amount of funding per student because we elected to utilize the Lavinia Curriculum.
- c.** BCS continues to enroll students in our full-day summer program from July 5<sup>th</sup>-August 5<sup>th</sup> from 8:30 a.m.-4:45 p.m. (Monday-Friday)
  - i.** There are currently 70 students enrolled in the program.
- d.** Breakfast and Lunch will be delivered daily for scholars
- e.** A number of BCS Summer Boost staff (11) will be attending a Food Handlers Safety class in order to obtain a "Food Handlers Certificate" in order to distribute food daily.

**3. Other programs**

- a.** Summit Afterschool program began the week of October 4<sup>th</sup> and ended the week of June 13<sup>th</sup>.
  - i.** 36 total students attended the program
- b.** The 5<sup>th</sup> grade senior banquet was held on Wednesday, June 8<sup>th</sup> at Glen Terrace Catering Hall. There were a total of 145 guests in attendance (33 scholars, 23 staff members and 90 family members)
- c.** Our Kindergarten Celebration was held today, June 21, 2022 at the school. BCS celebrated outdoors to a crowd of over 60 people (including 13 scholars).

**4. Questions/concerns from the board concerning programming**

- a.** There was a question asking, "How did students find out about the program?" A

survey went out to families to see if there was interest in having a full-day summer program. Once it was determined that there was interest, a description of the tentative program and a permission slip was sent to families. Phone calls were made to all families that expressed interest or to students that need to attend the program due to academic deficiencies. Classroom teachers also followed up with families if we did not receive permission slips to attend.

- b. There was a question regarding the building permit for the program and what it covers. The permit for the summer program covers school safety, a custodian, food services and a nurse.
- c. There was a question about whether we can enroll students outside of BCS and whether we have invited families from P.S. 23 (the school that we are co-located with). If we have space in the program after ensuring that all of our students have a space, we will open the program up for students who do not attend BCS.
- d. There was a question about the program and whether we were going to offer recreational activities. The afternoon portion of the summer program is completely based on enrichment and recreational activities. Some examples are: cooking, drama, sports, art, STEM, etc.)
- e. There was a question regarding incentivized pay for summer school teachers. BCS is looking to set a competitive rate for academic teachers in the summer (approximately \$70 per hour) to ensure that we have highly qualified staff instructing our students in the instructional portion of the program.

**5. School Safety and COVID cases since 2/16/22**

- a. Faculty: 0
- b. Students: 1 (One 2<sup>nd</sup> grader)
- c. Rapid COVID Test distribution every Friday until the end of the school year
- d. The Summer Boost Program is also looking to conduct weekly random testing (must apply with the current provider) and will distribute COVID tests each Friday.
- e. Current vaccination percentage is 41% (71 students out of 174). The previous number in February was 30% (54 students out of 176). This is based on information provided to BCS by families as we cannot mandate the vaccination or mandate families to let us know if their child/children) have been vaccinated.

**Financial Report: Ms. Ariel**

- a. Financial report: BCS currently has a surplus of \$54,224 as of 5/31/22. There is 1.6 million in investment accounts and 144K in our operating account.
- b. Incentive bonus program distribution dates will be finalized at the July 2022 board meeting. The accruals for these payments have been recorded in the 2021-22 school budget.
- c. The tentative per pupil amount for the 2022-23 school year is \$17,626.
- d. ESSER Total Grant: \$285,213
  - a. We have spent approximately \$150K as of 5/31
    - i. Summer program 2021
    - ii. Part-time ELL Teacher

- iii. Tutoring program
  - iv. Coaches Stipends (2)
  - v. iPad school licenses (Jamf)
  - vi. Supplemental Cleaning Services (COVID-19)
- e. ARP Total Grant: 641,011
  - a. We have spent approximately \$255K as of 5/31
    - i. Individual Desks/Chairs
    - ii. Desk Shields
    - iii. PPE Supplies
    - iv. Smartboards/Hardware Installation
    - v. I-Ready Reading and Math
    - vi. Chromebooks/iPads
    - vii. Computer Carts for each classroom
    - viii. Rediker System
    - ix. Curriculum Materials
    - x. Library Books
    - xi. Professional Development
    - xii. Science Curriculum
- f. The remaining funds for both grants will be spent in the 2022-23 school year.
- g. Questions/concerns from the board regarding finances:
  - a. A question was raised regarding what the school plans to use the remaining funds for next year. The school plans to use the remaining funds for the following based on feedback from the school community:
    - i. Coaches Stipends (Math/Literacy)
    - ii. 2022-23 Tutoring program
    - iii. Assistant Teachers
    - iv. Curriculum Materials (Great Minds, Foundations, Eureka Math)
    - v. Professional Development
  - b. A questions was asked regarding individual student laptops and whether each child received one. All students at BCS had individual Chromebooks which were housed in each classroom. Students did not have to share devices and were able to take devices home as necessary and needed at any point during the school year.
  - c. A question regarding our escrow account was raised as to whether it is now set up correctly. Our escrow account has been set-up in an acceptable manner with our NYCDOE authorizer.

## 6. Enrollment Updates

- a. Total enrollment: **173** (174)
  - i. K- 14 (15) Student moved to Georgia
  - ii. 1- 29
  - iii. 2- 29
  - iv. 3- 31

v. 4- 35

vi. 5- 35

- b. Questions/concerns from the board concerning current enrollment
  - i. BCS is confident that enrollment will increase due to the Summer Boost program for the 2022-23 school year.

**7. Staffing Updates:**

- a. Currently we have 2 teachers out on maternity leave.

**8. Additional Board Items:**

- a. Henry and Joanne met with our insurance providers (Austin & Co) and we have been assured that BCS has robust coverage within our liability insurance.
- b. BCS did increase coverage in one area of our insurance from \$1,000,000 to \$2,000,000 with a minimal monetary increase to the school.

**9. Public Comment: None**

10. **Date & Location of next meeting:** 545 Willoughby Avenue, Room: 304 and Zoom until April 15, 2022 (Open Meetings Law must now return back to in-person with Zoom as an extra option)

- a. Upcoming Board Meeting Dates: July 28, 2022

Adjournment: A motion was made to adjourn the meeting by Diana and seconded by Mark. All voting members (5) were in favor. The meeting was officially adjourned at 6:37 p.m.

