

Application: Brooklyn Laboratory Charter School

Jacob Xavier - jxavier@brooklynlaboratoryschool.org
2021-2022 Annual Report

Summary

ID: 0000000102

Status: Annual Report Submission

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Dec 15 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

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN LABORATORY CHARTER SCHOOL 800000082484

a1. Popular School Name

(No response)

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.

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

e. DATE OF INITIAL CHARTER

12/2013

f. DATE FIRST OPENED FOR INSTRUCTION

9/2014

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

Brooklyn Laboratory Charter School (LAB) prepares 6-12th grade students, including English language learners, students with disabilities, and over-age under-credited students, with the academic foundation, digital literacy, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.

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

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

KDE 1	Rigorous, college-preparatory curriculum: LAB will offer a college-preparatory liberal arts and STEM program of study in mathematics, English language arts (ELA), science, and social studies that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so they are fully prepared to succeed in postsecondary studies. LAB’s curriculum privileges the NYSLs, the Next Generation Science Standards, and the skills students must master in order to succeed in college and beyond.
KDE 2	Effective instruction: Teachers are the key to our scholars’ growth and achievement. Research shows

effective instruction is the most cost-effective investment schools can make. We invest in recruiting, training, retaining, and supporting lead teachers who can transform our students' lives, and who infuse joy and rigor into every lesson. LAB's curriculum, instructional approach, and professional development (PD) serve and enhance teacher contribution to learning.

KDE 3

Focus on college-level reading and writing: Literacy is the cornerstone academic skill upon which all future skill and knowledge acquisition rests. We provide extensive literacy focused instruction in a typical day to ensure that students can read with comprehension and insight and analyze and effectively respond to texts across disciplines. Our approach is grounded in scientifically based research and grows from the NYSLS, which focus on building knowledge through content-rich nonfiction, reading and writing grounded in textual evidence, and regular practice with complex text and academic language. LAB embraces responsibility for literacy in the classroom, prioritizes quality literature and informational texts, emphasizes text-dependent questions and tasks, and privileges writing and research that analyze sources and evidence.

KDE 4

Extending learning time: LAB leverages blended instruction to focus human capital and extend the school day, week, and year. LAB will operate sustainably on the public dollar and extending learning time is an effective way for us to deliver exceptional learning without exceptional costs. Students attend classes at least 180 days each year, and LAB will offer additional Summer, Break, and Saturday Academies. LAB makes extended days feasible using high-dosage tutoring and blended instruction.

KDE 5

Entrepreneurial learning: LAB's goal is to cultivate entrepreneurial learners. Schools today must prepare 6th graders to succeed in jobs and industries we can hardly imagine: the exponential rate of digital innovation is rapidly reordering the

contours of both knowledge and work. In his book, *Too Big to Know*, Harvard's David Weinberg argues that we are moving from a world where knowledge means facts from books and experts to a world of ubiquitous free information. In this era, John Seely Brown argues that "good questions are more important than answers." Thus, students must learn to craft meaningful questions and assess the quality, sufficiency, and relevance of claims and evidence. LAB will offer experiences that foster interest-driven learning and instill in students a sense of awe and curiosity in the face of challenges. Working with designers and entrepreneurs, LAB gives scholars opportunities to explore new challenges and learn from others.

KDE 6

Building productive, engaged, and active citizens: At LAB, we believe that great education produces productive, engaged, and active citizens who contribute to the community in positive ways. LAB students will have service learning opportunities as part of the curriculum to instill and reflect our core values of volunteerism, service, and respect for the community.

KDE 7

High expectations school culture: Our culture and mission reject the idea that students' circumstances limit their potential. Our high expectations school culture sets high standards for timely arrival, homework completion, behavior, and participation, and is founded on an unrelenting insistence that every student, given proper support, is capable of college success. We set high expectations and establish structure to guide classroom culture of learning and professional norms, and we expect all of our students to work hard, behave well, and succeed. We will do whatever it takes to make sure all of our students are prepared for academically rigorous colleges. We will create a joyful and engaging learning environment in which achievement is continuously celebrated. School culture is reinforced by earned enrichment opportunities and incentives. School leaders and faculty have intensive training in high expectations culture and expectations, and how to

foster a joyous yet structured learning environment that respects and nurtures students.

KDE 8

Data-driven instruction: LAB commits to continuous, data-driven improvement in each classroom and for each student. At LAB, assessment exists to serve, inform, and enhance teaching and learning processes and outcomes. LAB teachers are united by a relentless improvement ethic and employ varied, real-time diagnostic data to inform their practice. All teachers and tutors are provided regular time for data review in order to improve instruction at the enrichment, classroom, and whole-school level. Evidence-centered instruction allows LAB to meet students' needs by giving teachers and tutors the tools they need to help students learn best. LAB uses the highest-quality formative and interim assessment tools to provide a dynamic, validated picture of student growth and skills gaps. Formative assessments are "a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning." Amplifying the daily "Exit Ticket" mini-assessment, LAB's learning management systems will provide students, teachers, tutors, and parents with actionable feedback about students' persistence and skills mastery.

KDE 9

Next generation learning and assessment: Informed by data and real-time diagnostic assessments, leading educators use the small group instruction blocks to interact with students in small group tutoring scenarios while using digital resources. LAB will use adaptive courseware to deliver progressive digital challenges, continuously tailoring modules to fit students' needs. Students use both the LAB game-based adaptive learning courseware and a variety of OER to work at their own pace. As students complete activities, embedded assessments track progress and give real-time feedback and badges to motivate students and give them a sense of ownership. Next generation assessments enable LAB to meet the needs of diverse learners, including ELLs, special

education students, and students behind grade level. To meet individual needs, teachers use the results of frequent embedded formative assessments to personalize instruction (e.g., targeting small group instruction to similarly situated students). Extended learning opportunities will provide extra practice or intensive intervention for some, while for others it will offer an opportunity to move ahead at their own pace.

KDE 10

Family partnership: At LAB, our students' families are critical to their success and ours and that success can be achieved by developing positive and communicative relationships. All of our families will receive regular communication, both digitally and offline, about their students' academic and behavioral progress using data from formative and summative assessments as benchmarks for discussion. A parent and family association (parent leadership council) composed of parents/guardians will also serve as a liaison to school leadership. We will ask teachers and tutors to call or visit each student's home at the start of the year and to devote three to five hours per week to family calls. LAB will be open to all students on the basis of available space, with a preference given to residents of CSD 13.

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

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

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

710

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

486

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

Check all that apply

Grades Served

6, 7, 8, 9, 10, 11, 12

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

No

FACILITIES INFORMATION

m. FACILITIES

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

Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	77 Sands Street Brooklyn, NY 11201	(347) 473-8340	NYC CSD 13	6-12	6-12

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org
Operational Leader	Sterling Florant	Director of Operations	646-526-7017		sflorant@brooklynlaboratoryschool.org
Compliance Contact	Kate Siefert	Compliance Manager	347-473-8340		ksiefert@brooklynlaboratoryschool.org
Complaint Contact	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org
DATA Coordinator	Lora Grieco	Senior Social Worker	347-473-8340		lgrieco@brooklynlaboratoryschool.org
Phone Contact for After Hours Emergencies	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org

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

Private Space

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

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

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

- **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)

[Certificate of Occupancy- 77 Sands St. .pdf](#)

Filename: Certificate of Occupancy- 77 Sands St. .pdf **Size:** 65.7 kB

Site 1 Fire Inspection Report

[Fire Inspection- 77 Sands St. .pdf](#)

Filename: Fire Inspection- 77 Sands St. .pdf **Size:** 195.1 kB

School Site 2

m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	240 Jay Street Brooklyn, NY 11201	(347) 473-8340	NYC CSD 13	6-12	6-12

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org
Operational Leader	Sterling Florant	Director of Operations	646-526-7017		sflorant@brooklynlaboratoryschool.org
Compliance Contact	Kate Szent	Compliance Manager	347-473-8340		ksent@brooklynlaboratoryschool.org
Complaint Contact	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org
DATA Coordinator	Lora Grieco	Senior Social Worker	347-473-8340		lgrieco@brooklynlaboratoryschool.org
Phone Contact for After Hours Emergencies	Garland Thomas-McDavid	ED/CEO	347-694-5992		garland@brooklynlaboratoryschool.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.

- Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.
- If the fire inspection certificate expires 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. Please note in the portal that this is the case

Site 1 Certificate of Occupancy (COO)

[Certificate of Occupancy- 240 Jay Street .pdf](#)

Filename: Certificate of Occupancy- 240 Jay Street .pdf **Size:** 70.9 kB

Site 2 Fire Inspection Report

[Fire Inspection Certificate of Correction- 240 Jay St. .pdf](#)

Filename: Fire Inspection Certificate of Correction- 240 Jay St. .pdf **Size:** 113.0 kB

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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).

Yes

n2. Summary of Charter Revisions

	Category (Select	Specific Revision	Date Approved by	Date Approved by
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	Best Description)	(150 word limit)	BOT (if applicable)	Authorizer (if applicable)
		<p>Added: Sr. Director of Academics, COO, Deputy Superintendent, CFO, Director of Partnerships, Family Engagement Director, Dean of Scholar Services, Dean of Culture, Dean of Instruction, Mental Health Care Worker, Deputy School Directors, Director of Learner Acceleration/Individualized Study, Director of IT, Tech Ops Associate, Director of HR, Sr. Project Coordinator, Attendance Coordinator, Ops Associate, Handy Person, Receptionist, Dir of Data and Analytics, Manager of Assessment for Learning, Manager of Academic Ops, ENL Coordinator, Communications Partnership Assoc, Digital Media and Design Assoc, Write and Content Creator, Family Engagement</p>		

1	Change in organizational structure	Assoc, Ambassador for Scholar and Family Engagement, Bursar Removed: Director of Curriculum and Instruction, Director of Student Services, Director of School Ops, Director of Network Ops, Dean of Students, Manager of Res dency, Manager of Fellowship, Jr. Ops Assoc, Food Service Contractor, Tech Manager, Digital and Media Learning Fellowship, Database Administrator, IT Ops Specialist, IT Support Intern, External Partnership Manager, Director of Facilities, Custodial Contract, Extermination Contract, Security Guards, Other Building Contracts, HR Manager, Talent Acquisition Manager, HR Assoc, Financial and Compliance Manager, Financial Assoc	12/15/2021	6/13/2022
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2	Change in design or educational program	The revisions include replacing “360Lab” with “enrichment” or “extended learning opportunities” and “small group instruction” or “tutoring”. The revisions specifically use language and descriptions that better express and capture the school’s key design elements, mission or vision, educational philosophy, program, and overall school design -- as expressed in the charter application.	12/15/2021	6/13/2022
3	Change in admissions/enrollment policy	Added weighted lottery of ELL enrollment	12/15/2021	Pending
4				
5				

More revisions to add?

No

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

Yes

ATTESTATIONS

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	Garland Thomas-McDavid
Position	ED/CEO
Phone/Extension	347-694-5992
Email	garland@brooklynlaboratoryschool.org

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [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 large, stylized handwritten signature in black ink on a light gray background. The signature is highly cursive and abstract, with several loops and a long horizontal stroke.

Signature, President of the Board of Trustees



Date

Jul 31 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Dec 15 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 LABORATORY CHARTER SCHOOL 800000082484

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 goal, type N/A for Not Applicable
Academic Goal 1	As measured by New York State ELA and Math 6-8 assessments, 100% of LAB grade levels met or outperformed the statewide proficiency	NYS ELA and Math Assessments	Unable to Assess	SY 21-22 data not available from NYSED.

	average at corresponding grade levels.			
Academic Goal 2	As measured by New York State ELA and Math 6-8 assessments, targeted LAB sub groups will meet or outperform the New York City proficiency average for like sub groups. Sub groups are students who are economically disadvantaged, students with disabilities (SWDs), and English Language Learners (ELLs).	NYS ELA and Math Assessments	Unable to Assess	SY 21-22 data not available from NYSED.
Academic Goal 3	As measured by New York State ELA and Math 6-8 assessments, 100% of LAB grade levels and Subgroups met or outperformed the proficiency rates for the school's Similar Schools Comparison	NYS ELA and Math Assessments	Unable to Assess	SY 21-22 data not available from NYSED.
				LAB has been investing in increased 'content internalization support' for MS instructional staff,

Academic Goal 4	As measured by NWEA Measures of Academic Progress (MAP) or the PSAT, 60% of LAB scholars achieve at least one year of growth or perform at or above grade level on these exams	NWEA MAP or PSAT	Not Met	with continued investment in high dosage tutoring, esp with support from the Lavinia Group. In addition, with the recent revamp of our CSO office, and the adoption of the Co-Principalship model at the HS (providing the HS with a Principal focused solely on academics), we are confident of improved results in subsequent years.
Academic Goal 5	Average interim assessment (course unit exam) scores show a 10% increase in baseline proficiency from the previous Spring New York State exam, with no grade level average pass rate below State equivalence.	Interim Assessments	Unable to Assess	SY 21-22 data not available from NYSED.
Academic Goal 6	Cohort Graduation Rate for all students will be outperform State and CSD 13 average	NYS Benchmark 1 Aggregate Cohort Graduation	Unable to Assess	SY 21-22 data not available from NYSED.
Academic Goal 7	Cohort Graduation Rate for subgroup students will be outperform state	NYS Benchmark 1	Unable to Assess	SY 21-22 data not available from

	and CSD 13 average			NYSED.
Academic Goal 8	Cohort Graduation Rate for All Students and Subgroups will outperform the Similar Schools Comparison	NYS Benchmark 1	Unable to Assess	SY 21-22 data not available from NYSED.
Academic Goal 9	Pre-Advanced Placement & Advanced Placement Participation rates for all students will outperform state and sending district	AP Course enrollment	Met	
Academic Goal 10	Regents passing rate for Stem and Humanities outperform state and sending district for all subgroups	Regents outcomes	Unable to Assess	SY 21-22 data not available from NYSED.

2. Do have more academic goals to add?

Yes

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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	At least 80% of instructional staff (fellows, teacher leaders, deans, and school directors) make at least 0.6 points of growth on their aligned performance rubrics in particular the (1) TNTP Blended Core Teaching Rubric; or (2) TNTP PLUS Leadership Rubric	TNTP Blended Core	Met	
Academic Goal 12				
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	At all times throughout the year, the LAB leadership Team maintains a base of identified potential new academic and operations leaders of at least 5 who are currently emerging leaders.	At least 5 staff are emerging leaders.	Met	
	LAB Leadersh p team members each meet at least 90% of their	Leadership team		

Org Goal 2	individual scorecard goals as measured by performance against key scorecard metrics.	meets at least 90% of their scorecard goals.	Met	
Org Goal 3	65% of LAB staff identify as people of color, with no gaps by level or function.	65% of LAB staff identify as people of color, with no gaps by level or function.	Met	
Org Goal 4	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs, ELL, and economically disadvantaged students	100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs and economically disadvantaged students	Not Met	We report on progress towards annual targets in the following ways to get real-time feedback: Bi-weekly enrollment meetings with the senior leadership team: and monthly finance committee meetings with board committee members and advisors. We use SchoolMint, a cloud-based student enrollment platform that helps streamline all aspects of student enrollment. Analyze recruitment metrics and make pivots as needed. In addition, we have researched and invested in innovative and creative recruitment

				strategies.
Org Goal 5	<p>The School shall be, and shall remain, in compliance with all local, state, federal laws and regulation relating to the operation of the School. These requirements include, but are not limited to, maintaining daily student attendance records, discipline incidents records, academic transcripts records and requirements for grade promotion and graduation, documenting annual retention rates, maintaining a four year graduation rate and ensuring students get appropriate credit hours.</p>	<p>The school is in compliance with applicable laws.</p>	<p>Not Met</p>	<p>In 22-23, a new compliance person is joining our staff on-site; in addition, in 22-23, at the HS, we've moved to a Co-Principalship model, thus allowing one senior HS leader to fully focus on curriculum and academics. All of this should help us both improve our compliance reporting, also ensure students earn their credits as needed to graduate in time.</p>
Org Goal 6	<p>Create and disseminate distilled recommendations and best practices from leaders across around the country regarding how to support families, scholars</p>	<p>Codified findings of health, safety, and well-being focused preparation to operate in-person during the pandemic.</p>	<p>Met</p>	

	and school culture during start of year.			
Org Goal 7	Create or revise and document the mindsets, practices, and approaches to help train staff to ensure scholars are safe, known, and productively engaged in learning	Created training materials for building adult and scholar mindsets and skillsets.	Met	
Org Goal 8	Define, train, and attain a set of milestones which serve as leading indicators of staff and student being safe, known, and productively engaged as well as overall organizational health.	Created arc of the year framework with accompany training materials and evaluation process to.	Met	
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				

Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

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	Maintain at least 75 days of cash on hand and begin building an operating reserve that totals 30 days of cash on hand by year end.	75 days of cash on hand and 30 days of operating reserve cash on hand.	Met	
Financial Goal 2	Clean audited financials delivered to the Board no later than November 1, 2022.	Audited financials delivered to the Board.	Met	
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

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 Nov 1 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.

Brooklyn Laboratory Charter Schools FST with Mgmt Ltr

Filename: Brooklyn Laboratory Charter School T0ofFZ.pdf **Size:** 545.3 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 Dec 15 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.

BLab Audited Financial Report Template- NYSED FY22

Filename: BLab Audited Financial Report Tem DVs7ll7.xlsx **Size:** 73.5 kB

Entry 4c - Additional Financial Documents

Completed Dec 15 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^[1]
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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

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

Brooklyn Laboratory Charter Schools Mgmt Ltr

Filename: Brooklyn Laboratory Charter School 6Vz1mWN.pdf **Size:** 139.9 kB

Filename: 20220630 statements 9981 .pdf Size: 77.5 kB

Entry 4d - Financial Services Contact Information

Completed Dec 15 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
	Sheryl Gomez	sheryl@brooklynlaboratoryschool.org	646-553-9347

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	PKF O'Connor Davies - Daniel Smolan			9

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm
	Charter School Business Management	Jeanine Taylor	237 West 35th St., Suite 301, New York, NY 10001			9

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Dec 15 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.

[final-2022-2023-ar-budget-template LAB](#)

Filename: final 2022 2023 ar budget template LAB.xlsx **Size:** 35.6 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Dec 15 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.