## MANAGEMENT LETTER

To the Board of Directors of  
Brooklyn Charter School

In planning and performing our audit of the financial statements of The Brooklyn Charter School (the "School"), as of and for the year ended June 30, 2022, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing our auditing procedures for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

Our consideration of internal control was for the limited purpose described in the preceding paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies or material weaknesses and therefore, there can be no assurance that all deficiencies, significant deficiencies, or material weaknesses have been identified. However, as discussed below, we identified certain deficiencies in internal control that we consider to be material weaknesses and other deficiencies that we consider to be significant deficiencies.

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

A significant deficiency is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the following deficiency in the School's internal control to be significant deficiency:

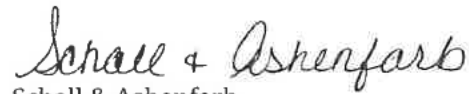
### I – Significant Deficiency:

#### Reconciliation of per pupil attendance

The School receives funding from the New York City Department of Education ("NYCDOE") based on attendance of the students. The School is required to keep records of students and attendance which is used to update the NYCDOE's attendance tracking system for each billing period. At the end of the year the School reconciles its records with the NYCDOE to ensure the accuracy of the student's attendance and that revenue was recognized properly. We noted that four students at Brooklyn Charter School only attended school during part of the year under audit and were included in the final billing as if they had attended for the full year.

The final reconciliation report was not reviewed and compared to the School's attendance records on a timely basis. This resulted in a discrepancy in the bill submitted to the NYCDOE. We recommend that the School perform a review of the attendance records and final billing of per pupil funding. This should be completed prior to submitting to the NYCDOE.

This report is intended solely for the information and use of the audit and finance committee, the board of directors and management and others within the organization and is not intended to be and should not be used by anyone other than these specified parties.

A handwritten signature in cursive script that reads "Schall & Ashenfarb".

Schall & Ashenfarb  
Certified Public Accountants, LLC

October 21, 2022

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



Primary Account: [REDACTED]  
For the Period 10/1/22 to 10/31/22

## J.P. Morgan Team

00041387 DPB 802 161 30522 NNNNNNNNNN T 1 0000000000 D1 0000  
BROOKLYN CHARTER SCHOOL  
545 WILLOUGHBY AVE FL 3  
BROOKLYN NY 11206-6815

For assistance after business hours, 7 days a week.  
Online access: [www.jpmorganonline.com](http://www.jpmorganonline.com)

## JPMorgan Business Savings

Savings Account Summary			Instances	Amount			
Beginning Balance				75,196.55	Annual Percentage Yield Earned This Period*		
Deposits & Credits			1	15.94	Interest Paid This Period		
Ending Balance			1	\$75,212.49	Interest Paid Year-to-Date		
							0.25%
							\$15.94
							\$69.61

\*Annual Percentage Yield Earned is an annualized rate that reflects the relationship between the amount of interest actually earned on the account during this statement period and the average daily balance in this account for the same period.



Primary Account: [REDACTED]  
For the Period 10/1/22 to 10/31/22

[REDACTED] BROOKLYN CHARTER SCHOOL

Transaction Detail

Date	Description	Deposits & Credits	Transfers & Withdrawals	Balance
10/01	Beginning Balance			75,196.55
10/31	Interest Payment	15.94		75,212.49
10/31	Ending Balance			\$75,212.49
Total		\$15.94	(\$0.00)	





Primary Account: [REDACTED]

For the Period 10/1/22 to 10/31/22

## Important Information About Your Statement

### In Case of Errors or Questions About Your Electronic Funds Transfers

Call us at 1-866-561-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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

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

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

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

### In Case of Errors or Questions About Non-Electronic Transactions:

Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Deposit Account Agreement or other applicable account agreement that governs your account.

Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC.

*J.D. Morgan*

Primary Account:

For the Period 10/1/22 to 10/31/22

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# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2022-2023 Budget & Cash Flow Template

#### General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accomodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

Brooklyn Charter School

PROJECTED BUDGET FOR 2022-2023					Assumptions
July 1, 2022 to June 30, 2023					DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.					
	REGULAR EDUCATION	SPECIAL EDUCATION	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,464,140	697,432	392,624	5,554,196	
Total Expenses	3,642,782	627,569	1,256,290	5,526,641	
Net Income	821,358	69,862	(863,666)	27,554	
Actual Student Enrollment	165	27		-	
Total Paid Student Enrollment	165	27		192	
	PROGRAM SERVICES REGULAR EDUCATION	SPECIAL EDUCATION	SUPPORT SERVICES MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>					
<b>REVENUES FROM STATE SOURCES</b>					
Per Pupil Revenue	CY Per Pupil Rate				
District 14	\$17,626.00				
School District 2 (Enter Name)					
School District 3 (Enter Name)					
School District 4 (Enter Name)					
School District 5 (Enter Name)					
	2,908,290	-	-	2,908,290	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	-	-	-	-	
	2,908,290	-	-	2,908,290	
Special Education Revenue	-	497,005	-	497,005	
Grants					
Stimulus	-	-	-	-	
Other	-	-	-	-	
Other State Revenue	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>	<b>2,908,290</b>	<b>497,005</b>	<b>-</b>	<b>3,405,295</b>	
<b>REVENUE FROM FEDERAL FUNDING</b>					
IDEA Special Needs	-	30,000	-	30,000	
Title I	80,000	-	-	80,000	
Title Funding - Other	20,000	-	-	20,000	Titles's II and IV
School Food Service (Free Lunch)	-	-	-	-	
Grants					
Charter School Program (CSP) Planning & Implementation	-	-	-	-	
Other	-	-	-	-	
Other Federal Revenue	323,647	-	-	323,647	Includes ESSER 2 and ARP fundings
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>	<b>423,647</b>	<b>30,000</b>	<b>-</b>	<b>453,647</b>	
<b>LOCAL and OTHER REVENUE</b>					
Contributions and Donations, Fundraising	96,250	-	5,900	102,150	Sheltering Arms, 50Can, Inc; Great Minds Fellowship
Erate Reimbursement	-	-	-	-	
Interest Income, Earnings on Investments,	-	-	55,000	55,000	
NYC-DYCD (Department of Youth and Community Developmt.)	-	-	-	-	
In-kind Rent	990,953	170,427	318,620	1,480,000	
Text Book	-	-	13,104	13,104	
Other Local Revenue	45,000	-	-	45,000	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>	<b>1,132,203</b>	<b>170,427</b>	<b>392,624</b>	<b>1,695,254</b>	
<b>TOTAL REVENUE</b>	<b>4,464,140</b>	<b>697,432</b>	<b>392,624</b>	<b>5,554,196</b>	
<b>EXPENSES</b>					List exact titles and staff FTE"s ( Full time equiilivalent)
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>					
	No. of Positions				
Executive Management	-	-	-	-	
Instructional Management	2.00	274,215	-	68,554	342,769 1 - Principal; 1 - Assistant Principal
Deans, Directors & Coordinators	4.00	273,836	48,324	-	322,159 1 - Dean of Students ; 1 SPED Coordinator; 1 Math Instructional Coach; 1 - ELA Instructional Coach
CFO / Director of Finance	1.00	-	-	85,000	85,000 1- Finance Manager
Operation / Business Manager	1.00	-	-	110,000	110,000 1 - Dr. of HR/Ops
Administrative Staff	3.00	-	-	238,161	238,161 1 - Manager of Student Services; 1- Program Coordinator; 1 - Manager of Technology
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>11</b>	<b>548,051</b>	<b>48,324</b>	<b>501,715</b>	<b>1,098,089</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>					
Teachers - Regular	9.00	523,925	92,457	-	616,382
Teachers - SPED	5.00	327,810	57,849	-	385,659
Substitute Teachers	-	-	-	-	-
Teaching Assistants	4.00	161,827	28,558	-	190,385



**Brooklyn Charter School**

PROJECTED BUDGET FOR 2022-2023						Assumptions
July 1, 2022 to June 30, 2023						DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.						
		REGULAR EDUCATION	SPECIAL EDUCATION	MANAGEMENT & GENERAL	TOTAL	
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Net Income		821,358	69,862	(863,666)	27,554	
Actual Student Enrollment		165	27		-	
Total Paid Student Enrollment		165	27		192	
		PROGRAM SERVICES REGULAR EDUCATION	SPECIAL EDUCATION	SUPPORT SERVICES MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	3.00	178,802	31,553	-	210,355	
Aides	-	-	-	-	-	
Therapists & Counselors	1.00	89,605	15,813	-	105,418	1 - Social Worker
Other	4.00	29,750	5,250	-	35,000	4 - After School Instructors
<b>TOTAL INSTRUCTIONAL</b>	<b>26</b>	<b>1,311,719</b>	<b>231,480</b>	<b>-</b>	<b>1,543,199</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>						
Nurse	-	-	-	-	-	
Librarian	-	-	-	-	-	
Custodian	-	-	-	-	-	
Security	-	-	-	-	-	
Other	5.00	66,300	11,700	57,849	135,849	3 - Bus Matrons; 1 Communications Coordinator; 1 Recruitment Coordinator
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>5</b>	<b>66,300</b>	<b>11,700</b>	<b>57,849</b>	<b>135,849</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>42</b>	<b>1,926,070</b>	<b>291,504</b>	<b>559,563</b>	<b>2,777,136</b>	
<b>PAYROLL TAXES AND BENEFITS</b>						
Payroll Taxes		147,344	22,300	42,807	212,451	
Fringe / Employee Benefits		323,451	98,190	155,950	577,591	
Retirement / Pension		19,600	5,950	9,450	35,000	
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>490,395</b>	<b>126,441</b>	<b>208,206</b>	<b>825,042</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,416,465</b>	<b>417,944</b>	<b>767,769</b>	<b>3,602,178</b>	
<b>CONTRACTED SERVICES</b>						
Accounting / Audit		-	-	26,000	26,000	
Legal		-	-	-	-	
Management Company Fee		-	-	-	-	
Nurse Services		-	-	-	-	
Food Service / School Lunch		-	-	-	-	
Payroll Services		18,078	3,109	5,813	27,000	
Special Ed Services		-	-	-	-	
Titlement Services (i.e. Title I)		1,275	225	-	1,500	
Other Purchased / Professional / Consulting		29,950	5,600	31,000	66,550	
<b>TOTAL CONTRACTED SERVICES</b>		<b>49,303</b>	<b>8,934</b>	<b>62,813</b>	<b>121,050</b>	
<b>SCHOOL OPERATIONS</b>						
Board Expenses		-	-	-	-	
Classroom / Teaching Supplies & Materials		29,488	-	-	29,488	
Special Ed Supplies & Materials		-	6,912	-	6,912	
Textbooks / Workbooks		12,900	2,100	-	15,000	
Supplies & Materials other		-	-	-	-	
Equipment / Furniture		-	-	-	-	
Telephone		2,946	507	947	4,400	
Technology		12,052	2,073	3,875	18,000	
Student Testing & Assessment		-	-	-	-	
Field Trips		1,000	-	-	1,000	
Transportation (student)		-	-	-	-	
Student Services - other		15,803	-	-	15,803	
Office Expense		40,036	6,517	-	46,553	
Staff Development		2,580	420	-	3,000	
Staff Recruitment		7,740	1,260	-	9,000	
Student Recruitment / Marketing		9,460	1,540	-	11,000	
School Meals / Lunch		-	-	-	-	
Travel (Staff)		100	-	-	100	
Fundraising		-	-	-	-	
Other		-	-	10,560	10,560	Bank fees, storage, late fee, etc.