[Gilbert_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Gilbert 2021 2022 BoT Disclosure o ZxiWJwS.pdf **Size:** 523.6 kB

[McIntosh_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: McIntosh 2021 2022 BoT Disclosure Z9NZEExL.pdf **Size:** 531.0 kB

[Rajpurohit_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: ajpurohit 2021 2022 BoT Discosur qTU4zRg.pdf **Size:** 522.2 kB

[Revenaugh_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Revenaugh 2021 2022 BoT Disclosure OdaUYtL.pdf **Size:** 525.6 kB

[Shobowale_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Shobowale 2021 2022 BoT Disclosure KdFMv9c.pdf **Size:** 523.5 kB

[Siegfried_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Siegfried 2021 2022 BoT Disclosure hpgMSsw.pdf **Size:** 522.8 kB

[Wood_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Wood 2021 2022 BoT Disclosure of F TW3qmZF.pdf **Size:** 521.6 kB

[Loughlin_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Loughlin 2021 2022 BoT Disclosure cR4KidN.pdf **Size:** 523.3 kB

[Augusta_2021-2022 BoT Disclosure of Financial Interest Form](#)

Filename: Augusta 2021 2022 BoT Disclosure o pe2MYev.pdf **Size:** 576.4 kB

Entry 7 BOT Membership Table

Completed Dec 15 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 LABORATORY CHARTER SCHOOL 800000082484

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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	Martha (Mickey) Ravenough		Chair	Executive Committee; Finance/Audit Committee	Yes	5	7/22/2020	7/22/2023	12
				Real					

2	Walter (Pat) Loughlin		Vice Chair	Estate Subcommittee; Compliance Subcommittee	Yes	5	7/21/2021	7/21/2022	10
3	Adren Siegfried		Treasurer	Finance/Audit Committee	Yes	5	7/22/2020	7/22/2023	10
4	Nadine Augusta		Secretary	Executive Committee; Board Development and Nomination Committee	Yes	4	7/22/2020	7/22/2023	7
5	Tokumbo Shobowale		Trustee/Member	Finance/Audit Committee; Real Estate Subcommittee	Yes	4	7/21/2021	7/21/2022	7
6	Gary Wood		Trustee/Member	Finance/Audit Committee; Real Estate Subcommittee	Yes	6	7/21/2021	7/21/2022	8
7	Sujata Rajpuro		Trustee/	Academic	Yes	3	7/21/20	7/21/20	12

	hit		Member	Committee			21	22	
8	Eldridge Gilbert III		Trustee/Member	Academic Committee	Yes		1/26/2022	1/31/2024	5 or less
9	Jonathan McIntosh		Trustee/Member	Academic Committee	Yes		2/16/2022	2/16/2024	5 or less

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	9
b.Total Number of Members Added During 2021-2022	2
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

3. Number of Board meetings held during 2021-2022

13

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

9

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

2

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:

9

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

5

Thank you.

Entry 8 Board Meeting Minutes

Completed Dec 15 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**.

1

Filename: 1.2022 Board Meeting Minutes.pdf **Size:** 176.5 kB

2

Filename: 2.2022 Board Meeting Minutes.pdf **Size:** 146.0 kB

3

Filename: 3.2022 Board Meeting Minutes.pdf **Size:** 118.7 kB

4

Filename: 4.2022 Board Meeting Minutes.pdf **Size:** 352.9 kB

[5](#)

Filename: 5.2022 Board Meeting Minutes .pdf **Size:** 133.2 kB

[7](#)

Filename: 7.2021 Board Meeting Minutes.pdf **Size:** 151.5 kB

[8](#)

Filename: 8.2021 Board Meeting Minutes.pdf **Size:** 140.1 kB

[9](#)

Filename: 9.2021 Board Meeting Minutes.pdf **Size:** 112.7 kB

[10](#)

Filename: 10.2021 Board Meeting Minutes.pdf **Size:** 101.8 kB

[11](#)

Filename: 11.2021 Board Meeting Minutes.pdf **Size:** 116.0 kB

[12](#)

Filename: 12.2021 Board Meeting Minutes.pdf **Size:** 838.7 kB

[6](#)

Filename: 6.14.2022 Special Board Meeting Minutes.pdf **Size:** 112.8 kB

[6](#)

Filename: 6.22.2022 Board Meeting Minutes.pdf **Size:** 237.8 kB

Entry 9 Enrollment & Retention

Completed Dec 15 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
Economically Disadvantaged	<p>We continued our work with parent advocacy groups and bolstered student recruitment through our partnerships with community institutions like MOUSE, Brooklyn Public Library, the HIVE Network, and local religious organizations. LAB continued to publicize the school to prospective families of the highest need. We use extensive multilingual advertising and a range of media, including email blasts, online news sites, social media, paper flyers and brochures, the school's website, and direct mail to share information about LAB. LAB remained committed to ensuring that its programs and facilities are accessible to all members of the public. When recruiting or admitting students, we did not discriminate on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, English language proficiency, or prior academic achievement. New key strategies include provision of technology supplies and internet access to support hybrid instruction and a family support fund to provide financial assistance for basic needs.</p>	<p>In the 2022-2023 SY, LAB will continue the described efforts in the 21-21 SY to increase enrollment of economically disadvantaged students.</p>
	<p>To recruit ELLs, LAB distributed application information and</p>	

English Language Learners

materials in a variety of forms to reach the broadest scope of families, including non English speakers and those with limited internet access. LAB uses a variety of methods, including: assigning extra staff time to recruit ELL students; requesting to add a weighting to LAB's lottery for ELLs this fall; conducting outreach to ELL communities, coordinators and advocates, therapists, Immigrant centers, and other social service providers, including at local houses of worship for non/limited English speaking families and community agencies such as Catholic migration services; reaching out to families of ELLs currently on charter waitlists; hosting fairs and information sessions at public and private venues frequented by families; providing translation services for all promotional materials and in person interaction; advertising our lottery in non English local newspapers, radio, and television stations; distributing mailings and bilingual information to district residents, including residents in low income and mixed income communities; dropping bilingual flyers and posters in public housing complexes, local businesses, supermarkets, and community centers; and asking Brooklyn politicians for support reaching out to limited English speaking families.

In the 2022-2023 SY, LAB will continue to implement extensive recruitment strategies and program services to attract and retain English language learners including:

- Translating school information into multiple languages
- Hosting multilingual post-lottery enrollment days
- Application collection improvements
- Programs to attract and retain English Language Learners
- High-Dosage Academic Tutoring
- Personalized Systems of support for Learners
- Co-teaching

To recruit Students with

Students with Disabilities	<p>disabilities, LAB organized frequent open houses and information sessions, including: ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes; contacting counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16; maintaining an active referral program from currently enrolled families, with a focus on recruiting students with disabilities; working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of students with disabilities.</p>	<p>New key strategies for 2022-2023 SY include outreach to and meetings with political and community leaders, public information sessions, and further outreach to scholars on charter waitlists. In addition, targeted advertising online (e.g. Facebook ads and parent and community groups) and featured articles in SPED resources and national forums like Understood.org will increase the dialogue about LAB's mission and drive additional recruitment of students with disabilities.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>One key LAB approach that is an effective retention activity is High-Dosage Academic Tutoring. LAB's academic plan makes a significant investment in high-dosage tutoring, which is effective for low-income students, students with special needs, and ELLs. LAB Fellows provide high-dosage, small-group tutoring to help all students master literacy and math skills, as well as habits of success. The Fellows' varied support and analysis of student performance leads to instructional differentiation. In middle school,</p>	<p>In the 2022-2023 SY, we will continue the described efforts in the 21-22 SY to retain economically disadvantaged students.</p>

	<p>all students receive small group instruction for math and literacy. Fellows analyze student data and diagnose gaps so they can help students catch up or advance on core content and essential skills.</p>	
<p>English Language Learners</p>	<p>LAB professional development focuses on supporting ELL students to thrive while facing the unique learning challenge of developing skills and mastering content while simultaneously acquiring a new language - often when their native language is not yet fully mastered. Teachers of ELLs are called upon to accelerate English language development and literacy and need to know how to create classrooms that are supportive of using and learning language. Such classrooms benefit all students and are essential for ELLs. We seek to cultivate adult capacity to:</p> <ul style="list-style-type: none"> • Build opportunities for students to learn language and content from each other through purposeful, carefully structured and scaffolded tasks; • Create engagement and discussion opportunities that socialize students to the language of each discipline (e.g. history, sciences, literature) through structures and routines that develop skill in disciplinary discourse; • Carefully organize groupings (pair, small group and whole group) in classrooms to amplify and enrich the opportunities for comprehension, discussion and interactions with ideas; 	<p>To ensure that our ELL students are retained and master English expeditiously, we provide trained staff, specialized curricular materials, extra time, 1:1 tutoring, small group instruction, co-teaching and class services for students requiring extra support. All teachers and Fellows receive PD in communicating with ELLs, understanding cultural heritage, and applying appropriate instructional methodology.</p>

	<ul style="list-style-type: none"> • Consider student’s language proficiency and native (home) language when organizing students in groups for the purposes of learning (mixing diverse proficiency levels of the same native language) and production (mixing students from diverse native languages); and • Take advantage of the assets of diverse students by understanding students’ language skills and their culture, background knowledge and experiences. 	
Students with Disabilities	<p>LAB is focused on continuing to provide a successful academic option for complex learners. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment in high dosage tutoring which is effective for students with disabilities. LAB also surveys students who do not re-enroll which provides information to help us adapt our programs to better retain all students, including those with disabilities.</p>	<p>LAB enrolls and retains scholars with disabilities at far higher rates than the district of location. We have enrolled scholars with IEPs at considerably higher rates since our first year. To ensure that our students with disabilities are retained and supported, LAB designs and implements interventions and supports for complex learners. LAB is committed to inclusion and supporting students in the least restrictive environment possible. To achieve this, LAB uses a multi-tiered system of support to design interventions for students in the bottom quartile of academics and behavior.</p>

Entry 10 - Teacher and Administrator Attrition

Completed Dec 15 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^[1] 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.

^[1] 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/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

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](#).

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 Dec 15 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)	4
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)	1
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. Mathematics	3
ii. Science	2
iii. Computer Science	0
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
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)	0
Total Category C: not to exceed 5	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	15

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	28

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	43

Thank you.



Entry 12 Organization Chart

Completed Dec 15 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.

21-22 SY BLCS Org Chart Approved 4

Filename: 21 22 SY BLCS Org Chart Approved 4.13.2022.pdf **Size:** 156.6 kB

Entry 13 School Calendar

Completed Dec 15 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.

Final SY 22-23 Brooklyn Laboratory Calendar _ 2022

Filename: Final SY 22 23 Brooklyn Laboratory P6ful0X.pdf **Size:** 163.8 kB

Updated Final SY 22-23 Brooklyn Laboratory Calendar _ 2022

Filename: Updated Final SY 22 23 Brooklyn La oSk73QW.pdf **Size:** 151.8 kB

Brooklyn LAB SY 22-23 calendar with days and hours

Filename: Brooklyn LAB SY 22 23 calendar wit f82WFR4.pdf **Size:** 280.3 kB

Entry 14 Links to Critical Documents on School Website

Completed Dec 15 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 olicy

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 Laboratory Charter School**

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)	https://www.brooklynlaboratoryschool.org/forms-resources
2. Board meeting notices, agendas and documents	https://www.brooklynlaboratoryschool.org/forms-resources
3. New York State School Report Card	https://www.brooklynlaboratoryschool.org/forms-resources
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	https://www.brooklynlaboratoryschool.org/forms-resources
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)	https://www.brooklynlaboratoryschool.org/forms-resources
6. Authorizer-approved FOIL Policy	https://www.brooklynlaboratoryschool.org/forms-resources
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	https://www.brooklynlaboratoryschool.org/forms-resources

Thank you.



Entry 15 Staff Roster

Completed Dec 15 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.

[Staff Roster BLCS](#)

Filename: Staff Roster BLCS.xlsx **Size:** 70.4 kB

Optional Additional Documents to Upload (BOR)

Incomplete



Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
January 26, 2021

AGENDA

1. **Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants
2. **Adoption of January 2022 Agenda and Approval of December 2021 Minutes**
3. **Compliance and Oversight**
 - a. Action Plan and Board Calendar
 - b. COVID Update and Support
 - c. Compliance Submissions Updates
 - d. School Operations Planning
 - e. Staff Hires and Departures
 - f. Teacher Certification
 - g. Formation and activation of the acting Compliance Subcommittee of the Finance Committee
4. **Development and Nominating Committee**
 - a. Status update on Eldridge Gilbert and Jonathan McIntosh
 - b. Update on Effort to Expand & Diversify the Composition of the Board
 - c. Upcoming Board Meetings
5. **Finance Committee**
 - a. SY 21-22 Goals and Calendar
 - b. Enrollment
 - c. Facilities & Loans
 - d. Finances
 - e. Human Resources
6. **Academic Committee**
 - a. Review of SY 21-22 Goals
 - b. NWEA Map Data Analysis
 - c. Middle School State Test Preparation
 - d. High School Regents Preparation
 - e. January Regents Cancellations and Exemptions

7. **Partnerships/Public Affairs**

8. **Adjournment**

1. **Call to Order**



- **Agenda and Timing**
 - Meeting called to order.
 - The meeting was called to order at 5:03 pm by Mickey Revenaugh, Nadine Augusta, Adrien Siegfried, Sujata Rajpurohit, Walter (Pat) Loughlin, Gary Wood in the presence of a quorum.
- **Location and Participants**
 - Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - As of 1/21/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 - Remote Board Participants included: Mickey Revenaugh, Nadine Augusta, Adrien Siegfried, Sujata Rajpurohit, Walter (Pat) Loughlin, Gary Wood, Eldrige Gilbert,
 - Not Present: Tokumbo Shobowale
 - Other Remote Participants included: Eric Tucker, Jonathan Flynn, Kristin Levine, Chris Habetler, Sheryl Gomez, Lauren Cutuli, Caroline Roth, Sterling Florant, and Jonathan McIntosh, BB Ntsakey

2. Adoption of December 2021 Agenda and Approval of December 2021 Minutes

- December Minutes
 - The minutes from the board meeting of December 21st were reviewed by and approved unanimously by the board.
 - Gary moved to adopt the minutes from the December 2021 Meeting. Mickey seconded. The motion was otherwise approved unanimously.

3. Compliance and Oversight

- **Eric Shared** - Progress Report RE: Action Plan + Board Calendar: The Board provides oversight of the EWGBLCS Mid-Term Site Visit Report Action Plan and SY22 Annual Board Calendar and Plan to drive the agenda topics for Committee working sessions and the Full Board discussion. Committee's work to fulfill charge and to ensure that:
 - The calendar and monthly minutes reflect a consistent transfer of expertise into ongoing oversight activity, and that goals are detailed
 - Regular review of and report out on progress towards goals by board using board dashboard, as evidenced in monthly board minutes.
 - Review the school's annual plan and progress toward goals on a monthly basis to ensure alignment with the board's annual plan.
- **Chris Shared** - COVID Update and Support
 - Test to Stay Protocols - as circulated to Board - reviewed and discussed.
 - Priority Health and Safety Protocols
 - KN95 Masking, Surveillance Testings, Booster Incentives
 - School protocols and approaches aligned to updated late December and January NYSDOH, NYCDOHMH, NYSED, CDC Guidelines
 - January 7, 2022 Test to Stay and Surveillance Testing Playbook provides revised health and safety framework.
- **Mickey Shared** - Compliance Submissions Updates



- The Board reviewed recent efforts with counsel and management to ensure compliance with applicable laws, regulations, and the provisions of the charters of Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter School.
 - Through December 31, 2021 submissions, the School Board sought Board of Regents and/or the NYSED Charter School Office approval for material and non-material revisions to each charter and to policies and procedures.
 - We revised and submitted the requested revision and submission materials for the following compliance initiatives, including but not limited to:
 - EWGBLCS Charter Renewal Cycle and Application Preparation
 - EWGBLCS Action Plan Submission and Follow Up
 - BLCS Charter Renewal Follow Up
 - Charter Revision Request Submissions
 - The requested revisions reflect the Board's commitment to compiling a record of substantial compliance with applicable State and federal laws and regulations and the provisions of its charter including, but not limited to: those related to student admissions and enrollment; FOIL and Open Meetings Law; protecting the rights of students and employees; addressing complaints; financial management and oversight; governance and reporting; and health, safety, civil rights, and student assessment requirements.
- *Paused for New Board Member Introductions, Board Member Introductions, Staff Introductions*
 - Eric introduced Resolution Affirming the Finalization of Authorizer Deliverables, Consistent with the December 2021 Resolution of the Board of Trustees

BROOKLYN LABORATORY CHARTER SCHOOL
EDMUND W. GORDON BROOKLYN LABORATORY CHARTER SCHOOL

WHEREAS, in the Fall of 2021, the New York State Education Department Charter School Office (NYSED CSO) liaison for Brooklyn Laboratory Charter Schools (BLCSSs) notified the BLCSSs Executive Director and Board Chair that adjustments to various aspects of the charters of Brooklyn Laboratory Charter School (BLCS) and Edmund W. Gordon Brooklyn Laboratory Charter School (EWGBLCS) made over the years since each School's founding and previously submitted to NYSED CSO must now be submitted to NYSED CSO and/or the School's charter entity, the Board of Regents of the University of the State of New York (Board of Regents), as material or non-material charter revision requests, but has not clarified which requests are material, non-material, or neither at this time; and

WHEREAS, in addition to the charter revisions sought by NYSED CSO, the BLCSSs Board of Trustees wishes to submit several additional revision requests for the charters of each School to ensure that the charters of each School are up-to-date and compliant with the requirements of NYSED CSO and the Board of Regents; and

WHEREAS, at the December meeting of the Board of Trustees, the Board adopted and approved a set of revisions and approved the Board Chair and Executive Director to submit the revisions; and

WHEREAS, at the December Board meeting, the Board authorized and directed the Executive Director of BLCSSs, in the name and on behalf of BLCSSs, BLCS and EWGBLCS, to do all such things and take all such acts and to expend such fees for and on behalf of BLCSSs, BLCS and EWGBLCS as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these Resolutions including, without limitation, to execute and deliver the revision requests to NYSED CSO on behalf of the Board of Regents, in substantially the form presented to the BLCSSs Board of Trustees, along with any other



documents in connection with the revision requests as may be required by NYSED CSO, with such changes or amendments thereto as the Executive Director deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by the Executive Director; and

WHEREAS, at the December Board meeting, the Board voted to approve that all actions of any kind heretofore or hereafter taken by any trustee or officer of BLCSSs, the Executive Director of BLCSSs, member of BLCSSs leadership, or any appointed or authorized person or persons authorized to act on behalf of BLCSSs, BLCSS, and/or EWGBLCS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects; and

WHEREAS, the Executive Director and Board Chair continue to respond to requests for clarification and additional documentation from the Board of Regents; and

NOW, THEREFORE, BE IT RESOLVED, that all the revision requests described above, having been reviewed by the BLCSSs Board of Trustees and revised consistent with questions and comments from the Board of Regents, are hereby once again adopted and approved; and

BE IT FURTHER RESOLVED, that the BLCSSs Board of Trustees hereby approves the submission of all the revision requests described above to NYSED CSO on behalf of the Board of Regents, and/or to the Board of Regents; and

BE IT FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BLCSSs, the Executive Director of BLCSSs, member of BLCSSs leadership, or any appointed or authorized person or persons authorized to act on behalf of BLCSSs, BLCSS, and/or EWGBLCS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.