Brooklyn Charter School

PROJECTED BUDGET FOR 2022-2023					Assumptions
July 1, 2022 to June 30, 2023					DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.					
	REGULAR EDUCATION	SPECIAL EDUCATION	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	4,464,140	697,432	392,624	5,554,196	
Total Expenses	3,642,782	627,569	1,256,290	5,526,641	
Net Income	821,358	69,862	(863,666)	27,554	
Actual Student Enrollment	165	27		-	
Total Paid Student Enrollment	165	27		192	
	PROGRAM SERVICES REGULAR EDUCATION	SPECIAL EDUCATION	SUPPORT SERVICES MANAGEMENT & GENERAL	TOTAL	
TOTAL SCHOOL OPERATIONS	134,105	21,329	15,382	170,816	
FACILITY OPERATION & MAINTENANCE					
Insurance	51,956	8,936	16,705	77,597	
Janitorial	-	-	-	-	
Building and Land Rent / Lease	990,953	170,427	318,620	1,480,000	
Repairs & Maintenance	-	-	-	-	
Equipment / Furniture	-	-	-	-	
Security	-	-	-	-	
Utilities	-	-	-	-	
TOTAL FACILITY OPERATION & MAINTENANCE	1,042,909	179,362	335,326	1,557,597	
DEPRECIATION & AMORTIZATION	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	75,000	75,000	Check to see if this location for the dissolution escrow is OK; it had to be placed under Cash Flow Adjustment in the renewal application.
TOTAL EXPENSES	3,642,782	627,569	1,256,290	5,526,641	
NET INCOME	821,358	69,862	(863,666)	27,554	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION			
District 14	165	27			
School District 2 (Enter Name)					
School District 3 (Enter Name)					
School District 4 (Enter Name)					
School District 5 (Enter Name)					
TOTAL ENROLLMENT	165	27			
REVENUE PER PUPIL	27,055	25,831			
EXPENSES PER PUPIL	22,077	23,243			





## Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Brooklyn Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #14
School Fiscal Contact Name:	Ariel Arnold
School Fiscal Contact Email:	<a href="mailto:aarnold@brooklyncharter.org">aarnold@brooklyncharter.org</a>
School Fiscal Contact Phone:	718-302-2085 ext 3273
School Audit Firm Name:	Schall & Ashenfarb, CPA's, LLC
School Audit Contact Name:	David Ashenfarb
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	
Management Letter Response	N/A
Form 990	Not yet completed
Federal Single Audit (A-133)	Not yet completed
Corrective Action Plan	N/A

**Brooklyn Charter School**  
**Statement of Financial Position**  
**as of June 30**

	<u>2022</u>	<u>2021</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 630,391	\$ 387,928
Grants and contracts receivable	294,900	150,463
Accounts receivables	19,940	18,404
Prepaid Expenses	27,715	20,944
Contributions and other receivab	-	2,750
Other current assets	593,195	1,621,918
<b>TOTAL CURRENT ASSETS</b>	<b>1,566,141</b>	<b>2,202,407</b>
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipmen	\$ 308,291	\$ 142,729
Restricted Cash	75,155	75,126
Security Deposits	-	-
Other Non-Current Assets	485,346	522,456
<b>TOTAL NON-CURRENT ASSETS</b>	<b>868,792</b>	<b>740,311</b>
<b>TOTAL ASSETS</b>	<b><u>2,434,933</u></b>	<b><u>2,942,718</u></b>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued ex	\$ 126,742	\$ 100,063
Accrued payroll, payroll taxes and	425,130	421,420
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	11,712	48,297
Deferred Revenue	16,800	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT LIABILITIES</b>	<b>580,384</b>	<b>569,780</b>
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than 1	-	-
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM LIABILITIES</b>	<b>-</b>	<b>-</b>
<b>TOTAL LIABILITIES</b>	<b><u>580,384</u></b>	<b><u>569,780</u></b>
<b><u>NET ASSETS</u></b>		
Unrestricted	\$ 1,318,803	\$ 1,841,308
Temporarily restricted	-	-
Permanently restricted	535,746	531,630
<b>TOTAL NET ASSETS</b>	<b><u>1,854,549</u></b>	<b><u>2,372,938</u></b>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b><u>2,434,933</u></b>	<b><u>2,942,718</u></b>



**Brooklyn Charter School**  
**Statement of Activities**  
**as of June 30**

	<b>2022</b>			<b>2021</b>
	<b>Unrestricted</b>	<b>Temporarily Restricted</b>	<b>Total</b>	<b>Total</b>
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 2,899,745	\$ -	\$ 2,899,745	\$ 3,359,727
State and Local Per Pupil Revenue - SPED	445,366	-	445,366	517,257
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	753,672	-	753,672	222,673
State and City Grants	-	-	-	-
Other Operating Income	41,270	-	41,270	3,942
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	<b>4,140,053</b>	<b>-</b>	<b>4,140,053</b>	<b>4,103,599</b>
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 4,728,578	\$ -	\$ 4,728,578	\$ 4,164,763
Special Education	-	-	-	-
Other Programs	-	-	-	-
Total Program Services	4,728,578	-	4,728,578	4,164,763
Management and general	1,249,813	-	1,249,813	1,051,002
Fundraising	-	-	-	-
<b>TOTAL EXPENSES</b>	<b>5,978,391</b>	<b>-</b>	<b>5,978,391</b>	<b>5,215,765</b>
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	<b>(1,838,338)</b>	<b>-</b>	<b>(1,838,338)</b>	<b>(1,112,166)</b>
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ 50,177	\$ 7,093	\$ 57,270	\$ 34,553
Contributions and Grants	5,894	50,400	56,294	10,340
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	1,479,673	-	1,479,673	1,415,594
Other Support and Revenue	9,174	(9,174)	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	<b>1,544,918</b>	<b>48,319</b>	<b>1,593,237</b>	<b>1,460,487</b>
<b>Net Assets Released from Restrictions / Loss on</b>	<b>\$ (229,085)</b>	<b>\$ (44,203)</b>	<b>\$ (273,288)</b>	<b>\$ 320,465</b>
<b>CHANGE IN NET ASSETS</b>	<b>(522,505)</b>	<b>4,116</b>	<b>(518,389)</b>	<b>668,786</b>
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 1,841,308</b>	<b>\$ 531,630</b>	<b>\$ 2,372,938</b>	<b>\$ 1,704,152</b>
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>NET ASSETS - END OF YEAR</b>	<b>\$ 1,318,803</b>	<b>\$ 535,746</b>	<b>\$ 1,854,549</b>	<b>\$ 2,372,938</b>