- The Board opted to the resolution as amended, and for Pat to work with management and counsel to revise the final clause.
- Mickey moved to approve the above motion as amended, Pat seconded the motion. The motion to approve the amended resolution was unanimously approved.

- **Resolution to Clarify Schools' Response to January 2022 Regents Examinations Cancellation**

Whereas, the COVID-19 pandemic has resulted in the limited administration of Regents examinations since spring 2020. In response, the New York State Education Department (the "Department") has adopted regulatory amendments exempting students from the diploma, credential, and endorsement requirements related to the passing of such examinations. The Department also adopted regulatory amendments to provide parents and persons in parental relation of eligible students the opportunity to decline such an exemption; and

Whereas, COVID-19 cases have been surging in the State of New York. Many students have been unable to attend class in person due to quarantine guidelines. Additionally, many other school systems have shifted to fully remote instruction due to high rates of positive COVID-19 cases in their buildings. Therefore, the Department has canceled the [January 2022 administration of](#) Regents examinations. These examinations cannot presently be safely, equitably, and fairly administered across the State; and



Whereas, to ensure that the cancellation of these examinations does not adversely impact students, the Department has adopted additional regulatory amendments to section 100.5(a) of the Commissioner's regulations to provide an exemption to the diploma, credential, and endorsement requirements related to the passing of [January 2022 Regents Examination](#). This cancellation applies to all Regents Examinations that had been scheduled for the January 2022 Regents Examination period. No decisions have been made regarding the June and August 2022 administrations of Regents Examinations or any other state assessment programs; and

Whereas, for purposes of meeting the diploma requirements, students deemed to have demonstrated attainment across of the applicable New York learning standards in English, mathematics, science, United States history and government, and global history and geography shall be exempt from the applicable Regents examination requirements for the January 2022 Regents examination administration if such students: (i) were enrolled in a course of study that would ordinarily culminate in the taking of [the] a January 2022 Regents examination and earn credit for such course of study by the end of the first semester of the 2021-22 school year; (ii) were enrolled in a course of study in grade 7 or grade 8 that would ordinarily culminate in the taking of a January 2022 Regents examination, and have met the learning standards in such course of study; (iii) successfully completed a make-up program for the purpose of earning course credit between September 1, 2021 and the end of the first semester of the 2021-22 school year; (iv) transferred to a New York State high school from either a high school located outside of New York State or from another New York State high school in which Regents examinations were not administered, and earned credit in a course for which they intended to take a corresponding Regents examination in January 2022; and

Whereas, Section 100.5(d)(8) of the Commissioner's regulations establishes standards for make-up credit programs for school districts, registered nonpublic schools, and charter schools that choose to offer such programs. It is intended to ensure appropriate levels of rigor and quality for making-up incomplete or failed course credit. Pursuant to §100.5(d)(8) of the Commissioner's regulations, a school district, registered nonpublic school, or charter school may provide a student, who had the opportunity to complete a unit of study in a given subject but who failed to demonstrate mastery of the learning outcomes for the subject, the opportunity to make up a unit of credit for such subject toward either a Regents or local diploma; and

Whereas, a make-up program must be aligned with the New York State learning standards for that subject, satisfactorily address the student's course completion deficiencies and individual needs and ensure that the student receives equivalent intensive instruction in the subject matter area provided under the direction and/or supervision of a teacher; and

Whereas, to receive credit, the student must successfully complete the make-up credit program and demonstrate mastery of the learning outcomes for the subject, including passing the Regents examination in the subject or other assessment required for graduation, if applicable; and

Whereas, the Department, the Board of Trustees of Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School (the "Board of Trustees"), and families have emphasized the importance of providing scholars with opportunities to improve an existing grade or make up an incomplete or failed course; and

Whereas, for Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School Semester 1 is comprised of Quarter 1 and Quarter 2; and



Whereas, Quarter 2 for each of the Charters is scheduled to wrap up on February 3rd, 2022, consistent with the Board of Trustees adopted High School Calendar; and

Whereas, a number of scholars are currently working to improve an existing grade for Semester 1 or make up an incomplete or failed course due to a deficiency level;

NOW, THEREFORE, BE IT RESOLVED, the Board offers the following clarification regarding the School's approach:

- the School is working to respond appropriately and in a compliant manner to the Department's cancellation of the January 2022 Regents Examinations; and
- the Academic Committee provides an update regarding efforts to ensure that scholars demonstrate attainment across the applicable New York learning standards in English, mathematics, science, United States history and government, and global history and geography; and
- targeted School scholars are enrolled in a course that would ordinarily culminate with a January 2022 Regents Examination; completing a make-up program to earn course credit; or are preparing to take a required Regents Examination to graduate at the end of the first semester; and
- such Scholars who are thus preparing to demonstrate mastery in a manner consistent with specified Department criteria might subsequently be granted such credit shall be exempt from the diploma requirement related to the culminating Regents Examination; and
- the School will diligently digest and operate consistent with additional information concerning the modifications to the assessment requirements that students must meet in order to earn high school diplomas, credentials, and endorsements may be found in the related memos and FAQs; and
- targeted, additional time might be required in order to complete and document each Scholars compliance with make-up credit programs – including to ensure appropriate levels of rigor and quality for making-up incomplete or failed course credit; and
- targeted, additional time may provide a student, who had the opportunity to complete a unit of study in a given subject but who failed to demonstrate mastery of the learning outcomes for the subject, the opportunity to make up a unit of credit for such subject toward either a Regents or local diploma.

○ Pat moved to approve the above motion, Nadine seconded the motion. The motion was unanimously approved.

- **Caroline and Sterling shared** - School Operations
 - Roles & Responsibilities Mapping to support and re-establish a well-functioning organizational structure and clearly delineated roles for staff and management on the School Operations team.
 - Operations Manual aligned to Deep Dives and Responsibilities – to ensure that the school has the systems and protocols that allow for the successful implementation, evaluation, and improvement of its academic program and operations.
 - Team Step Back sessions to ensure staff input and communication of a clearly defined mission and set of goals to operations team members.
 - Management presented the results of November - January School Operations Systems Improvement Planning. This work focused on:
 - Utilization of ESSER Funds to Support Temporary Build out of Team Composition
 - Clarification of Roles and Responsibilities



- Codification of Best Practices Through an Operations Manual
- Re-training staff the Deep Dive Protocols
- **Sheryl shared** - Teacher Certification Update: The school has updated and refined the plan to ensure that teachers are certified in accordance with applicable laws and regulations. Recent activity includes:
 - TEACH Account formation and access for EWGBLCS
 - Reconciliation of Employee Accounts
 - Certification Annual Third-Party Audit Update provided by NYC Charter Center
 - Certification Case Management update through teacher residency and instructional supervision
- **Mickey shared** - Formation of the acting Compliance Subcommittee of the Finance Committee
 - Subcommittee Advisors and rotating participants currently include:
 - David Samuels (NYS and USFG non-profit)
 - Meghan Meade, George Barbatsuly, Lisa Moran (Employment)
 - Tricia Forrest & Anthony Kiiru (Facilities, Health, Safety)
 - Carrie Irvin (Board Oversight)
 - Caroline Roth, Jaime A. Fernand (Charter School Operations & Compliance)
 - Paul O'Neill, Kristin Levine, & Barbara Pape (Special Education)
 - Alisha Ragan & NYC Charter Center (Teacher Certification)
 - James Hsu (E-Rate)
 - Pat volunteered to participate in the Compliance Subcommittee on behalf of the Board
- Mickey & Gary provide an update on the Board's quarterly activity to complete the annual written performance-based evaluation process for the Executive Director.

4. Development and Nominating Committee

- **Nadine shared** - Status update on Eldridge Gilbert and Jonathan McIntosh. The Board of Trustees has submitted a formal letter and package to the New York State Education Department ("NYSED") for approval of the name of the two new proposed members and all required background information. The Board is waiting to hear back from NYSED.
- **Nadine shared** - Update on Effort to Expand & Diversify the Composition of the Board
 - Need ~3-4 board members over the 2022 calendar year
- **Mickey shared** - Upcoming Board Meetings

5. Finance Committee

- **Sheryl shared** - SY 21-22 Goals and Calendar
 - Loan Refinancing
 - Lease Renegotiation
- **Jonathan shared** - BM 9 Action Plan Performance
 - 21-22 Enrollment Update
 - 22-23 Recruitment
 - 22-23 Enrollment Projections and Invoicing
- **Sheryl shared** - Facilities & Loans
 - January 2022 Safety Plan Public Review, for February 2022 Board Update
 - Chapel Sublease
 - Paychex Protection Program Forgiveness
 - 22-23 Per Pupil Projections

6. Academic Committee

- **Bb and Chris shared** - Review of SY 21-22 Goals
- NWEA Map Data [Growth Goals]
- State Test Preparation



- Middle School Prep & Launch
- High School Regents & Break Academy
- Class of 2022 Graduation Update
- Monthly reporting on outcomes by charter and subgroups, including strategy adjustments on middle school math and high school Regents
- Review in-process deep dive on accelerated learning goals
- Review progress on on culture of learning and thriving goals
- Review progress on staff culture goal
- February Break Academy – Chuck and Melissa on Test Prep Plan
- Deputy Superintendent reviewed progress against the following goals:
 - By 2/1/22, each campus will have an updated and refined dashboard that pulls and displays key outcome data (are we seeing results) as well as key inputs (are we doing the things that will drive results) to increase transparency and awareness of progress towards goals.
 - By 2/15/22, Deputy Superintendent and campus leaders track and reflect on outcomes during check-ins; deploy additional organizational resources for metrics that are not on track and not moving fast enough.
 - By 01/30/22, hold the first CY22 Parent Leadership Council

● **Resolution to Clarify Schools' Response to January 2022 Regents Examinations Cancellation**

Whereas, the COVID-19 pandemic has resulted in the limited administration of Regents examinations since spring 2020. In response, the New York State Education Department (the "Department") has adopted regulatory amendments exempting students from the diploma, credential, and endorsement requirements related to the passing of such examinations. The Department also adopted regulatory amendments to provide parents and persons in parental relation of eligible students the opportunity to decline such an exemption; and

Whereas, COVID-19 cases have been surging in the State of New York. Many students have been unable to attend class in person due to quarantine guidelines. Additionally, many other school systems have shifted to fully remote instruction due to high rates of positive COVID-19 cases in their buildings. Therefore, the Department has canceled the [January 2022 administration of](#) Regents examinations. These examinations cannot presently be safely, equitably, and fairly administered across the State; and

Whereas, to ensure that the cancellation of these examinations does not adversely impact students, the Department has adopted additional regulatory amendments to section 100.5(a) of the Commissioner's regulations to provide an exemption to the diploma, credential, and endorsement requirements related to the passing of [January 2022 Regents Examination](#). This cancellation applies to all Regents Examinations that had been scheduled for the January 2022 Regents Examination period. No decisions have been made regarding the June and August 2022 administrations of Regents Examinations or any other state assessment programs; and

Whereas, for purposes of meeting the diploma requirements, students deemed to have demonstrated attainment across of the applicable New York learning standards in English, mathematics, science, United States history and government, and global history and geography shall be exempt from the applicable Regents examination requirements for the January 2022 Regents examination administration if such students: (i) were enrolled in a course of study that would ordinarily culminate in the taking of [the]a January 2022 Regents examination and earn credit for such course of study by the end of the first semester of the 2021-22 school year; (ii) were enrolled in a course of study in grade 7 or grade 8 that would ordinarily culminate in the taking of a January 2022 Regents examination, and have



met the learning standards in such course of study; (iii) successfully completed a make-up program for the purpose of earning course credit between September 1, 2021 and the end of the first semester of the 2021-22 school year; (v) transferred to a New York State high school from either a high school located outside of New York State or from another New York State high school in which Regents examinations were not administered, and earned credit in a course for which they intended to take a corresponding Regents examination in January 2022; and

Whereas, Section 100.5(d)(8) of the Commissioner’s regulations establishes standards for make-up credit programs for school districts, registered nonpublic schools, and charter schools that choose to offer such programs. It is intended to ensure appropriate levels of rigor and quality for making-up incomplete or failed course credit. Pursuant to §100.5(d)(8) of the Commissioner’s regulations, a school district, registered nonpublic school, or charter school may provide a student, who had the opportunity to complete a unit of study in a given subject but who failed to demonstrate mastery of the learning outcomes for the subject, the opportunity to make up a unit of credit for such subject toward either a Regents or local diploma; and

Whereas, a make-up program must be aligned with the New York State learning standards for that subject, satisfactorily address the student’s course completion deficiencies and individual needs and ensure that the student receives equivalent intensive instruction in the subject matter area provided under the direction and/or supervision of a teacher; and

Whereas, to receive credit, the student must successfully complete the make-up credit program and demonstrate mastery of the learning outcomes for the subject, including passing the Regents examination in the subject or other assessment required for graduation, if applicable; and

Whereas, the Department, the Board of Trustees of Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School (the “Board of Trustees”), and families have emphasized the importance of providing scholars with opportunities to improve an existing grade or make up an incomplete or failed course; and

Whereas, for Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School Semester 1 is comprised of Quarter 1 and Quarter 2; and

Whereas, Quarter 2 for each of the Charters is scheduled to wrap up on February 3rd, 2022, consistent with the Board of Trustees adopted High School Calendar; and

Whereas, a number of scholars are currently working to improve an existing grade for Semester 1 or make up an incomplete or failed course due to a deficiency level;

Therefore, the Board offers the following clarification regarding the School’s approach:

- the School is working to respond appropriately and in a compliant manner to the Department’s cancellation of the January 2022 Regents Examinations; and
- the Academic Committee provides an update regarding efforts to ensure that scholars demonstrate attainment across the applicable New York learning standards in English, mathematics, science, United States history and government, and global history and geography; and
- targeted School scholars are enrolled in a course that would ordinarily culminate with a January 2022 Regents Examination; completing a make-up program to earn course credit; or are



preparing to take a required Regents Examination to graduate at the end of the first semester; and

- such Scholars who are thus preparing to demonstrate mastery in a manner consistent with specified Department criteria might subsequently be granted such credit shall be exempt from the diploma requirement related to the culminating Regents Examination; and
- the School will diligently digest and operate consistent with additional information concerning the modifications to the assessment requirements that students must meet in order to earn high school diplomas, credentials, and endorsements may be found in the related memos and FAQs; and
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- targeted, additional time may provide a student, who had the opportunity to complete a unit of study in a given subject but who failed to demonstrate mastery of the learning outcomes for the subject, the opportunity to make up a unit of credit for such subject toward either a Regents or local diploma.

7. Partnerships/Public Affairs

- Graduation Ceremony scheduled for June 27th, 2022.
- Finalization of training materials to strengthen IEP case management. The management team has committed to improving the strength of IEP meeting preparation from faculty and service providers, in coordination with the CEC. Together with Digital Promise and the Educating All Learners Alliance, Brooklyn Laboratory Charter Schools has built out certain training materials embracing a “whole-child” and strength-based approach to development of IEPs, and incorporating the latest research on learning and brain development to create and share resources, reflection tools, and guidance to support the work of teachers as they strive to update their approach to IEPs.

8. Adjournment

● Next Steps:

- Add Board Meeting information and hyperlinks for key staff contacts to family blast *Compliance and Oversight*
- Eric will work with Pat to revise the language for the Resolution Affirming the Finalization of Authorizer Deliverables, Consistent with the December 2021 Resolution of the Board of Trustees.
- Eric and Mickey will follow-up with the Board with the following items:
 - Request for approval of [January Board Minutes](#)
 - About interest in joining Compliance Subcommittee of the Finance Committee
 - Will share the Academic Committee slides to the board for independent review
- The open Board Meeting was adjourned at **6:14 PM**. The Board moved to Executive Session.



Appendix

Finance Committee

- Proactive Fire Safety Compliance Checklist and Third-Party Review
- Charter Increases over Time
- COVID-19
 - Updated Quarantine & Isolation Protocols
 - Updated Omicron Protocols & Test to Stay Approach
 - COVID-19 and Paid Sick Leave

Governance and Board Oversight

Revisions Workplan

- Admissions and Enrollment Policy, with addition of weighted lottery
- Complaint Policy
- Discipline Policy
- Scholar and Family Handbook (still in process)
- Enrollment Tables
- By-laws
- Org Chart
- Org Chart
- Key Design Elements: BLCS
- Key Design Elements: EWG
- BLCS KDE 360Lab Requested Revisions
- BLCS KDE Master Teacher vs. Lead Teacher Requested Revisions
- BLCS KDE No Excuses Requested Revisions
- BLCS KDE Revision to the Start Time
- EWG and BLCS Annual Calendar Submissions
- BLCS KDE Literacy Instruction
- Charter Pages: BLCS
- Charter Pages: EWG

School Year 2021-22 Reopening Plan

- BLCS and EWGBLCS SY 21-22 Reopening Plan
- Facilities Guide
- Restoration Solutions Guide Green Book / Red Book
- COVID-19 School Communications Toolkit
- Building Culture Back Better Guide
- Reopening Plan and Continuity of Learning Plan Microsite Update

Board of Trustees

- Prospective Board Members Packages
- December Board Minutes

Condensed EWG BLCS SY22-23 Action Plan

Annual Reports Updates and Revisions

- Mission statement and Key Design Elements
- Upload updated fire inspection certificates for all sites



- Certificates of Occupancy
- Teacher Certification & TEACH action plan
- Fingerprinting
- Organizational chart updates
- 2021-22 School Calendar
- Calendar Memo of Compliance (Reopening Plan = 180 Days)
- FOIL records
- School District Safety Plan (still in process and under period of Public Review)



Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
February 16, 2022

AGENDA

- 1. Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants

- 2. Adoption of January 2022 Agenda and Approval of January 2022 Minutes**

- 3. Academic Committee**
 - a. Data Day Overview & Recommendations
 - b. Summary Progress on Committee Goals
 - c. HS Team State of the School
 - d. SY 22-23 Readiness Planning Launch

- 4. Compliance and Oversight**
 - a. Action Plan and Board Calendar
 - b. COVID Update and Support
 - c. Compliance Management
 - d. Reporting & Compliance Calendar Submissions Updates
 - e. School Operations

- 5. Development and Nominating Committee**
 - a. Status update on Eldridge Gilbert and Jonathan McIntosh
 - b. Update on Effort to Expand & Diversify the Composition of the Board
 - c. Upcoming Board Meetings

- 6. Finance Committee**
 - a. SY 21-22 Goals and Calendar
 - b. Enrollment
 - c. Facilities and Loans
 - d. Finances

- 7. Adjournment**



1: Call to Order

- Agenda and Timing
 - Meeting called to order.
 - The meeting was called to order at **5:02 pm** by **Mickey Revenaugh, Nadine Augusta, Adrien Siegfried, Sujata Rajpurohit, Walter (Pat) Loughlin** in the presence of a quorum.
 - Tokumbo Shobowale joined after the meeting was called to order
- Location and Participants
 - Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - As of 1/21/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 - Remote Board Participants included: Mickey Revenaugh, Nadine Augusta, Adrien Siegfried, Sujata Rajpurohit, Walter (Pat) Loughlin, Tokumbo Shobowale
 - Not Present: Gary Wood, Eldrige Gilbert, Jonathan McIntosh
 - Other Remote Participants included: Eric Tucker, Jonathan Flynn, Kristin Levine, Chris Habetler, Sheryl Gomez, Lauren Cutuli, Caroline Roth, Sterling Florant, BB Ntsakey, Max Koltuv, Chuck Jones, Damion Fryem Jacob Xavier, Jasmine Tucker

2: Adoption of January 2022 Agenda and Approval of January 2022 Minutes

- The minutes from the board meeting of January 25th were reviewed by and **approved** by the board.
- **Pat** moved to adopt the minutes from the January 2022 Meeting. **Adrien** seconded. The motion was otherwise approved unanimously.