**Brooklyn Charter School  
Statement of Cash Flows**

**as of June 30**

	<u>2022</u>	<u>2021</u>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ (518,389)	\$ 668,786
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	62,038	35,242
Grants Receivable	(144,437)	(26,650)
Due from NYS	(36,585)	48,297
Grant revenues	-	-
Prepaid Expenses	(8,307)	(23,587)
Accounts Payable	26,679	(30,940)
Accrued Expenses	3,710	(33,881)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	16,800	-
Interest payments	-	-
Employee Loan Receivables	2,750	(2,044)
Net realized loss/(gain) on investments	273,288	(320,465)
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<u>\$ (322,453)</u>	<u>\$ 314,758</u>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	\$	\$
Purchase of equipment	(227,600)	(103,574)
Other	792,545	(34,369)
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<u>\$ 564,945</u>	<u>\$ (137,943)</u>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<u>\$ -</u>	<u>\$ -</u>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	\$ 242,492	\$ 176,815
Cash at beginning of year	463,054	286,239
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<u><u>\$ 705,546</u></u>	<u><u>\$ 463,054</u></u>

**Brooklyn Charter School**  
**Statement of Functional Expenses**  
**as of June 30**

		2022							2021	
	No. of Positions	Program Services				Supporting Services			Total	
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total		
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	8.00	191,823	58,232	-	250,055	-	624,510	624,510	874,565	755,617
Instructional Personnel	24.00	1,557,645	215,782	-	1,773,428	-	-	-	1,773,428	1,578,692
Non-Instructional Personnel	12.00	470,508	57,700	-	528,208	-	8,790	8,790	536,998	420,028
Total Salaries and Staff	44.00	2,219,976	331,715	-	2,551,691	-	633,299	633,299	3,184,990	2,754,337
Fringe Benefits & Payroll Taxes		398,514	120,978	-	519,492	-	192,141	192,141	711,633	656,455
Retirement		21,657	6,574	-	28,231	-	10,442	10,442	38,673	35,378
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	25,150	25,150	25,150	27,255
Other Purchased / Professional / Consulting Services		53,241	16,163	-	69,404	-	25,670	25,670	95,074	57,394
Building and Land Rent / Lease		828,617	251,544	-	1,080,161	-	399,512	399,512	1,479,673	1,415,594
Repairs & Maintenance		-	-	-	-	-	-	-	-	-
Insurance		37,757	11,462	-	49,219	-	18,204	18,204	67,423	58,613
Utilities		2,483	754	-	3,237	-	1,197	1,197	4,434	2,739
Supplies / Materials		110,109	17,925	-	128,034	-	-	-	128,034	63,118
Equipment / Furnishings		-	-	-	-	-	-	-	-	-
Staff Development		7,760	1,263	-	9,023	-	-	-	9,023	8,225
Marketing / Recruitment		26,714	8,110	-	34,824	-	12,880	12,880	47,704	26,279
Technology		21,147	6,420	-	27,566	-	10,196	10,196	37,762	19,462
Food Service		-	-	-	-	-	-	-	-	-
Student Services		35,718	5,815	-	41,533	-	-	-	41,533	17,422
Office Expense		18,938	9,131	-	28,068	-	5,749	5,749	33,817	36,451
Depreciation		34,741	10,546	-	45,288	-	16,750	16,750	62,038	35,242
OTHER		-	-	-	-	-	11,430	11,430	11,430	1,801
<b>Total Expenses</b>		<b>\$ 3,817,372</b>	<b>\$ 798,398</b>	<b>\$ -</b>	<b>\$ 4,615,771</b>	<b>\$ -</b>	<b>\$ 1,362,620</b>	<b>\$ 1,362,620</b>	<b>\$ 5,978,391</b>	<b>\$ 5,215,765</b>

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Henry A. Lambert

---

**Name of Charter School Education Corporation:**

Brooklyn Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chairman

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

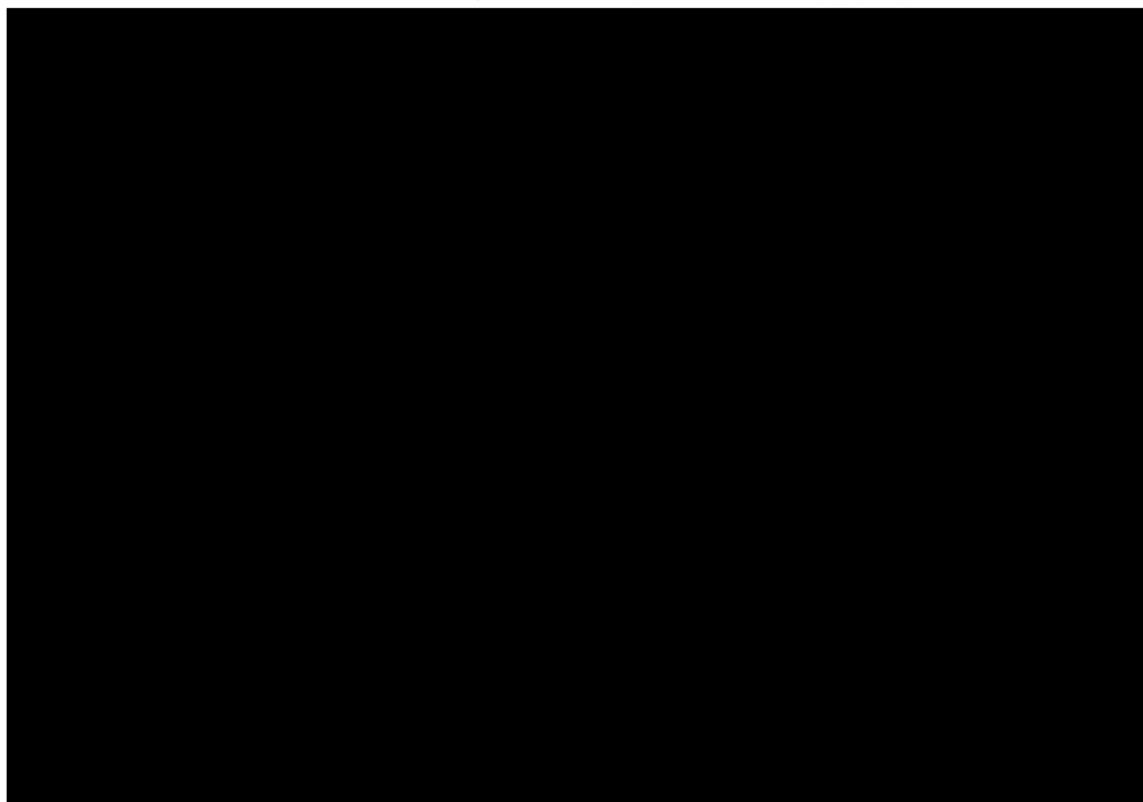
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you


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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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



  
Signature

07/12/2022

Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Diana J. Lee

---

**Name of Charter School Education Corporation:**

The Brooklyn Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

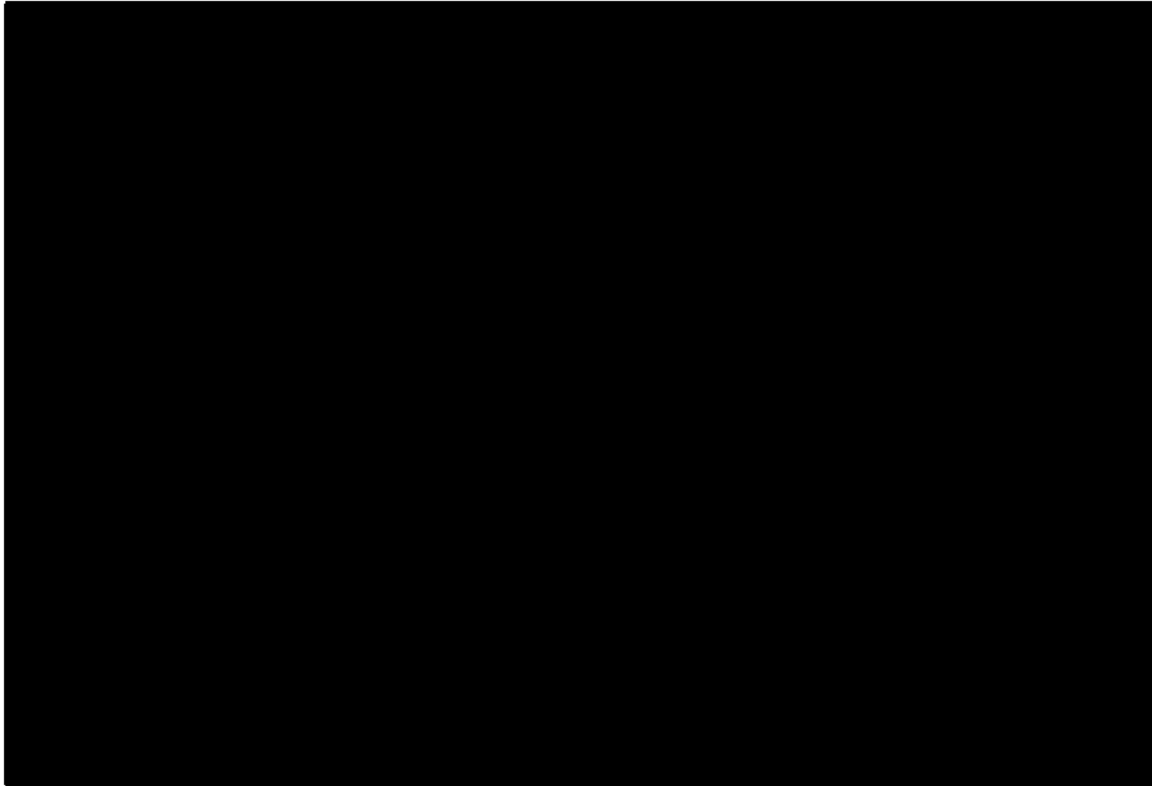
<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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