3: Academic Committee

- Kristin - EOY Progress: Academic Updates + Objectives
 - Goal 1: By June 30, 2022, the board will contribute to the development of and approve the use of an academic dashboard for monitoring student outcomes to be reviewed at all board meetings
 - Goal 2: The academic committee will provide ongoing training and data review sessions for the full Board and each new board member on our student achievement goals, metrics, and education landscape to ensure they have the knowledge they need to understand school data and make effective board-level decisions.
 - Goal 3: Provide robust oversight to ensure Accelerated Learning campus-level goals are met, and that scholars make accelerated growth as readers, preparing them to tackle college and life, as aligned to the Performance Framework.
 - Goal 4: Track progress and provide oversight of campus level progress on the Scholar Culture of Learning and Thriving Arc of the Year, such that Scholars are safe, known, and engage productively in their learning and with their school community, creating the setting conditions for personal growth and positive to connection to the school.
 - Goal 5: Track progress and provide oversight of campus level progress on the Staff Culture of Shared Purpose Arc of the Year, such that: Staff are safe, known, and engage productively in their development to create a positive, powerful, nimble and aligned staff culture.
- Kristin - Arc of the Year: Phase 3 - Engaged and Accelerating
- Chuck - MS Academic Committee Follow-Up
 - Accelerated Learning (Working) Objective: Each day, 70% of scholars in each grade will demonstrate mastery of the priority math standard by achieving 65%+ proficiency on daily exit ticket by the end of Small Group Instruction.



- Scholar Culture of Excitement and Celebration (Effort, Growth, and Skill)
 - Adult Expectations, Reflection, and Real Time Coaching
 - Individual Growth Goals & Real Time Data Cycles
- BB + Jacob - Graduation, Credit earning, Course Completion Class on 2022 Regents Credit Status
 - Targeted ongoing professional development for ENL
 - Areas to focus on are: ensuring teachers have skill + leading culture reset
- Jasmine + Damion - HS Academic Committee Follow-Up
 - Jasmine - HS Progress: Promotion in Doubt
 - Plan to target 80% PID scholars to ensure they get SGI at least 2x/week
 - Will ensure there is a stronger system for success coaching + that students feel heard around SEL
 - Damion - Brooklyn LAB Dual Enrollment
 - CollegeNow: Accepted into CollegeNow program as part of CUNY schools which allows us to have students take free college and development courses and free college courses, No cost to students as long as they meet certain requirements/criteria
 - University of Pittsburgh: \$400/student/course that students can take courses at as well
 - Damion - Individualized Instruction Program 2022-2023
 - Program has grown from 22 scholars to now 125 scholars
 - Program should continue for scholars who: are still immunocompromised/non-vaccinated, part of the dual enrollment program, require evening school
 - Have a proposal for evening program for scholars for credit recovery / work study programs
- Max - SY 22-23 Readiness Planning
 - Setting up a smooth launch for the following school year is just as important as planning for this year. We're overseeing the following five priorities over the next month to help with this process (the process will take place from now through the summer):
 - Project Planning
 - Staff Retention and Staffing Plan
 - School Safety Initial Plans
 - Summer PD Planning
 - Audit Current Plans for Curriculum and Scholar Services
- Bb, Sheryl, Eric - Talent
 - Sheryl - Managing educator shortages and expanding the reach of top educators by leveraging specific partnerships:
 - In-Person Learning Facilitators with Remote Lead Educators
 - NYU and Relay Teacher Residency
 - LAB Corp Fellowship
 - Several LAB fellows at the MS and then are able to transition into a residency year
 - Substitutes
 - Eric - We're focusing on making improvements to Fellow Training by maintaining current trainings and adding additional relevant trainings
 - Assessing where the gaps are and are building adult capacity to be position players

4: Compliance Sub-Committee

- Action Plan and Board Calendar



- The Board provides oversight of the EWGBLCS Mid-Term Site Visit Report Action Plan and SY22 Annual Board Calendar and Plan to drive the agenda topics for Committee working sessions and the Full Board discussion. Committee's work to fulfill charge and to ensure that:
 - The calendar and monthly minutes reflect a consistent transfer of expertise into ongoing oversight activity, and that goals are detailed
 - Regular review of and report out on progress towards goals by board using board dashboard, as evidenced in monthly board minutes.
 - Review the school's annual plan and progress toward goals on a monthly basis to ensure alignment with the board's annual plan.
- Compliance Management
 - We have identified ways we want to strengthen our compliance management processes and streamline the location of resources in an effort to strengthen our communication and collaboration with our authorizer and to help proactively plan for upcoming requests, like the renewal process. We have:
 - Reviewed Charter Agreement and Developed Project Plan: we have identified all requests within the charter agreement and are working to ensure we have the appropriate information linked in one place. We will be working with the team to consolidate these requirements.
 - Audited the NYSED Portal for Submissions and Feedback: we have reviewed the status of all of our submissions within the portal and identified areas where we are still waiting for feedback on.
 - EWG Mid-Term Site Visit Action Plan: we have created a work plan that outlines all of the initiatives we listed in the plan that was submitted in December. We will work with the team to update this monthly moving forward.
 - EWG Site Visit Feedback & Items: we will create a work plan that addresses the feedback from the site visit and ensure that all of the feedback has been appropriately acted upon.
- Reporting & Compliance Calendar Submissions Updates
 - Refine Compliance and Data Reporting Calendar and Oversight:
 - Over the past two months, increasing clarity and streamlining the process on who reports what data, where, and by when has been a priority. Members of the Brooklyn Lab team have collaborated to make a "Master Data Reporting Calendar"
 - We will be hiring a Manager of Compliance to ensure all of the essential data collection, aggregation, and reporting is done in compliance with federal, state, and city laws.
 - Upgrade School Operations Manuals and Procedure: Systems, Approaches, and Mindsets
 - Streamline key operational protocols
 - Increase the clarity of the roles & responsibilities of the Operations Team
 - Increase coordination and accountability across Shared Services Teams
 - Refine and build out Operations Manuals and Standard Operating Procedures
 - Ensure the full benefit of the Deep Dive and Operational Scorecard oversight process
 - Measure Efficacy and Progress, Ensuring Accountability of Senior Management and Board Through Third-Party Review and Committee Work
 - An integral part of the Director of Operations role will ensuring the execution of all Operational Scorecards. Each core Operational System will formal evaluation 2 times this year:
 1. Facilities: February & June
 2. Student Data Integrity: January & May
 3. Student Services: February & May
- Sterling - School Operations

We conducted an inspection on February 2nd at 77 Sands St & 240 Jay St. Our findings are as follows:



77 Sands St.

- Update Exit/emergency lights fixtures
- Update magnetic lock plates on Egress doors
- Conduct inspection on 12th floor fire extinguisher

240 Jay St.

- Repair egress doors accessing the gymnasium
- Update Exit/emergency lights fixtures
- Update fire extinguishers

Next Steps

- Total Fire Inspection will perform an Annual Exit & Emergency Light Testing on February 17th to ensure battery and light bulbs are in working condition as follows:
 - 90 Minute Annual Load Test
 - Check battery and lens for sulfation
 - Clean each emergency light and lens as required
 - Adjust beam for proper alignment
 - Place testing label on the emergency light and record in testing log
- They will also inspect the extinguisher on the 12th floor so it is up to date
- As of today all extinguishers at Jay St & Sands St have been inspected for the month of February
- Eric - COVID-19 Policy and Research Updates and Support
 - Focused on communicating a collaborative, emphatic, transparent and truthful, accessible and inclusive, and resilient plan towards masking
 - Mask mandate and testing mandates are still in effect but moving towards a world where it will be scaled back

5: Development and Nominating Committee

- Eric -
 - Status update on new Board members Eldridge Gilbert and Jonathan McIntosh. The Board of Trustees has submitted a formal letter and package, which has been approved by the New York State Education Department (“NYSED”). Eldridge Gilbert’s first Board meeting was January, 2022. Jonathan McIntosh’s first Board meeting is February, 2022.
 - The Development and Nominating Committee will submit revised Board rosters via the NYSED portal to the School’s Liaison.
 - The Committee met with additional prospective candidates in January, and will keep the full Board up to date on screening progress.
 - Update on Effort to Expand & Diversify the Composition of the Board
 - We are working to add board members over the 2022 calendar year
- Lauren - We appreciate everyone’s flexibility as we worked to schedule committee and sub-committee meetings and as we updated invites. By the end of this week, you should expect the following:
 - **Updated Board Meeting Invite from 6-7 PM EST**
 - The old invite from Sarah will be cancelled and a new one will be sent from Sophie
 - **Updated Executive Session Invite from 7-7:30 PM EST***
 - *Board Members only
 - The old invite from Sarah will be cancelled and a new one will be sent from Sophie
 - **An email asking for your availability for committee and sub-committee meetings from March-June**
 - Academic Committee (MS)
 - Academic Committee (HS)
 - Future Ready Sub-Committee



- Compliance Sub-Committee

6: Finance Committee

- Sheryl - SY 21-22 Goals and Calendar
 - Goal 1: By November 30, 2021, the Board will create and approve a strategic, multi-year plan that is aligned to the Material Charter Revision request to be submitted December, 2021.
 - Goal 2: By May 31, 2022 the Finance Committee will implement a 10-year sustainable financial model aligned to the Material Revision request to align facilities obligations with Enrollment Table obligations.
 - Goal 3: By July 30th, 2021, the board will approve a balanced and fiscally sound budget (with Annual Plan, pandemic response, and program alignment considerations) for SY 21-22.
 - Goal 4: By October 30th, 2021, the board will have a process to review, revise and confirm lease renegotiation and debt refinancing priorities.
- Sheryl - Landlord Engagement:
 - 77 Sands RFP Next Steps:
 - RFR responded to the School's repeated outreach on Friday, January 28, 2022.
 - Sheryl and Eric met with RFR (Jonathan and Tom) on February 9th
 - Sheryl and Eric had follow up strategy sessions with Jessie (Venable) and Ben Carson (financial forecast) on February 11th – to inform our ask
 - The School is working to schedule and prepare for a follow up call, hopefully for later this week or early next week.
- Jonathan - Benchmark 9 Update
 - P5 Invoiced Enrollment: 743 scholars
 - Homebound Instruction/Individualized Study Enrollment: 125 scholars (+38 scholars)
 - Budgeted Enrollment: 915 scholars
 - Approved Charter Enrollment: BLCS - 770 & EWGBLCS - 415
 - Budgeted Enrollment: BLCS- 560 - BLCS & EWGBLCS - 355
 - Deficit: 172 scholars
 - Scholar Withdrawal:
 - February 2022- 5 scholars (2 MS & 3 HS)
 - January 2022- 9 scholars (2 MS & 7 HS)
 - 15% increased in applications compared to SY21-22(, 10% decrease from SY20-21 (Pre-COVID lockdown) and a 16% decrease from SY19-20 (Pre- COVID)
 - This years gains were in grades 7,8, and 10.
 - 6th and 9th grade applications remained steady compared to the last two years.
 - 7% of applications were completed by a Spanish speaking family.
 - 4 % increase from SY21-22.
 - Most of our applications are coming from digital leads
 - Since January, we received 319 leads.
 - Canvassing began today, February 16th.
 - 36 shift will be complete over 3 weeks (1 shift is 5 hours)
 - 4 canvassers will be working 3 days a week.
 - Outreach to K-5 feeder school
 - Contracted 15 schools to share information with their families.

7: Adjournment

- The last ten minutes of the meeting were used for the board members to ask questions to the school team members.



- Reducing the number of students who are listed as promotion in doubt
- Tokumbo - Is there more that we can do to support teachers and staff?
 - Sheryl - shared that we will be covering compensation structure during Executive session
 - Chuck - we have to find ways to find relevance, accountability, appreciation
 - 1) understand importance, 2) understand they can do it, 3) understand that there is belief behind them
- **Pat** moved to adjourn the minutes at 6:01 PM. **Tokumbo** seconded. The Board moved to Executive Session.



Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
March 23 2022

AGENDA

- 1. Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants
- 2. Adoption of February 2022 Agenda and Approval of February 2022 Minutes**
- 3. General Updates from School-Based Staff**
 - a. HS Prom
 - b. HS Graduation
 - c. MS Stepping Up Ceremony
 - d. Women's Expo
- 4. Academic Committee**
 - a. Preparation for MS State Math Testing
 - b. HS Seniors and Juniors: Strong Finish
 - c. FY23 Readiness Planning
- 5. Compliance and Oversight**
 - a. Action Plan and Board Calendar
 - b. Compliance Management
 - c. Authorizer Engagement
- 6. Development and Nominating Committee**
 - a. Update on Effort to Expand & Diversify the Composition of the Board
 - b. Upcoming Board Meetings
- 7. Finance Committee**
 - a. Finance Committee Goals - Feb 2022
 - b. Outstanding Debt Liabilities
 - c. Benchmark 9: Enrollment, Recruitment and Retention
 - d. ELA & Math Standardized Tests Teacher Incentive
 - e. SY 2022-23 Senate & Assembly Proposed Budgets
- 8. Adjournment**



1: Call to Order

- Agenda and Timing
 - Meeting called to order.
 - The meeting was called to order at 6:04 pm by Mickey Revenaugh in the presence of a quorum.

- Location and Participants
 - Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - As of 1/21/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 - Remote Board Participants included:
 - Mickey Revenaugh, Nadine Augusta, Sujata Rajpurohit, Walter (Pat) Loughlin, Gary Wood, Eldrige Gilbert III, Jonathan McIntosh, Adrien Siegfried
 - Adrien Siegfried and Tokumbo Shobowale were not in attendance
 - Other Remote Participants included:
 - Eric Tucker, Jonathan Flynn, Kristin Levine, Christophre Habetler, Sheryl Gomez, Lauren Cutuli, Sterling Florant, Chuck Jones, Damion Fryem Jacob Xavier, Malika Adrea, Katie Senft, Abigail Archbold, Kristin Levine, Bb Ntaskey

2: Adoption of February 2022 Agenda and Approval of February 2022 Minutes

- The minutes from the board meeting of January 25th were reviewed by and approved by the board.
- Pat moved to adopt the minutes from the January 2022 Meeting. Gary seconded. The motion was otherwise approved unanimously.