	
<b>Signature</b>	<b>Date</b>

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Feona Chance-Huezo

---

**Name of Charter School Education Corporation:**

Brooklyn Charter School

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

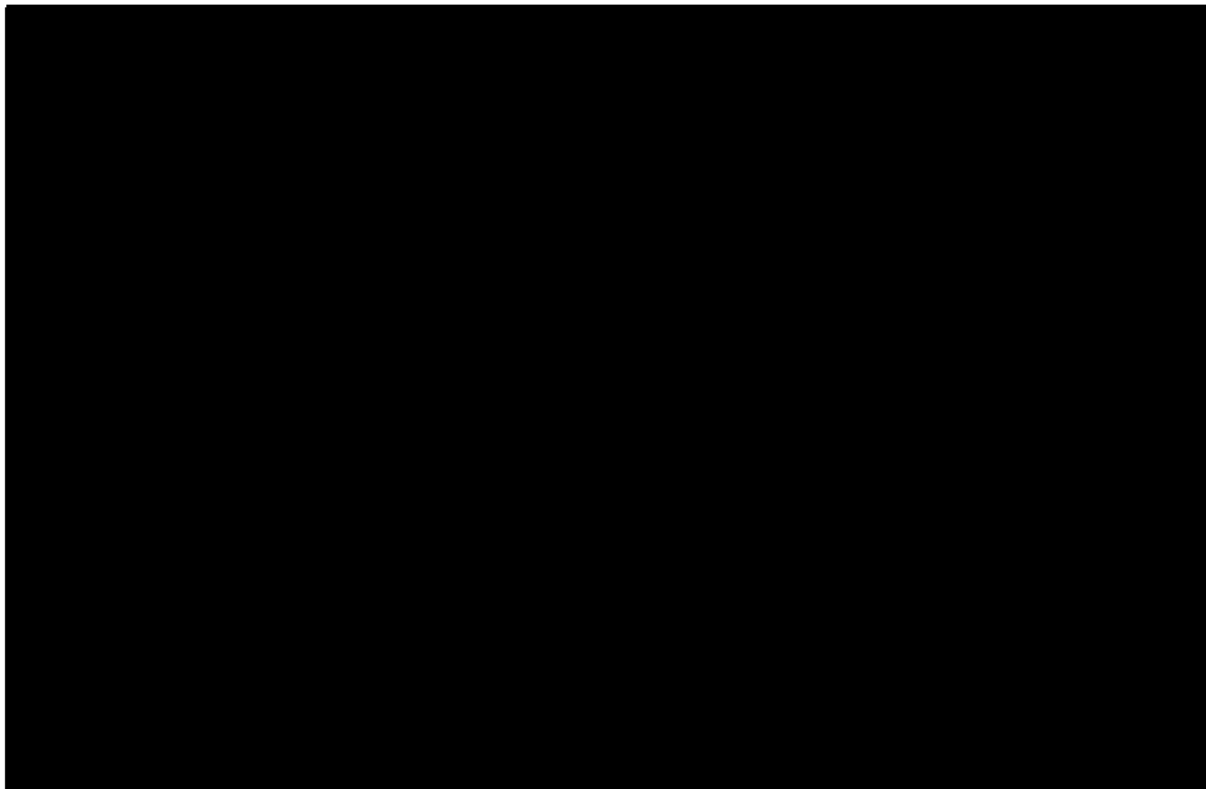


7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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

A handwritten signature in black ink, appearing to read "Feona Chance-Huezo".

7/18/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Mark David

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**Name of Charter School Education Corporation:**

Brooklyn Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

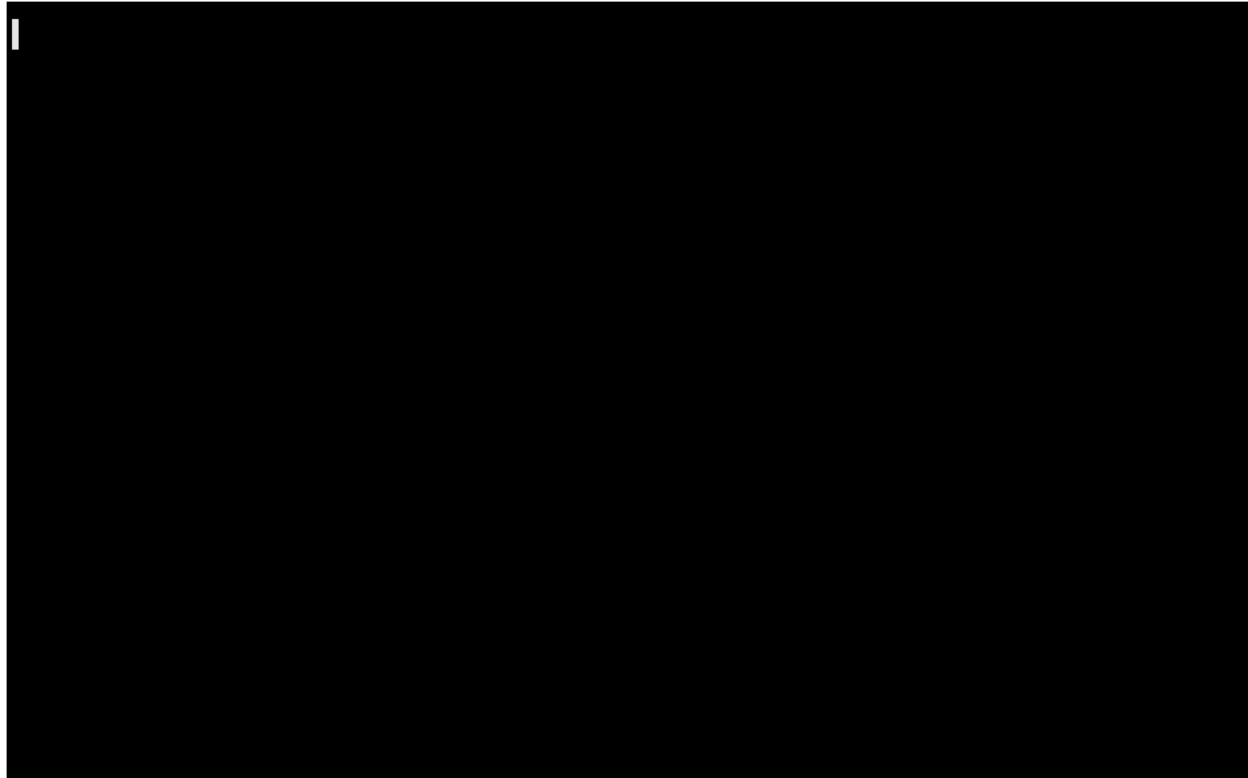
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Mark-Davids-  
MacBook-Pro.local

Digitally signed by Mark-Davids-  
MacBook-Pro.local

Date: 2022.07.26 17:27:40 -04'00'

July 26th, 2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Anthony Betaudier

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**Name of Charter School Education Corporation:**

Brooklyn Charter School

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
Member, Former Parent Representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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

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

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Anthony Betaudier (J Hunt) 8/1/22