3: General Updates from School-Based Staff

- HS Prom on Friday, 6/10 from 5 PM to 10 PM @ 26 Bridge Street, Brooklyn, NY 11201
- HS Graduation on Friday, 6/27 from 8 AM - 12 PM @ The Theater at City Tech, 275 Jay Street, Brooklyn, NY 11201
- MS Stepping Up Ceremony
- Women's Expo was organized by female scholars in honor of Women's History Month

4: Academic Committee

- Academic Committee Charge (Sujata)
- Preparation for MS State Math Testing (Chuck)
 - Accelerated Learning Spring 2022 Objective:
 - Each day, 70% of scholars in each grade will demonstrate mastery of the priority math standard by achieving 65%+ proficiency on daily exit tickets by the end of Small Group Instruction.
 - Scholar Culture of Excitement and Celebration (Effort, Growth, and Skill)
 - Looking at Student Work (addressing habitual, conceptual, computational gaps)
 - Individual Growth Goals & Real Time Data Cycles
 - Adult Expectations, Reflection, and Real Time Coaching



- Test Prep Content Coverage
 - Core:
 - Week 1-4: 3 MC + 1 OR Spiral Review + 1 MC/1 OR Exit Ticket of Major Clusters
 - Week 5-6: 5 MC Practice Problems
 - Small Group Instruction:
 - Week 1-4: 3 MC + 1 OR Spiral Review + 1 MC/1 OR Exit Ticket of Major Clusters
 - Week 5-6: Effort/Celebration? (Less than Level 3 -attend small group/ Level 3+ Celebration)
 - Leading mock exams by subgroups by grade and SWD
- HS Seniors and Juniors: Strong Finish (Chris)
 - The January Regents exemptions were noteworthy for 11 & 12. They were strong 9-12.
 - On-Track: Credit Earning and Regents
 - Class of 2022 Breakdown
 - All-
 - 94% (81 out of 87)
 - 7% Not on track: 6/87
 - SWD - 86% [20 out of 23]
 - ENL - 75% [3 out of 4]
 - Credit Earning Toward: On Track to Graduate
 - Tier 1 : Earning credits by June 21, 2022 for SY22 by passing enrolled courses (NF + ADLR)
 - Interventions:
 - Promotion in doubt/credit in doubt
 - Teacher ownership of grade book
 - Small group instruction & Support
 - Tier 1 Break Academy & Extension Work
 - Metric: *Increase # of scholars earning core credits from ~60s to ~90%*
 - Tier 2: Earning regents credits by June 21, 2022 for SY22 "catch up" credits (DF)
 - Interventions:
 - Edgenuity Case Management
 - including weekends, evenings,
 - Break Academy.
 - Metric: *Increase # of scholars earning "catch up" credits (Tier 2) to drive june and August graduations rates above CSD*
 - Tier 3: Earning credits by August 19, 2022 for SY22 "catch up" credits through Summer Academy (DF)
 - Interventions:
 - Senior & Junior Case Management
 - Spring break academy
 - Summer Learning Academy
 - Metric: *Increase # of scholars w all 5 regents passed/on grade level from ~70-80s to 98%*
- FY23 Readiness Planning
 - Leadership team met on 3/18 to review the readiness project plan and receive assigned pre-work for the kickoff meeting
 - We reviewed and debriefed a case study that teed up the importance of clear annual priorities
 - Kickoff readiness meeting will take place the week of 3/21 with assigned owners and timeline/deadlines for initial drafts of key readiness items being complete



- Full timeline with dates will be shared at the next meeting where we'll be prepared to share draft annual priorities

5: Compliance Sub-Committee

- Action Plan and Board Calendar
- Compliance Management
 - Deliverables
 - BLCS Charter Renewal
 - EWG Charter Renewal
 - EWG Mid-Term Site Visit Action Plan
 - Scholar and Family Handbook (SY22)
 - Safety Plan (Spring SY22 Update)
 - Professional Boundaries Policy
 - Child Abuse in an Educational Setting
 - Social Media and Online Communications Policy
 - Enrollment Policy
- Authorizer Engagement
 - Public Hearing (3/24)
 - All Board Members are invited
 - BLCS Key Design Elements
 - EWG Key Design Elements (Non-Material)
 - BLCS Org Chart
 - EWG Org Chart
 - Enrollment Policy and Form

6: Development and Nominating Committee

- **Update on Effort to Expand & Diversify the Composition of the Board**
 - Request to share recommendations to Mickey and Nadine for future potential board members
- **Upcoming Board Meetings**
 - All board meetings and sub-committee meetings have been scheduled through June

7: Finance Committee

- Finance Committee Goals - Feb 2022
- Outstanding Debt Liabilities
- Benchmark 9: Enrollment, Recruitment and Retention
 - P5 Invoiced Enrollment: 743 scholars
 - We will have updated information once the P6 invoice is submitted Friday.
 - Homebound Instruction/Individualized Study Enrollment: 123 scholars
 - Budgeted Enrollment: 915 scholars
 - Approved Charter Enrollment: BLCS - 770 & EWGBLCS - 415
 - Budgeted Enrollment: BLCS- 560 - BLCS & EWGBLCS - 355
 - Deficit: 172 scholars
 - Scholar Withdrawal:
 - March 2022- 3 scholars (1 MS & 2 HS)
 - February 2022- 5 scholars (2 MS & 3 HS)
 - January 2022- 9 scholars (2 MS & 7 HS)



- Scholar Registration:
 - March 2022 - 2 scholars (+3 pending)
- ELA & Math Standardized Tests Teacher Incentive
 - An idea that came up this week and was discussed amongst the board was a financial bonus to ALL teachers if the student body achieves an overall increase of 10% on both the ELA & Math standardized tests in comparison to prior year's scores or to ALL teachers if the student body achieves an overall increase of 15% on both the ELA & Math standardized tests in comparison to prior year's scores
- SY 2022-23 Senate & Assembly Proposed Budgets
 - Last week, the Assembly and the Senate released their budget proposals in response to the governor's proposed Executive Budget. There are no charter related provisions in either of the budget proposals. These proposals follow the Governor's proposal that charter school funding will continue to increase based on the statutory funding formula (which is based on increases in district expenditure). Since there are no proposed changes to the formula, the current estimate for per pupil funding in the 2022-23 school year for NYC charters is \$17,633, representing a 4.7% increase from the 2021-22 per pupil (\$16,844).
 - Both houses of the legislature and the governor will spend the next few weeks negotiating in order to pass an on-time budget for April 1.

8: Adjournment

- The last ten minutes of the meeting were used for the board members to ask questions to the school team members.
- Pat moved to adjourn the minutes at 6:00 PM and Gary seconded. The Board moved to Executive Session.
- Next Steps:
 - The updated organizational chart and a more detailed student recruitment chart will be shared with the board



Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
April 27 2022

AGENDA

- 1. Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants
- 2. Adoption of March 2022 Agenda and Approval of March 2022 Minutes**
- 3. Academic Committee**
 - a. Review of SY 21-22 Goals
 - b. Middle School
 - i. State Testing Admin Updates
 - ii. Accelerated Learning Progress
 - iii. Lavinia Summer Rise Program
 - c. High School
 - i. Class of 2022 Graduation Summary Update
 - ii. Scholar Services Quality Review and Improvement
 - iii. High School: Data Driven Instruction - Daily Goal Mastery.
- 4. Compliance and Oversight**
 - a. Facilities + School Operations
 - b. COVID + Health
 - c. Charter School Weekly
 - d. Charter Agreement Oversight and Implementation
- 5. Development and Nominating Committee**
 - a. Board + Sub-Committee Meetings
 - b. Board Trainings
- 6. Finance Committee**
 - a. Finance Committee Goals
 - b. Outstanding Debt Liabilities
 - c. Benchmark 9: Enrollment, Recruitment and Retention
 - d. 2022-2023 Student Recruitment
 - e. BLCS Lottery Results: (As of 4/25)
 - f. 2021-2022 Financial Audit
 - g. SY 2022-23 Senate & Assembly Proposed Budgets
 - h. 22-23 SY EWG BLCS Renewal Preparation
- 7. Adjournment**



1. Call to Order

- a. Agenda and Timing
- b. Meeting called to order.
- c. The meeting was called to order at 5:05 pm by Mickey Revenaugh in the presence of a quorum.
 - i. Mickey motioned to share an announcement to board member, Walter (Pat) Loughlin, for a speedy recovery from the stroke that he suffered on April 22nd. Gary moved to approve the proclamation on behalf of the board. Sujata seconded the motion.
- d. Location and Participants
 - i. Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - ii. As of 1/21/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 1. Remote Board Participants included: Mickey Revenaugh, Nadine Augusta, Sujata Rajpurohit, Adrien Siegfried, Gary Wood, Eldrige Gilbert III, Jonathan McIntosh
 - a. Walter (Pat) Loughlin and Tokumbo Shobowale were not in attendance
 2. Other Remote Participants included:
 - a. Chuck Jones, Bb Ntsakey, Christopher Habetler, Eric Tucker, Jonathan Flynn, Katie Senft, Kristin Levine, Maha Kourikchi, Max Koltuv, Michael Lemaster, Mr. Azar, Mr. Corbett, Rebecca Thornton, Shekema Dunlap, Sterling Florant

2. Adoption of March 2022 Agenda and Approval of March 2022 Minutes

- a. The minutes from the board meeting of March 23rd were reviewed by and approved by the board.
- b. Gary moved to adopt the minutes from the March 2022 Meeting. Jonathan seconded. The motion was otherwise approved unanimously.

3. Academic Committee

- a. Review of SY 21-22 Goals
 - i. Goal 1: By June 30, 2022, the board will contribute to the development of and approve the use of an academic dashboard for monitoring student outcomes to be reviewed at all board meetings
 - ii. Goal 2: The academic committee will provide ongoing training and data review sessions for the full Board and each new board member on our student achievement goals, metrics, and education landscape to ensure they have the knowledge they need to understand school data and make effective board-level decisions.
 - iii. Goal 3: Provide robust oversight to ensure Accelerated Learning campus-level goals are met, and that scholars make accelerated growth as readers, preparing them to tackle college and life, as aligned to the Performance Framework.
 1. Completed 2 rounds of mock exams in Humanities and Stem in 6-12
 2. February and April break Academies hosted for 6-12
 3. MS: Launched MAP Accelerator
 4. MS: Completed ELA State Exams
 5. HS: Completed SAT
 6. HS: Regents credit earning dashboard developed for progress monitoring and GPA calculations
 - iv. **Goal 4:** Track progress and provide oversight of campus level progress on the "Scholar Culture of Learning and Thriving" Arc of the Year, such that Scholars are safe, known, and



engage productively in their learning and with their school community, creating the setting conditions for personal growth and positive to connection to the school.

1. Credit Recovery - April Break Academy:
 - a. ~ 50 students attended.
 - i. ~ Of those 2/3 completed coursework/summative assessment and were certified for Q3 course credits for 2 classes.
 - b. ~ 34 scholars, ~ 68 credits
 2. Attendance:
 - a. 72%. - More accurate new Swipe ID card system.
- v. Goal 5: Track progress and provide oversight of campus level progress on the Staff Culture of Shared Purpose Arc of the Year, such that: Staff are safe, known, and engage productively in their development to create a positive, powerful, nimble and aligned staff culture.
1. Adult culture at MS is stable and solid.
 2. HS wins:
 - a. Positive momentum from recent initiatives, physical space changes, trips, pep rally, student staff basketball game
 - b. Core of strongest staff serious risk of not returning, citing compensation offered as part of issue (feeling under appreciated)
 - c. Increase in number of clubs.
 - d. Solid young core of dedicated developing teachers
 3. HS Concerns
 - a. Attendance coordinator resigned.
 - b. Culture team member resigned
 - c. Lost Learning facilitator
 - d. Loss of strongest returning staff
- b. **Middle School**
- i. State Testing Admin Updates
 - ii. Accelerated Learning Progress: Each day, 70% of scholars in each grade will demonstrate mastery of the priority math standard by achieving 65%+ proficiency on daily exit ticket by the end of Small Group Instruction.
 - iii. Scholar Culture of Excitement and Celebration (Effort, Growth, and Skill)
 - iv. Looking at Student Work (addressing habitual, conceptual, computational gaps)
 - v. Individual Growth Goals & Real Time Data Cycles
 - vi. Adult Expectations, Reflection, and Real Time Coaching
 - vii. Lavinia Summer Rise Program
- c. **High School**
- i. Class of 2022 Graduation Summary Update
 - ii. Scholar Services Quality Review and Improvement
 1. The Quality, Timeliness, and Completeness of IEP Teacher Reports
Solution/Approach:
 - a. A. Increased Training on Teacher Reports, Increased Case Manager Availability
 - b. B. Daily 45 min Case Manager Teacher Report Writing Workshop to help ensure that in advance upcoming IEP meetings relevant faculty are



- working to ensure that grade-level IEP reports are almost always or always complete, on-time, and appropriate.
- c. C. Working to ensure that teachers consistently utilize data or write rigorous goals that are aligned to students' post-secondary goals. Working to ensure that incomplete or unclear components of drafts are identified and collaboratively addressed
2. Quality Review and Improvement for Teacher Reports
 - a. All relevant staff have been re-trained regarding professionalism of communication, including as it relates to the preparation and review of the quality of IEP teacher reports.
 - b. Third-party internal quality review process to improve systems of support such that academic and social emotional interventions are delivered and synthesized accurately through documentation.
 - iii. High School: Data Driven Instruction - Daily Goal Mastery
 1. We will focus relentlessly on the instructional materials and preparation that will set students up to master daily learning goals. Goals:
 - a. 100% of teachers have a daily mastery task and an exemplar with criteria for success.
 - b. 75% of students master the skill every day.
 2. Staff are supported to create classes focused on academic outcomes.
 3. Weekly cycle of teacher development in planning and execution.
 4. Culture Team Support and Systems
 5. Data Conferencing, Gradebook analysis informs student supports
 - iv. Remote Learning Team Members joined the meeting. Mickey expressed that we will find a separate meeting time to engage remote learning team to identify feedback and a path forward for responding to that feedback.

4. Compliance Sub-Committee


- a. Facilities & School Operations (Sterling)
 - i. Installation of glass doors in the media lounges
 - ii. Replacing the broken guardrail on the 2nd floor
 - iii. Replacing damaged blinds in 20 rooms
 - iv. Decorated the 3rd & 4th Floor Media Lounges and created libraries
- b. COVID & Health (Sterling)
 - i. Monday testing for staff + students
 - ii. Masks are still optional
 - iii. Take home kits for spring break
- c. CS Weekly (Katie + Jonathan)
 - i. NYC Survey to all families
 - ii. Level O reports submitted
 - iii. NYS Math Exam administered
 - iv. Completed Summer 2022 Survey
- d. Charter Agreement Oversight & Implementation
- e. 21-22 SY BLCS & EWG Requests for Revisions



- i. From December 2021 Submission - Received feedback from CSO + revisions in process:
 - 1. Admissions and Enrollment Policy
 - 2. Complaint Policy
 - 3. School Discipline Policy
- f. BLCS Site-Visit Report Follow Up and Oversight Memos
 - i. Received feedback from site visit in September: Submitted factual corrections on April 18
- g. 22-23 SY EWG Renewal Application & Attachments Preparation
 - i. Benchmark narratives are in progress and first drafts will be ready by Friday for Heather to review
- h. EWG Site-Visit Action Plan
 - i. Received feedback from site visit in December:
 - 1. Rochelle is monitoring progress for benchmark 2 + 3
 - 2. Lauren is monitoring progress for other benchmarks

5. Development and Nominating Committee

- a. Review of board and sub-committee meeting schedule for the rest of the year, including:

Meeting	Length of Meeting	Attendees	Meeting Dates
Academic Committee (MS)	45 minutes	Board: Eldridge, Jonathan, Sujata, Mickey - Eric, BB, Chuck, Christopher, Kristin, Max, Melissa	May 24, June 21
Academic Committee (HS)	45 minutes	Board: Eldridge, Jonathan, Sujata, Mickey - Eric, BB, Christopher, Kristin, Max, Melissa, Nicholas, Ali, Jasmine	
Future Ready Sub-Committee	45 minutes	Board: Mickey, Gary, Pat - Sheryl, Eric, Lauren, Max, Kristoffer	April 11, May 13, June 10
Finance Committee	45 minutes	Board: Mickey, Adrien, Tokumbo - Sheryl, Eric, Jonathan	April 25, May 16, June 13
Compliance Sub-Committee	45 minutes	Board: Pat - Eric, Sheryl, Sterling, Lauren, Jonathan, Jacob, Katie	April 13, May 16, June 10
Board Meeting	1 hour	Board: Mickey, Nadine, Adrien, Sujata, Pat, Gary, Eldridge, Tokumbo - Eric, Jonathan, Kristin, Chris, Sheryl, Lauren, Caroline, Sterling, Jonathan, BB, Charles, Jasmine, Nicholas, Jacob, Max	March 23, April 27, May 25*, June 22
Executive Session	30 minutes	Sheryl, Eric, Mickey, Walter, Nadine, Tokumbo, Sujata, Adrien, Gary, Edridge, Jonathan	 BROOKLYN LAB CHARTER SCHOOL

- b. Review of upcoming board trainings for team members, including:

Training	Facilitator	Attendees	Meeting Date
Board Training and Review of Governance Matters	David Samuels, Perlman & Perlman	Board + Eric, Lauren, Sheryl, Katie, Jonathan, Sterling, Jacob	Aiming for May 10 - June 10 <i>Sophie will follow-up with a doodle poll by EOW</i>
Charter School Board Legal Compliance + Oversight Best Practices	Paul O'Neill, Barton Gilman	Board + Eric, Lauren, Sheryl, Katie, Jonathan, Sterling, Jacob, Erica	
Board Governance Responsibilities + Best Practices	Carrie Irvin, Education Board Partners	Board + Eric, Lauren, Sheryl, Katie, Jonathan, Sterling	



6. Finance Committee

- Goal Updates:
 - Goal 1: By November 30, 2021, the Board will create and approve a strategic, multi-year plan that is aligned to the Material Charter Revision request to be submitted December, 2021.
 - Material and non-material revisions submitted. Public hearing on 4/14.
 - Goal 2: By May 31, 2022 the Finance Committee will implement a 10-year sustainable financial model aligned to the Material Revision request to align facilities obligations with Enrollment Table obligations.
 - On Track
 - Goal 3: By July 30th, 2021, the board will approve a balanced and fiscally sound budget (with Annual Plan, pandemic response, and program alignment considerations) for SY 21-22.
 - Complete
 - Goal 4: By October 30th, 2021, the board will have a process to review, revise and confirm lease renegotiation and debt refinancing priorities.
 - Landlord engaged; loan repayment functions as leverage. Jessie and Ben engaged to support follow up.
- **General Update as of 4/25:**
 - P6 Invoiced Enrollment: 738 scholars
 - Homebound Instruction/Individualized Study Enrollment: 138 scholars
 - Budgeted Enrollment: 915 scholars
 - Approved Charter Enrollment: BLCS - 770 & EWGBLCS - 415
 - Budgeted Enrollment: BLCS- 560 - BLCS & EWGBLCS - 355
 - Deficit: 177 scholars
 - Scholar Withdrawal:
 - April 2022- 0 scholars
 - March 2022- 3 scholars (1 MS & 2 HS)
 - February 2022- 5 scholars (2 MS & 3 HS)
 - January 2022- 9 scholars (2 MS & 7 HS)
- **Student Recruitment**
 - Last month, we received 167 applications.
 - 10% decrease compared to February's 185 application.
 - This month, we received 107 applications.
 - 40% overall increased compared to SY21-22.
 - 0.49% decrease compared to SY20-21. (Post-COVID lockdown)
 - 5% decrease compared to SY19-20. (Pre-COVID)
 - 27 applications were completed by a Spanish speaking family.
 - Compared to 12 applications in SY20-21
 - Compared to 6 applications in SY19-20
 - 3% of canvassing leads have converted to applications.
 - 3 applications
 - 86 leads
- **Financial Audit**
 - Fiscal year period: July 1, 2021-June 30, 2022
 - Audited financials due to the authorizer on November 1, 2022
 - Interim audit scheduled for May 2022
 - Final audit review scheduled for mid-August 2022
- **SY 2022-23 Senate & Assembly Proposed Budgets**
 - In the 2022-23 school year per pupil will be an estimated: \$17,633



- This represents a 4.7% increase 2021-22 per pupil of \$16,844.
- **22-23 SY EWG BLCS Renewal Preparation**

Jonathan McIntosh facilitated an open feedback session, with 45 seconds of speaking time per participant. The following participants spoke. The comments below are an abbreviation 45 seconds per participant – highlights of comments

- **Chuck Jones:** Shared gratitude for Sterling, Jonathan, Chris, all HS Culture Deans, MS Culture Deans, Teachers, Families + Friends – in response to giving away 90 sneakers at the beginning of the year, which was highlighted in the appendix.
- **Stacy Beharry:** I know that there are remote teachers here to talk about a different issue. I do want to make clear that the premise was ways to improve the program. Chris and Damion have worked to address the issues and been responsive to give us answers they could give us.
- **George Azar:** We're getting close to May and we have not received contracts for next year. We do not want to miss opportunities.
- **Michael Lemaster:** The finalization of the program has not yet happened – the structure and stipend need to be identified, especially because people will be working overtime.

7. Adjournment

- Mickey moved to adjourn the meeting at 6:13 PM and Gary seconded. The Board moved to Executive Session.
- Next Steps:
 - The Board will follow-up with remote team members who joined the meeting to schedule a special meeting of the Academic Committee in the coming weeks, 1:1 listening tour to prepare for that session, and administer a survey to provide an opportunity for confidential and anonymous input, and the chance to participate in that Academic Committee session.



Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
May 25 2022

AGENDA

- 1. Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants
 - c. Adoption of April 2022 Agenda and Approval of April 2022 Minutes
 - d. Resolutions
- 2. Academic Committee**
 - a. Review of SY 21-22 Goals
 - b. Middle School
 - i. State Testing Admin Updates
 - ii. Accelerated Learning Progress
 - iii. Lavinia Summer Rise Program
 - c. High School
 - i. Class of 2022 Graduation Summary Update
 - ii. Scholar Services Quality Review and Improvement
 - iii. High School: Data Driven Instruction - Daily Goal Mastery.
- 3. Compliance and Oversight**
 - a. Sub-Committee Structure
 - b. Goal Updates
 - i. Priority Work Streams
 - ii. Authorizer Engagement
 - c. EWG Site-Visit
 - d. Compliance Trainings
- 4. Development and Nominating Committee**
 - a. Board Development Next Steps
- 5. Finance Committee**
 - a. Finance Committee Goals
 - b. Outstanding Debt Liabilities
 - c. Benchmark 9: Enrollment, Recruitment and Retention
 - d. 2022-2023 Student Recruitment
 - e. BLCS Lottery Results: (As of 4/25)
 - f. 2021-2022 Financial Audit
 - g. 22-23 SY EWG BLCS Renewal Preparation
- 6. Adjournment**



1. Call to Order

- a. Agenda and Timing
- b. Meeting called to order.
- c. The meeting was called to order by Mickey Revenaugh in the presence of a quorum.
- d. Location and Participants
 - i. Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - ii. As of 5/15/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 1. In Person Board Participants included: Sujata Rajpurohit, Jonathan McIntosh, Mickey Revenaugh
 2. Remote Board Participants included: Gary Wood, Eldrige Gilbert III
 - a. Walter (Pat) Loughlin, Nadine Augusta, Adrien Siegfried, Tokumbo Shobowale were not in attendance
 3. Other Participants included:
 - a. Chuck Jones, Bb Ntsakey, Christopher Habetler, Eric Tucker, Jonathan Flynn, Kristin Levine, Max Koltuv, Sheryl Gomez, Lauren Cutuli, Sabrina Baptiste, Erica Pajerowski
 - b. Adoption of April 2022 Agenda and Approval of April 2022 Minutes
 - iii. Sujata made a motion for Mickey Revenaugh to make an offer to a candidate for the CEO position pending further discussion. Gary seconded. The motion was otherwise approved unanimously.
 - iv. The [minutes](#) from the April board meeting were reviewed by and approved by the board. Gary moved to adopt the minutes from the April 2022 Meeting. Sujata seconded. The motion was otherwise approved unanimously.
- e. Resolutions
 - i. OML Resolution - Gary made a motion for the Open Meeting Law below. Sujata seconded. The motion was otherwise approved unanimously.
 1. **New Open Meetings Law** is effective June 9, 2022. In order for the board to have the option of this law, a resolution must be passed with the extraordinary circumstances listed that will be applicable. Please note that this law does not apply during a national crisis. Additional info about the law:
 - a. MAY conduct by video if minimum number of members are present in same physical location or locations where public can attend
 - b. Members can participate/vote by video but will NOT count for quorum
 - c. Members participating by video MUST meet extraordinary circumstances to use video if not disclosing location
 - d. Need to adopt resolution FIRST, then member must meet extraordinary circumstances while still meeting quorum
 - e. Extraordinary circumstances must be noted in board minutes
 - f. WHEREAS, the board of trustees (the "Board") of Brooklyn Laboratory Charter Schools (the "School") seeks to avail itself of all lawful opportunities under the New York Open Meetings Law (the "OML") with regard to conducting its meetings and subcommittee meetings; and



WHEREAS, the legislature recently amended the OML to allow for a particular approach to remote participation by trustees under the new Section 103-a of that law that allows some trustees to participate in and vote at Board meetings remotely, so long a quorum of trustees is present in person at a location or locations that have been included in the public notice for the meeting and the members voting remotely meet the definition of extraordinary circumstances as outlined in Section 103-a(2)(c) of the OML; and

WHEREAS, the Board also seeks to retain all of its lawful options for conducting its meetings and may, in any particular instance, elect to follow any other path for conducting a meeting that is acceptable to the New York Committee on Open Government; it is therefore

RESOLVED, that the Board establishes the right to conduct any or all of its meetings under the new Section 103-a of the OML law as described above and will follow the written procedures outlined in the School's Videoconferencing Policy.

- ii. **InnovateEDU Agreement Oversight and Performance Management-** The Executive Director was not part of the decision making for this resolution and left the room for the review of the resolution. Sujata made a motion for the **approval to move forward with InnovateEDU Agreements** as listed below with recognition that metrics should be added to review performance moving forward. Gary seconded. The motion was otherwise approved unanimously.

The Finance Committee continues to review the cost and performance of the InnovateEDU LAB Corps Fellowship. The cadence of check-ins between the Board Chair, Finance Committee, CFO, and Senior Director of Academics has supported oversight of the agreements for the 2022-2023 School Year.

Board agreement to engage InnovateEDU to provide LAB Corps Fellows Services

The Board approves management to negotiate and the Board Chair or Chief Financial Officer to execute an agreement with InnovateEDU to provide services related to the recruitment, employment, and supervision of fellows to staff the School's tutoring and individualized instruction program.

WHEREAS, the School has published on several occasions in recent years an Request For Proposal (RFP) for the provision of tutoring services, and distributed that RFP to a significant number of potential providers;

WHEREAS, multiple competitive entities responded to those RFP, including InnovateEDU;

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



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

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

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

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

WHEREAS, the Board considers the FY 2022-2023 contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approved of an agreement with InnovateEDU being put in place for FY 2022-2023 ;

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

WHEREAS, the Board, following overview and discussion of the proposed LAB Corps Fellowship Services Agreement, the Board is directing the Management team to prepare and ensure the execution of a LAB Corps Agreement with InnovateEDU for the 2022-2023 School Year;

THEREFORE, the Board of Trustees authorizes the Board Treasurer and Chief Financial Officer to negotiate an agreement with InnovateEDU to provide tutoring/individualized instruction services for the fiscal year ending June 30, 2023; and to evaluate and ensure the quality and satisfaction of these services on an ongoing basis throughout the fiscal year.

Authorization to execute the School Partnership Agreement with InnovateEDU

WHEREAS, the School has a need in the 2022-23 School Year to have additional staff persons and programmatic options to provide extended learning opportunities and enrichment-focused child care options to middle school scholars;

WHEREAS, the School is considering whether to execute the school year 2022-2023 services agreement for out of school time (afterschool and weekend) programming with InnovateEDU, in conjunction with substantial funding and technical assistance provided to InnovateEDU through the Department of Youth and Community Development;

WHEREAS, the School accepts responsibility for complying with this agreement's terms and conditions; WHEREAS, Erin Mote, who is the chief executive of InnovateEDU, is a co-founder of the School and the wife of Eric Tucker, a co-founder and Executive Director of the School;



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

WHEREAS, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approved of an agreement with InnovateEDU being put in place for FY 2022-2023;

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

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

2. Compliance Sub-Committee

a. Sub-Committee Structure

- i. Pat is a deeply involved Trustee who works dozens of hours a month reviewing agreements, participating in committee meetings, and guiding Board oversight. He got involved by providing the School pro-bono counsel in the 2014-2015 school year. On the Board, he has reliably and in an engaged manner served as Chair of the Compliance Subcommittee of the Finance Committee; member of the Future Ready Committee; member of the Real Estate Subcommittee of the Finance Committee; and Vice-Chair of the Board. Pat is much beloved to our school community – and has had an immeasurable, positive impact on our scholars and families. Unfortunately, on April 22, 2022, Pat Loughlin suffered a significant stroke, was severely affected, is stable and hospitalized, and has an uncertain timeline for recovery. Our Board is stepping up proactively to respond to the (hopefully temporary) loss of professional capacity and judgment, not to mention institutional knowledge, with regard to Board oversight and compliance.

Many individuals, who have provided consulting experience for the school across the years, have agreed to lean in to support the Compliance Subcommittee of the Finance Committee, as committee participants and advisors. David G. Samuels, of Perlman and Perlman, was retained as outside counsel for the organization during the school’s founding period. He previously served as Deputy Chief of the New York Attorney General’s Charities Bureau. He is a recognized expert on a wide range of issues involving charitable organizations, including compensation, governance, fiduciary duty, self-dealing and conflict of interest, prudent investments, and endowments and restricted funds. He represents targets of investigations and inquiries from government agencies (including the New York Attorney General). He frequently deals with the Attorney General on regulatory matters, and has extensive experience representing numerous public charities, including social service agencies, mental health facilities, educational organizations, and religious institutions. He is an experienced civil and appellate litigator and employment lawyer. He is the former Chair of the New York City Bar Association, Nonprofit Organizations Committee. Mr. Samuels joined the



Compliance Sub-Committee in May to bring his legal expertise as an engaged advisor supporting the Board's efforts to comply with applicable laws and regulations.

b. Goal Updates

i. Priority Work Streams

1. Facilities and School Operations - Ensure facilities are in compliance at all times. In Progress - On Track
2. Covid-19 and Health/Safety - Continue to keep the LAB community safe and up to date on all Covid-19 protocols and procedures. In Progress - On Track
3. CS Weekly - Meet all deadlines in the Charter Schools Weekly. In Progress - On Track

ii. Authorizer Engagement

1. Charter Agreement Oversight and Implementation - By 6/6, all materials named within the charter agreement are up to date and clearly marked within a common google folder. In Progress - On Track
2. 21-22 SY BLCS and EWG Requests for Revision - By 5/15, all requests for revisions have been submitted within the portal. In Progress - Not On Track
3. 22-23 SY EWG Renewal Application and Attachments Preparation - By 7/30, the renewal application is completely submitted. In Progress - On Track
4. EWG Site Visit Action Plan - By 6/1, the tracker will be complete with all status updates and ready to share with Paula/SED prior to the site visit. In Progress - On Track
5. BLCS Site-Visit Report Follow Up and Oversight Memos - By 6/8, we will submit the 22-23 SY Action Plan based on the BLCS 2022 Renewal Site Visit Report. In Progress - On Track

c. EWG Site-Visit

- i. Visit will now be remote
- ii. Classroom observations can be recorded, rather than observed live over zoom
- iii. Deliverables:
 1. Mid-Term Site-Visit Action Tracker
 2. Mid-Term Self-Evaluation
 3. Classroom Observation Materials
 4. 6-8 videos of 15-20 minutes of lessons
 5. Lesson plans aligned to those classes that meet SED protocol

d. Compliance Trainings

i. **Carrie from Education Board Partners Training: The Brooklyn Lab Board: Roles and Responsibilities**

Education Board Partners (EBP) engages with the Board to serve as a governance coach/thought partner to support in developing an annual board plan and calendar, a robust committee structure, and powerful Board retreats and meetings. Carrie, CEO and Co-Founder of EBP, was introduced to the Board and other attendees.

Carrie began by conducting a training session for the board members and other attendees aimed at explaining the roles and responsibilities of nonprofit boards. In



conducting this training session, Carrie provided (in advance of the meeting, for copying and distribution) a slide deck that consists of the information to be shared.

Carrie shared the following during the training session:

- Boards matter and there are 6 standards to the framework for effective governance.
 1. Focus relentlessly on student achievement
 2. Recruit and retain an exceptional leader
 3. Invest in exemplary governance
 4. Act strategically and be accountable
 5. Raise and use resources wisely
 6. Commit steadfastly to compliance
- There is a spectrum of board effectiveness.
 - Least effective - disruptive, disengaged, rubber stamp for management's priorities
 - Middle - handles prepackaged issues
 - Highest Performers - raise and discuss crucial questions that require critical thinking
- Standard 1 - Focus relentlessly on student achievement (Benchmark 1 of Performance Framework)
 - Academic oversight is important because it allows boards to make student-centered decisions, support and promote overall health of the school, articulate how the school is doing, and provides input for the ED/CEO evaluation
 - Focusing on student achievement allows the board to govern to fulfill the mission and know if students are on track
 - Use a dashboard to stay on track - it drives discussions and decisions
 - Ask the questions: Where are we now?, Where do we have to go?, What do we do when we're on/off track?, What do we do when we meet goals?
- Standard 2 - Ensure Exceptional Leadership
 - The board oversees one person - the CEO/ED
 - Find the right leader for the school, hold them accountable, provide professional development, and plan for succession
 - Develop and sustain a relationship - it matters
 - Evaluation - goals + competencies + professional development plan = high performance
- Standard 3 - Commit to Exemplary Governance
 - Build a strong board - recruit and maintain a diverse slate of board members and remove disengaged members
 - Implement best practices - define expectations, hold regularly scheduled meetings, build robust committee structures, assess board effectiveness
 - Use a dashboard to monitor operations, finances, and academics
- Standard 4 - Act strategically



- Board defines WHAT needs to be achieved
- Staff defines HOW it will be achieved
- Ensure organization has a clear and compelling strategic plan
- Have goals that are aligned to the strategic plan and monitor them regularly
- Balance between Governance and Management
- Advocacy and support are part of a board member's role
- Standard 5 - Secure and Steward Resources Wisely
 - Review financial data monthly at Finance Committee meetings and ensure all board members understand
 - Review financial reports quarterly and approve annual budget
 - Expand awareness and raise funds
- Standard 6 - Maintain Legal and Regulatory Compliance
 - Board has a legal contract with the charter school authorizer and needs to uphold all requirements
 - Duties of care, loyalty, and obedience
 - Need to understand Open Meetings Law and regulations
 - Create a compliance calendar
 - Create a culture of transparency
- Questions that can be asked to cover each Standard

Carrie concluded by letting everyone know she is available for any questions that may arise now or in the future. This training session was recorded and will be provided to new board members to review upon appointment.

ii. David G. Samuels Training: Board Training and Review of Governance Matters

David G. Samuels, retained by the board as independent outside counsel for the organization (supplementing the work of the experienced charter school counsel and employment counsel already assisting the organization), was introduced to the Board and other attendees. Mr. Samuels has expertise in New York State and federal laws governing the conduct of charitable corporations. He is a former deputy chief of the New York Attorney General's Charities Bureau (from 1987 to 1995), an adjunct professor at New York Law School (teaching the course in charitable organizations since 1992), a former chair of the Nonprofit Organizations Committee of the New York City Bar Association, and a frequent lecturer on nonprofit law issues to attorneys, accountants, and nonprofit officials.

Mr. Samuels explained that he had been asked generally to review best practices and governance matters with the Board. He stated that he has had many interactions with the Executive Director and Chief Financial Officer over the past several years and is very impressed with the way the organization is functioning and complying with applicable laws, rules, and regulations. Mr. Samuels led a training session on Tuesday, May 24th to



train board members and staff who oversee compliance related matters on the New York State Attorney General's Responsibilities of Directors of Not-for-Profit Corporations.

Mr. Samuels began by conducting a training session for the board members and other attendees aimed at demonstrating and explaining the duties and responsibilities of nonprofit directors and officers. In conducting this training session, Mr. Samuels provided (in advance of the meeting, for copying and distribution) two documents which are prepared by the Charities Bureau of the New York Attorney General's office and publicly available. They are:

A. Attorney General's 2015 Guidance Document: Right From The Start: Responsibilities of Directors of Not-For-Profit Corporations

B. Attorney General's 2015 Guidance Document: Internal Controls And Financial Accountability For Not-For-Profit Boards

With respect to the first document on board responsibilities, he discussed:

1. Recommendations on what a prospective board member should know before joining a board and what a current member should know
2. What are the duties of boards of directors
 - a. Understanding and carrying out the organization's mission
 - b. Overseeing (but not micromanaging) the organization's activities, while making crucial decisions (and assuring that there is proper communication between the board members and senior staff)
 - c. Fiduciary duty of care (acting prudently and properly)
 - d. Fiduciary duty of loyalty (putting the organization's interests first, and avoiding improper conflicts of interest and improper related party transactions, which were explained and discussed in detail)
 - e. Fiduciary duty of obedience (ensuring compliance with laws and regulations)
3. Monitoring the activities of the organization in raising and overseeing charitable assets (addressed in greater detail in the guidance on internal controls)

With respect to the second document on internal controls and financial accountability, Mr. Samuels discussed:

1. The meaning, development, and significance of proper internal financial controls to assure accountability, including:
 - a. Handling of funds
 - b. Developing appropriate and timely financial reporting
 - c. Conducting the annual audit of financial statements
 - d. Evaluating staff and programs
 - e. Maintaining inventory records of real and personal property
 - f. Implementing personnel, conflict of interest, and whistleblower policies
2. The implementation and monitoring of internal financial controls, including procedures for monitoring assets as follows:



- a. Preparing an annual income and expense budget and periodic reports
 - b. Writing and signing checks, authorizing use of credit cards and electronic transactions, and developing procedures to minimize risks of misuse of funds
 - c. Ensuring proper recording and use of grants and contributions
 - d. Properly dealing with electronic data
 - e. Preserving electronic records and protecting privacy
 - f. Providing for regular oversight of and preparation for audit process
 - g. Reporting allegations of fraud or financial improprieties
 - h. Ensuring timely distribution of appropriate financial reports to directors and officers
 - i. Providing procedures for approving and implementing contracts
 - j. Developing a prudent investment strategy
 - k. Complying with government and other reporting requirements
3. Defining roles and responsibilities in the organization
 4. Having appropriate personnel policies
 5. Providing appropriate training for directors, officers, employees and volunteers
 6. Carrying out conflict of interest policies and code of ethics
 7. Auditing finances
 8. Review of governance structure, procedures, and programs

Mr. Samuels also discussed specific rules relating to 501c3 charitable organizations, including:

1. Rules against private inurement (excessive or improper compensation and benefits)
2. Limitations on lobbying
3. The prohibition on political activity

It was confirmed that the organization and its representatives do not engage in lobbying or political activity with respect to the organization.