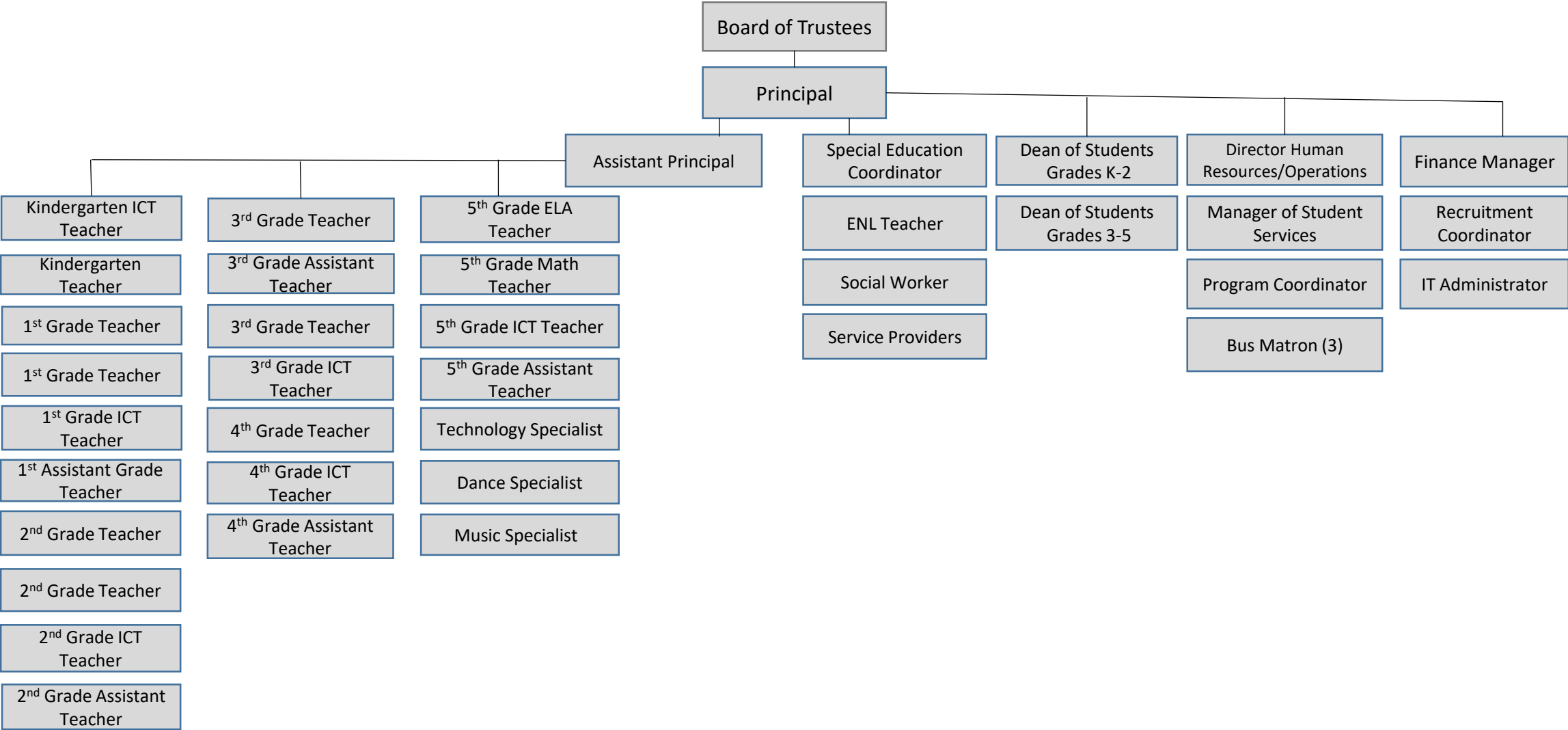
**Signature** **Date**

Acceptable signature formats include:

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*last revised 04/2022*

The Brooklyn Charter School  
Organizational Chart 2022-2023





# THE BROOKLYN CHARTER SCHOOL

2022-2023 School Year

## Tentative Major Dates Calendar with 180 Instructional Days

*\*This calendar is subject to change.*

Date	Day (s) of the Week	Event
July 5 <sup>th</sup>	Monday	BCS Summer Boost Program begins
August 5 <sup>th</sup>	Friday	BCS Summer Boost Program ends
August 23 <sup>rd</sup>	Tuesday	Administration returns
August 29 <sup>th</sup>	Monday	Teachers return for pre-service
September 5 <sup>th</sup>	Monday	Labor Day (No School, building closed)
September 7 <sup>th</sup>	Wednesday	Scholar's first day of school (Fully In-Person)
October 5 <sup>th</sup>	Thursday	Yom Kippur (Full In-Person Day for Students) Building Open
October 10 <sup>th</sup>	Monday	SCHOOL CLOSED- Indigenous Peoples' Day
November 8 <sup>th</sup>	Tuesday	Election Day (Remote for Students) Professional Development Day for Faculty
November 11 <sup>th</sup>	Friday	SCHOOL CLOSED- Veterans Day
November 24 <sup>th</sup> -25 <sup>th</sup>	Thursday-Friday	SCHOOL CLOSED- Thanksgiving Break
December 26 <sup>th</sup> - January 2 <sup>nd</sup>	Monday-Friday	SCHOOL CLOSED- Winter Recess
January 16 <sup>th</sup>	Monday	SCHOOL CLOSED- Martin Luther King Jr. Day
February 20 <sup>th</sup> - 24 <sup>th</sup>	Monday- Friday	SCHOOL CLOSED- Mid-Winter Recess
April 3 <sup>rd</sup>	Monday	BCS Public Lottery
April 6 <sup>th</sup> – April 14 <sup>th</sup>	Thursday-Friday	SCHOOL CLOSED- Spring Recess
April 19 <sup>th</sup> - 20 <sup>th</sup>	Tuesday-Thursday	NYS ELA Test (Grades 3-5)
April 21 <sup>st</sup>	Monday	SCHOOL CLOSED- Eid Al Fitr
May 3 <sup>rd</sup> – May 4 <sup>th</sup>	Wednesday-Thursday	NYS Math Test (Grades 3-5)
May 29 <sup>th</sup>	Monday	SCHOOL CLOSED- Memorial Day
June 8 <sup>th</sup>	Thursday	Anniversary Day (Remote Day for Students) Professional Development Day for Faculty
June 9 <sup>th</sup>	Friday	NYCDOE Clerical Day (Remote Day for Students) Clerical Day for Faculty
June 19 <sup>th</sup>	Monday	SCHOOL CLOSED- Juneteenth
June 23 <sup>rd</sup>	Monday	Last Day for students/Final Report Cards Emailed to Families

This is a tentative calendar of IMPORTANT DATES for the 2022-23 school year. This calendar is subject to change. A more detailed calendar with information regarding in-house assessment dates (iReady, interim assessments, etc.), distribution of report cards, parent-teacher conferences, spirit days, BCS Success Assemblies & Honor Roll, Senior Banquet, Kindergarten Celebration, etc.) will be distributed at a later date.

\*This calendar reflects **180** instructional days which is broken down by month below:

September 2022: 16  
October 2022: 20  
November 2022: 19  
December 2022: 17  
January 2023: 20  
February 2023: 15  
March 2023: 23  
April 2023: 12  
May 2023: 22  
June 2023: 16