Mr. Samuels concluded by saying that it is a pleasure to work with such a wonderful organization that embodies their mission and works diligently to ensure and maintain compliance. This training session was recorded and will be provided to new board members to review upon appointment.

3. Development and Nominating Committee

- a. The committee has a goal of presenting up to 2 additional nominees (preferably with legal, Compliance, Finance, or Operations experience) to full Board for vote in June
- b. Mickey, Nadine, Carrie, and Lauren met to develop board recruitment profile and interview questions
- c. The next steps identified to move the process along are:
 - i. Finalize and share board recruitment profile with the board



- ii. Board members share profile with their networks
- iii. Candidates email Mickey with interest
- iv. Schedule board interviews
- v. Nadine/Mickey lead board interviews

4. Finance Committee

- a. SY 21-22 Goals and Calendar
- b. Benchmark 9: Enrollment
 - i. P6 Invoiced Enrollment: 738 scholars
 - ii. Homebound Instruction/Individualized Study Enrollment: 143 scholars
 - iii. Budgeted Enrollment: 915 scholars
 - iv. Approved Charter Enrollment: BLCS - 770 & EWGBLCS - 415
 - v. Budgeted Enrollment: BLCS- 560 - BLCS & EWGBLCS - 355
 - vi. Deficit: 177 scholars
 - vii. Scholar Withdrawal:
 - 1. May 2022- 0 scholars
 - 2. April 2022- 0 scholars
 - 3. March 2022- 3 scholars (1 MS & 2 HS)
 - 4. February 2022- 5 scholars (2 MS & 3 HS)
 - 5. January 2022- 9 scholars (2 MS & 7 HS)
- c. 2021-2022 Financial Audit
 - i. Fiscal year period: July 1, 2021-June 30, 2022
 - ii. Audited financials due to the authorizer on November 1, 2022
 - iii. Interim audit scheduled for May 23-27, 2022
 - iv. Final audit scheduled for August 29-September 2, 2022
- d. CSBM Financial Support Engagement
 - i. Charter School Business Management will support the process of financial data entry, audit preparation and budget overview during May and June.
 - ii. SY 22-23 agreement draft for review in the upcoming weeks.
- e. Human Resources Team Update
 - i. HR Director transitioning as of May 16th.
 - ii. Two open roles: Talent and Staff Development Specialist/ HR Generalist.
- f. Finances
 - i. Outstanding Debt Liabilities
 - ii. 77 Sands Sub-Lease Extension

5. Academic Committee

- a. Review of SY 21-22 Goals
- b. Scholar Services System Improvements
 - i. Daily Case Scholar Services Meetings and Case Manager Working Sessions
 - 1. Scholar Services team meets daily to review list of upcoming IEP meetings and assess for readiness; action steps are noted and assigned.
 - 2. Team reviews examples of high quality report writing and areas for growth for ongoing materials and process improvement.
 - 3. Teachers are invited to afternoon work sessions to receive guidance from Case Managers as necessary and ensure timely completion of reports.



- ii. Materials and Trainings for Teacher Report Improvements
 - 1. Case Managers are currently training with newly developed materials for supporting teachers in writing excellent teacher reports and IEP goals.
 - 2. Scholar Services team will turn key materials during forthcoming series of professional development sessions for teachers at each campus.
- iii. Summer School: Lavinia Rise 2022
- iv. MS EOY Priorities: Strong Finish Planning & SY23 Readiness
 - 1. SY22-23 Key Dates:
 - 2. 5/25-6/10: Summer School Sign-ups
 - 3. 6/27-7/1: Rise Teacher Training
 - 4. 7/5-8/5: Summer School
 - 5. 7/25-7/29: Leader Off-site Training
- v. Graduation Rate for High School:
 - 1. Brooklyn LAB students graduate in 4 years or in 5 years at a much higher rate than similar schools
 - 2. Extended Evenings & Weekends: Next Steps
 - a. Progress Monitoring Updates - Every 48 hrs/x2 per week: Extended Evenings & Weekend instructors will update the progress monitoring document by EOD Monday and Wednesdays; emails will go out to the team Tuesdays and Thursdays updating the percentage of scholars who have completed courses.
 - b. Addition of “course completion” column in tracker: In addition to noting which scholars have completed their course, teachers will check Edgenuity on Mondays and Wednesdays to update the tracker with the percentage of course completion each scholar has achieved in their course. This will allow case managers and teachers to reach out to families with accurate and updated information.
 - c. Family notification for scholars not on track to complete courses: For scholars who are not on track to complete their courses by June 17, case managers and teachers will reach out to families to explain what possibilities still exist to 1) obtain credit in the current course(s) their scholar needs and 2) what the important dates are over the summer for achieving credit in those courses.

6. Adjournment

Brooklyn Laboratory Charter Schools
Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
June 14 2022

Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.

Board of Trustee Attendees: Mickey Revenaugh, Nadine Augusta, Eldridge Gilbert, Adrien Siegfried, Sujata Rajpurohit, and Gary Wood.

Community Stakeholder Attendees: Sheryl Gomez, Eric Tucker, Lauren Cutili

As of 5/15/22: Authorization for remote public meetings was extended. New York State Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.

Whereas, Brooklyn Laboratory Charter Schools is committed to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.

Therefore, after review and consideration, the Board approves the following resolutions as a slate, across the following committees:

1. Academic Committee
2. Finance Committee
3. Loan Prepayment
4. Compliance Sub-Committee
5. Development and Nominating Committee
6. General Resolutions

1. **Academic**

Whereas, the Academic Committee of the Board of Trustees of Brooklyn Laboratory Charter Schools is committed to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.

Whereas, the Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

Whereas, the primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

Therefore, after review and consideration, and at the recommendation, the Board approves a resolution to adopt the following policies, procedures, and key planning documents (as amended and finalized) as a slate:

- SY23 Annual Plan, Annual Priorities, and Team Priorities Update and Process for Finalization
- Brooklyn Laboratory Charter Schools Scholar & Family Handbook, as amended
- Master School Schedule for Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter
- Student Discipline Policy and Code of Conduct for Brooklyn Laboratory Charter Schools
- Complaint Policy for Brooklyn Laboratory Charter Schools and Edmund W. Gordon Brooklyn Laboratory Charter
- Organizational Chart for Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter

Nadine makes a motion. Adrien seconds. No objections, approved unanimously.

2. Finance

Whereas, the Finance Committee of the Board of Trustees of Brooklyn Laboratory Charter Schools is committed to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.

Whereas, the finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

Whereas, the finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Therefore, after review and consideration, and at the recommendation, the Board approves a resolution to adopt the following policies, procedures, and key planning documents (as amended and finalized) as a slate:

- Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual
- Enrollment and Admissions Policy for Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter School
- Request for Revisions to the Board's two Charters (Edmund W. Gordon Brooklyn Laboratory Charter and Edmund W. Gordon Brooklyn Laboratory Charter), as amended, including:
 - Revisions to Staffing Plans
 - Revisions to the Organization Chart
 - Revisions to the FY23 budgets for both Charters.
 - Revisions to the education corporation's Facilities Plan
 - Revisions to the full term pro-forma

The materials above were reviewed for further discussion.

Resolution Approving Loan Repayment from the School by June 30, 2022

The Board of Trustees (the "Board") of Brooklyn Laboratory Charter Schools (the "School") do hereby propose and adopt the following resolutions on the date set forth as June 14, 2022.

WHEREAS, the School (i) entered into that certain Sublease Agreement between Friends of Brooklyn Laboratory Charter School, Inc. ("Friends Of"), as sublandlord, and the School, as subtenant, dated July 30, 2018, as amended by that certain First

Amendment to Sublease (collectively, the “**Sublease**”), for the use and occupancy of premises located at 77 Sands Street, Brooklyn, NY (the “**Premises**”), (ii) issued a guaranty of certain loans in the aggregate amount of Nine Million Four Hundred Thousand Dollars (\$9,400,000) made to Friends Of, as borrower, from Nonprofit Finance Fund and Capital Impact Partners, as lenders (the “**Guaranteed Loans**”), the proceeds of which were used to complete certain renovations and buildout of the Premises for use by the School, and (iii) obtained a loan in the aggregate amount of Two Million Five Hundred Thousand Dollars (\$2,500,000) (the “**CSGF Loan**” and together with the Guaranteed Loans, the “**Loans**”) from the Charter School Growth Fund, as lender;

WHEREAS, the Loans present an unwieldy and unnecessary set of obligations for Friends Of and the School, including but not limited to, the challenges associated with reporting and coordination with Loan requirements. This includes:

Financial Covenants and Ratios. The Loans specify financial covenants, including a Borrower Lease and Debt Service Coverage Ratio (as defined in the Loans), which is not consistent with either Friends Of’s or the School’s Board of Trustee and management priorities over the next ten (10) years.

Guaranty. Absent Loan Payoff, the School has an unconditional and continuing guarantee for the terms of the Loans, over the full-term, which impacts the schools’ facility and strategic planning.

Compliance with Lease and Sublease. The School is responsible for indemnifying and holding harmless the Lenders from and against all liability, claims and damages incurred or resulting from disputes related to obligations under the Lease (as defined in the Loans).

Quarterly Certificates of Performance and Quarterly Financial Statements. Friends Of is required to provide Quarterly Certificates of Performance and Quarterly Financial Statements consistent with the terms of the Loans, in addition to a variety of other reports.

Social Impact and Covenant Reporting. The reporting obligations required by the Lenders are frequent and unrelated to the core mission of the School.

Governance. The School and Friends Of are responsible for ensuring the composition of its senior management team and its Board of Trustees is consistent with obligations set forth in the Loans. The School’s management team composition and priorities have appropriately and strategically evolved since the 77 Sands Loan’s were underwritten.

Loan Document Compliance. The School and Friends Of are responsible for the Loan Agreement, the Note, the Leasehold Mortgage, the Security Agreement and all other promissory notes, credit agreements, loan agreements, environmental agreements and security agreements.

Insurance. The School and Friends Of is required to carry and maintain in full force all required insurance and to list the Lenders as additional insureds.

Compliance with Governmental Requirements. The School and Friends Of are both responsible to observe and comply in all material respect with all laws, ordinances, and regulations of all governmental authorities.

WHEREAS, over the long-term the School’s facilities costs will be more sustainable and in line with the public revenues received through rental assistance by prepaying the Loans and the School has sufficient cash reserves to do so, thereby reducing the interest payment expenses;

WHEREAS, the payoff amount of the Guaranteed Loans as of June 28, 2022 is Six Million Eight Hundred Fifty-Two Thousand and Two Hundred Seventy and 37/100 Dollars (\$6,852,270.37) (the “**Guaranteed Loans Payoff Amount**”) and the payoff amount of the CSGF Loan as of June 29, 2022 is One Million One Hundred and Sixteen Thousand Six Hundred and Eighty Nine Dollars and Seventeen Cents (\$1,116,689.17) (the “**CSGF Payoff Amount**”, and together with the Guaranteed Loans Payoff Amount, the “**Payoff Amount**”);

WHEREAS, the School is willing to loan to Friends Of the amount of the Guaranteed Loans Payoff Amount, to be used by Friends Of to prepay the Guaranteed Loans;

WHEREAS, Friends Of has requested that, for administrative convenience, the School repay the Guaranteed Loans directly to the lenders thereunder, and in consideration of such payment by the School of the Guaranteed Loans Payoff Amount on behalf of Friends Of, Friends Of will deliver to the School a Promissory Note in the Guaranteed Loans Payoff Amount, to be repaid in quarterly installments over a period of thirty-six (36) months, with an interest rate of one percent (1%) per annum payable at maturity (the “**Payoff Note**”).

WHEREAS, the Board believes that it is in the best interest of the School to prepay the CSGF Loan;

WHEREAS, the School proposes to prepay the Loans prior to or on June 30, 2022 (the “Loan Payoff Transaction”);

WHEREAS, Friends Of has agreed to repay the full amount of the CSGF Loans on an accelerated basis (“Loan Payoff Repayment”)

NOW, THEREFORE, BE IT:

RESOLVED, that the terms and provisions of the Loan Payoff Transaction and the Promissory Note are hereby ratified and approved; and

BE IT FURTHER RESOLVED, the Board hereby authorizes and directs the School to perform the Loan Payoff Transaction and agree to the terms of the Promissory Note; and

BE IT FURTHER RESOLVED, that the School is hereby authorized and directed to execute and deliver such further agreements, assignments, pledges, instruments, consents and any other documents ancillary to the Loan Payoff Transaction as necessary, proper and/or advisable in the determination of any Authorized Representative (as defined below) and to make the payments related thereto as set forth above; and

BE IT FURTHER RESOLVED, that the Executive Director, Chief Financial Officer, Board Chair, and Board Treasurer of the School (each, a “Authorized Representative”), be and hereby is authorized and directed, each acting singly, to perform the Loan Payoff Transaction, and such further agreements, assignments, pledges, instruments, consents and documents expressly approved pursuant to this consent or otherwise deemed necessary by any Authorized Representative in the name and on behalf of the School to effectuate the Loan Payoff Transaction, and to pay all such expenses as in his or her judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions heretofore taken by any Authorized Representative, for and on behalf of the School in connection with the Loan Payoff Transaction, shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby approved.

Gary makes a motion. Nadine seconds. No objections, approved unanimously.

3. Compliance Sub-Committee (under the Finance Committee)

Resolutions Proposed by the Compliance Sub-Committee of the Board of Trustees:

Authorization of Submission of NYSED Annual Report

The Board of Trustees moves to authorize the Chair to certify and submit the Annual Report for Brooklyn Laboratory Charter School by the August 1, 2022 deadline.

- Annual Report
 - School Information and Cover Page
 - Progress Towards Goals
 - Audited Financial Statements
 - Audited Financial Report
 - Additional Financial Documents
 - Financial Services Contact Information
 - Fiscal Year 2022-2023 Budget
 - Board of Trustees Disclosure of Financial Interest Form
 - BOT Membership Table
 - Board Meeting Minutes

- Enrollment and Retention
- Teacher and Administrator Attrition
- Percent of Uncertified Teachers
- Organization Chart
- School Calendar
- Links to Critical Documents on School Website
- Staff Roster

The materials above were reviewed for further discussion.

Adoption of Resolution for Charter Renewal Application Submission & Charter Revision

The Board approves the Board Chair and the management team to complete and execute Attachment Q, “Application for Renewal Certification Statement,” on behalf of the Board, upon submission of the Application.

- EWG BLCS Renewal Application
 - Board of Trustee’s Cover Letter
 - Application for Renewal Certification
 - Proposed SY23 School Calendar for EWG BLCS and BLCS
 - Proposed Master School Schedule
 - Revisions to the Compliant Policy
 - Revisions to the Student Discipline Policy and Code of Conduct
 - SY23 Budgets for EWG BLCS, BLCS, and BLCSS
 - Revisions to By-Laws and Code of Ethics
 - Updated Board of Trustees Roster
 - Revisions to the EWG BLCS Organizational Chart
 - Revisions to Enrollment and Admissions Policy
 - Projected Enrollment Table
 - Provision of Updated Certificates of Occupancy and Fire Inspections
 - Projected Fiscal Impact Table
 - Narrative Outlining Innovative Aspects
- Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
- Brooklyn Laboratory Charter Schools FOIL Policy
- FERPA Policy for Brooklyn Laboratory Charter Schools
- Brooklyn Laboratory Charter Schools By-Laws and Code of Ethics
- Brooklyn LAB Charter School’s Safety Plan, in accordance with NY Department of Health and NY Department of Education guidelines, outlining how it will prevent the spread of COVID-19
- Brooklyn Laboratory Charter Schools 2022-2023 Employee Handbook, as amended
- Brooklyn Laboratory Charter Schools 2022-2023 Operational Deep Dives Documents

The materials above were reviewed for further discussion.

Board Approved Benchmark 6 and 10 Core Documents:

The Board adopts the following key oversight documents:

- Board Annual Strategic Plan
- SY23 Board and Committee Milestones and Calendar

The materials above were reviewed for further discussion.

4. Development and Nominating

Whereas, the Board Development and Nominating Committee drives a comprehensive board self-assessment process, fosters the development of new and existing board members, manages board member recruitment, and nominates candidates for officer positions.

Whereas, this committee includes the board chair and at least two other board members, one of whom serves as the committee chair. The school leader or another staff member also often serves on this committee. This committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Whereas, the Board Development and Nominating Committee exist to identify, recruit, orient, support, and evaluate Board member prospects. The committee's primary responsibility is to facilitate the recruitment, selection, orientation and development of new trustees and non-trustees to serve on Board committees. The committee strives to ensure that the composition of the Board reflects the community served by the schools. The committee interviews potential candidates, guides them through the application process, and makes recommendations to the Board with respect to various candidates and, in appropriate circumstances, the creation of additional positions for trustees. The committee also supervises any fundraising conducted by the Board.

Therefore, after review and consideration, and at the recommendation, the Board approves a resolution to adopt the following policies, procedures, and key planning documents (as amended and finalized) as a slate:

- Addition of new board members, as presented and nominated to the board
- SY 22-23 Board Strategic Plan and Calendar, as developed and approved of by the board

Nadine makes a motion. Gary seconds. No objections, approved unanimously.

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

- a. Board Chair, Martha "Mickey" Revenaugh
- b. Treasurer, Adrien Siegfried
- c. Secretary, Nadine Augusta
- d. Trustee, Gary Wood
- e. Trustee, Sujata Rajpurohit

Gary makes a motion. Nadine seconds. No objections, approved unanimously.

Resolution Authorizing the Search Committee to extend a Chief Executive Offer letter for School Year 2022-2023

Whereas, Dr. Garland Thomas-McDavid recruitment and appointment are the culmination of both the sustained succession preparation efforts of the Future Ready Committee and the good and effective work of the Search Committee.

Whereas, the public search process launched this past winter, when Dr. Eric Tucker and the Board publicly shared that succession planning had reached a point that the School was ready to launch a public search, because Eric decided it was the right time for him to step away from LAB after nine and a half years serving as co-founder and executive director.

Whereas, Dr. Thomas-McDavid is a transformational leader with two decades of experience at the helm of high-performing teams, school improvement efforts, and charter organizations in Chicago. Born in Brooklyn to West Indian immigrant parents, Dr. Thomas-McDavid credits her passion for educational equity and access to the New York City school choice programs she benefited from growing up. Her early career as a special education teacher and administrator in Chicagoland inspired her to create future-making schools for young people in underserved neighborhoods. Armed with a doctorate from DePaul University and a track record of success for whatever she puts her heart, mind, and hands to, Dr. T-M – as the kids call her – comes to LAB elated to see life bring her full circle in service to schools serving young people in her native Brooklyn.

Therefore, the Board approves the Search Committee to extend an offer letter to Dr. Garland Thomas-McDavid to serve as chief executive officer for the school year 2022-2023.

Gary makes a motion. Nadine seconds. No objections, approved unanimously.

Resolution Authorizing the Board Participants in the Executive Performance Evaluation process to finalize a departure agreement with Eric Tucker, the outgoing chief executive, in his organizational capacity over the last nine and a half years -- including serving as a member of the Founding Team, Co-Founder, Executive Director, Chief Administrative Officer, Principal, Teacher, and Superintendent.

The Board approves the Executive Director Performance Evaluation Board Participants to finalize a departure agreement with Eric Tucker by June 30, 2022.

Gary makes a motion. Adrien seconds. No objections, approved unanimously.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
June 22 2022

AGENDA

- 1. Call to Order**
 - a. Agenda and Timing
 - b. Location and Participants
 - c. Adoption of May 2022 Agenda and Approval of May Minutes
 - d. Resolutions
 - i. Sub-Lease
 - ii. Signer Card
 - iii. Contract Approvals
 - e. 22-23 SY Board Meetings
 - f. Special Resolution of Recognition
- 2. Academic Committee**
- 3. Compliance and Oversight**
 - a. Review Goals
 - b. 21-22 SY BLCS & EWG Requests for Revisions
 - c. EWG Renewal June 6 Annual Site-Visit Follow-Up
 - d. EWG BLCS Renewal Application Timeline
- 4. Development and Nominating Committee**
 - a. Board Recruitment
- 5. Finance Committee**
- 6. Adjournment**



1. Call to Order

- a. Agenda and Timing
 - i. The meeting was called to order at **6:04** pm by Mickey Revenaugh in the presence of a quorum.
- b. Location and Participants
 - i. Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
 - ii. As of 5/15/22: Authorization for remote public meetings was extended. Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed. This extension will remain in effect until New York's state of emergency has ended.
 1. Remote Board Participants included: Mickey Revenaugh, Sujata Rajpurohit, Gary Wood, Eldridge Gilbert III, Jonathan McIntosh
 - a. Walter (Pat) Loughlin, Nadine Augusta, Tokumbo Shobowale, Adrien Siegfried were not in attendance
 2. Other Remote Participants included:
 - a. Chuck Jones, Chris Padmore, Bb Ntsakey, Christopher Habetler, Eric Tucker, Jonathan Flynn, Kristin Levine, Max Koltuv, Sterling Florant, Lauren Cutuli, Katie Senft
- c. Adoption of May 2022 Agenda and Approval of May Minutes
 - i. The [minutes](#) from the May board meeting were reviewed by and approved by the board.
 - ii. **Gary** moved to adopt the minutes from the May 2022 Meeting. **Sujata** seconded. The motion was otherwise approved unanimously.
 - iii. The [minutes](#) from the May board meeting were reviewed by and approved by the board.
 - iv. **Sujata** moved to adopt the minutes from the Special Board Meeting 2022. **Gary** seconded. The motion was otherwise approved unanimously.
- d. Resolutions: The Board of Trustees (the “Board”) of Brooklyn Laboratory Charter Schools (the “School”) do hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above. Various Committees as identified below recommend that the Board ratify and approve the following resolutions:



1- Resolution for Executive Director and Chief Executive Officer Offer and Responsibilities

WHEREAS, the Board of Trustees on Wednesday, May 25th voted to authorize the Board Chair to negotiate an agreement and compensation offer to a candidate for the Executive Director position. The Board Chair and the Executive Search Committee collaborated with Edgility, the external hiring firm responsible for the search process, to complete a compensation study; and

WHEREAS, the Board Chair, the Executive Search Committee, and Edgility completed a compensation study, which looked at local, regional, and national comparison points and provided recommendations regarding the prospective salary range for the incoming chief executive based on the organization's enrollment, budget, and scale. The compensation was within range informed by the compensation study and based on the candidates experience which includes over two decades of experience at the helm of high-performing teams, school improvement efforts, and charter organizations; and

WHEREAS, the Board Chair and Executive Search Committee led a robust hiring process in partnership with Edgility to ensure stakeholders from across the community were involved in the decision making; and

WHEREAS, the recruitment and appointment of the incoming Executive Director and CEO is the culmination of both the sustained succession preparation efforts of the Board and the good and effective work of the Search Committee. The public search process launched this past winter, when LAB co-founder and executive director, Dr. Eric Tucker, shared that he had decided it was the right time for his family to step away from LAB. The Board shepherded an expansive and inclusive search process that engaged the LAB community, from soliciting wide input to help define key competencies to putting our ultimate frontrunner through the process of extensively interacting with families, scholars, teachers, staff members, wider community members, leadership team members, and the Search Committee and Board.

WHEREAS the Search Committee -- which including Mickey Revenaugh, Nadine Augusta, Gary Wood, and Jonathan McIntosh from the BLCs Board; Max Kultov who is a participant on from the Future Ready and Academic Committees; and LAB CFO Sheryl Gomez – provided a great service. And, whereas, gratitude is also due to Dr. Tucker for grace and good counsel through the succession preparation process, and through the search.

WHEREAS, the selected chief executive, Dr. Garland Thomas-McDavid, is a transformational leader with two decades of experience at the helm of high-performing teams, school improvement efforts, and charter organizations in Chicago. Born in Brooklyn to West Indian immigrant parents, Dr. Thomas-McDavid credits her passion for educational equity and access to the New York City school choice programs she benefited from growing up. Her early career as a special education teacher and administrator in Chicagoland inspired her to create future-making schools for young people in underserved neighborhoods. Armed with a doctorate from DePaul University and a track record of success for whatever she puts her heart, mind, and hands to, Dr. T-M – as scholars call her – comes to LAB elated to see life bring her full circle in service to schools serving young people in her native Brooklyn.



WHEREAS, the incoming Executive Director and Chief Executive Officer will fulfill the role and responsibilities as outlined in the organizational chart and as described within the school's Charter, Employee Handbook and Personnel Policies and Procedures and Fiscal Policies and Procedures. The incoming Executive Director will fulfill the chief executive roles and responsibilities and will operate with the titles Chief Executive Officer, Executive Director, Chief Administrative Officer, and Superintendent and uphold faithfulness to the charter as well as federal and state law;

THEREFORE, the Board of Trustees hereby approves and ratifies the Agreement and compensation offer negotiated by the Board Chair to Dr. Garland Thomas-McDavid in June, 2022.

The resolution was reviewed and discussed by the Board of Trustees in attendance.



2- Resolution for Negotiating and Signing Second Amendment to a Sublease

WHEREAS, the Board of Trustees executed a Sublease for 77 Sands on January 8, 2018.

WHEREAS, the Board of Trustees executed a first amendment to the Sublease for 77 sands on July 25, 2018.

WHEREAS, the Board of Trustees wishes to extend the term of the Sublease at 77 Sands for a period of one school year beginning July 1, 2022 and ending June 30, 2023. The Board thus seeks to amend the current sublease; and

WHEREAS, Friends Of and the School desire to enter into an amendment to the Sublease to terminate the three (3) year extension options and provide instead for yearly extension options that will be deemed to be exercised automatically, unless the School notifies Friends Of at least sixty (60) days prior to the expiration of the term of its election not to renew (the “**Sublease Amendment**”); and

WHEREAS, the Board has reviewed the terms of the Sublease Amendment and determined it is in the best interest of the School to enter into the Sublease Amendment.

WHEREAS, the Board acknowledges the outstanding claims regarding the Landlord that the School and FOBL have with regard to water damage and landlord work; and

WHEREAS, the Board is exploring the affordability of facilities in light of that claim; and

WHEREAS, Trustee Tokumbo Shobowale has disclosed his potential conflicts of interest in connection with the Sublease as he is members of both the Schools’ Board and a Trustee on the Friends Of Board, Gary Wood has disclosed his potential conflicts of interest in connection with the Sublease as a Trustee on the Friends Of Board, Eric Tucker has disclosed his potential conflicts of interest in connection with the Sublease as he serves as Co-Founder and Executive Director of the School and as a Trustee on the Friends Of Board, Sheryl Gomez has disclosed her potential conflict of interest in connection with the Sublease, and all four (4) will abstain/recuse themselves from discussion / voting on these matters as may be necessary;

NOW, THEREFORE, BE IT:

THEREFORE, the Board authorizes the School (including the Board Chair and Board Treasurer) to negotiate and sign the sublease by June 30, 2022 on the Board’s behalf.

RESOLVED, that the terms and provisions of the Sublease Amendment are hereby ratified and approved; and

BE IT FURTHER RESOLVED, the Board hereby authorizes and directs the School to enter into the Sublease Amendment; and

BE IT FURTHER RESOLVED, that the School is hereby authorized and directed to execute and deliver such further agreements, assignments, pledges, instruments, consents and any other documents ancillary to



the Sublease Amendment as necessary, proper and/or advisable in the determination of any Authorized Representative (as defined below) and to make the payments related thereto as set forth above; and

BE IT FURTHER RESOLVED, that the Board Chair, Board Treasurer, Executive Director, Chief Financial Officer of the School (each, a “**Authorized Representative**”), be and hereby is authorized and directed, each acting singly, to execute and deliver the Sublease Amendment and such further agreements, assignments, pledges, instruments, consents and documents expressly approved pursuant to this consent or otherwise deemed necessary by any Authorized Representative in the name and on behalf of the School to effectuate the Sublease Amendment, and to pay all such expenses as in his or her judgment shall be necessary, proper and advisable in order to fully carry out the intent and accomplish the purposes of the foregoing resolutions; and

BE IT FURTHER RESOLVED, that all actions heretofore taken by any Authorized Representative, for and on behalf of the School in connection with the Sublease Amendment, shall be and hereby are ratified and approved, and that the authority given hereunder shall be retroactive and any and all acts hereunder performed prior to the passage of these resolutions are hereby approved.

The resolution was reviewed, discussed and affirmed by the Board of Trustees in attendance.



3- Board Resolution to Change in Bank Account Authorized Signatory and Access to Other Financial Management Systems (Finance Committee)

WHEREAS, The Board of Trustees seeks to change the Authorized Signatories of the bank accounts related to Brooklyn Laboratory Charter Schools, a New York State Education Corporation.

WHEREAS, the accounts would include: Brooklyn Laboratory Charter Schools Chase accounts ending in 8812, 2616, 7589, 9396, 2500, 8369; and

THEREFORE, be it resolved that in suppression of all previous resolutions passed by the Board of Trustees in its meetings in respect to the current accounts bearing the final four numbers communicated in the attached confidential document, of Brooklyn Laboratory Charter Schools maintained with Chase Bank in downtown Brooklyn, the limits of the authority of the authorized signatures to access bank accounts and sign checks on behalf of the company be and is hereby revised as under and with the effective dates date of July 1, 2022 :

Seniority	Name of Signatory, Designation	Authority Type	Limit Amount
Board Chair	Marth “Mickey” Revenaugh	Singly	
Treasurer	Adrien	Jointly	
Secretary	Nadine Augusta	Jointly	
Executive Director / CEO	Dr. Garland Thomas-McDavid	Singly / Jointly	
CFO	Sherly Gomez	Singly	
Manager of Compliance	Melissa (Katie) Senft	Jointly Viewer	

RESOLVED FURTHER THAT, for the avoidance of doubt, Eric Tucker (the former Executive Director) be removed from all accounts belonging to Brooklyn Laboratory Charter Schools effective June 30, 2022.

RESOLVED FURTHER THAT, the CFO, Board Treasurer, and Board Chair are authorized to add the incoming Executive Director and CEO to related financial management systems, including Bill.com, Paychex, and Quickbooks.

RESOLVED FURTHER THAT, Chase Bank be and is hereby informed and is hereby authorized to honor all checks, and other instruments for payments drawn, accepted, made and signed on behalf of the School.



RESOLVED FURTHER THAT, any two Officers of the School be and are hereby authorized to certify a true copy of the foregoing resolution and any other documents as may be necessary in this connection and the same be forwarded to the Bank.

The resolution was reviewed and discussed by the Board of Trustees in attendance.



4 - Resolution for Executing Vendor and Services Contracts

WHEREAS, the Board of Trustees wishes to provide authorization to execute vendor and services contracts for the incoming Executive Director and Chief Executive Officer, Dr. Garland Thomas-McDavid, on July 1, 2022; and

WHEREAS, the Board of Trustees wishes to cease authorization for the outgoing Executive Director, Eric Tucker, to act on behalf of the organization and School on June 30, 2022; and

WHEREAS, the Board of Trustees wishes to allow the incoming Executive Director and Chief Executive Officer to execute contracts, sign checks, and support internal controls consistent with the Executive Director role as enumerated in the Fiscal Policies and Procedures document as of July 1st, 2022; and

WHEREAS, the Board of Trustees wishes to allow the outgoing Executive Director to execute contracts until June 30th, 2022;

THEREFORE, the Board of Trustees approves the authorization to execute vendor and services contracts for the incoming Executive Director and Chief Executive Officer on July 1, 2022.

THEREFORE, the Board of Trustees approves the authorization to cease authorization of executing vendor and services contracts for the outgoing Executive Director on June 30, 2022.

The resolution was reviewed and discussed by the Board of Trustees in attendance.



5 - Resolution for Finance Documentation

Whereas, the Finance Committee of the Board of Trustees of Brooklyn Laboratory Charter Schools is committed to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.

Whereas, the finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

Whereas, the finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Therefore, after review and consideration, and at the recommendation, the Board approves a resolution to adopt the following policies, procedures, and key planning documents (as amended and finalized) as a slate:

- Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual
- Enrollment and Admissions Policy for Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter School
- Request for Revisions to the Board's two Charters (Edmund W. Gordon Brooklyn Laboratory Charter and Edmund W. Gordon Brooklyn Laboratory Charter), as amended, including:
 - Revisions to Staffing Plans
 - Revisions to the Organization Chart
 - Revisions to the FY23 budgets for both Charters.
 - Revisions to the education corporation's Facilities Plan
 - Revisions to the full term pro-forma

The resolution was reviewed and discussed by the Board of Trustees in attendance.



6 - Resolution Approving Loan Repayment from the School by June 30, 2022

Whereas, Nonprofit Finance Fund, Capital Impact Partners and Charter School Growth Fund have underwritten loans on School facilities, the debt payments on which take resources out of the classroom.

Whereas, the School will be in the strongest and most sustainable long-term financial position by pre-paying these loans prior to the close of the SY23 Fiscal Year.

Whereas, the School's facilities costs will be more sustainable and in line with the public revenues received through rental assistance.

Whereas, the School has sufficient cash reserves to effectuate pre-payment of ~\$9MM of debt which constitutes the outstanding principal on the School's facilities loans, thereby reducing the interest payment expenses.

Therefore, the Board approves the Executive Director and Chief Financial Officer to resolve outstanding loan liabilities by June 30, 2022.

The resolution was reviewed and discussed by the Board of Trustees in attendance.



7- Resolution for Compliance Documentation

Resolutions Proposed by the Compliance Sub-Committee of the Board of Trustees:

Authorization of Submission of NYSED Annual Report

The Board of Trustees moves to authorize the Chair to certify and submit the Annual Report for Brooklyn Laboratory Charter School by the August 1, 2022 deadline.

- Annual Report
 - School Information and Cover Page
 - Progress Towards Goals
 - Audited Financial Statements
 - Audited Financial Report
 - Additional Financial Documents
 - Financial Services Contact Information
 - Fiscal Year 2022-2023 Budget
 - Board of Trustees Disclosure of Financial Interest Form
 - BOT Membership Table
 - Board Meeting Minutes
 - Enrollment and Retention
 - Teacher and Administrator Attrition
 - Percent of Uncertified Teachers
 - Organization Chart
 - School Calendar
 - Links to Critical Documents on School Website
 - Staff Roster

The resolution was reviewed and discussed by the Board of Trustees in attendance.



8- Adoption of Resolution for Charter Renewal Application Submission & Charter Revision

The Board approves the Board Chair and the management team to complete and execute Attachment Q, “Application for Renewal Certification Statement,” on behalf of the Board, upon submission of the Application.

- EWG BLCS Renewal Application
 - Board of Trustee’s Cover Letter
 - Application for Renewal Certification
 - Proposed SY23 School Calendar for EWG BLCS and BLCS
 - Proposed Master School Schedule
 - Revisions to the Compliant Policy
 - Revisions to the Student Discipline Policy and Code of Conduct
 - SY23 Budgets for EWG BLCS, BLCS, and BLCSS
 - Revisions to By-Laws and Code of Ethics
 - Updated Board of Trustees Roster
 - Revisions to the EWG BLCS Organizational Chart
 - Revisions to Enrollment and Admissions Policy
 - Projected Enrollment Table
 - Provision of Updated Certificates of Occupancy and Fire Inspections
 - Projected Fiscal Impact Table
 - Narrative Outlining Innovative Aspects
- Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
- Brooklyn Laboratory Charter Schools FOIL Policy
- FERPA Policy for Brooklyn Laboratory Charter Schools
- Brooklyn Laboratory Charter Schools By-Laws and Code of Ethics
- Brooklyn LAB Charter School’s Safety Plan, in accordance with NY Department of Health and NY Department of Education guidelines, outlining how it will prevent the spread of COVID-19
- Brooklyn Laboratory Charter Schools 2022-2023 Employee Handbook, as amended
- Brooklyn Laboratory Charter Schools 2022-2023 Operational Deep Dives Documents

The resolution was reviewed and discussed by the Board of Trustees in attendance.



9- Board Approved Benchmark 6 and 10 Core Documents:

The Board adopts the following key oversight documents:

- Board Annual Strategic Plan
- SY23 Board and Committee Milestones and Calendar

The resolution was reviewed and discussed by the Board of Trustees in attendance.



- e. July Board Meeting
 - i. With executive order ending July 15, the Board Chair opened discussion for the date of the next board meeting.
- f. Special Resolution of Recognition
 - i. The Board of Trustees highlighted their gratitude and appreciation for the dedication of Eric Tucker throughout his leadership over Brooklyn LAB Charter School.

Whereas, Dr. Eric Tucker had a vision a decade ago (with co-founder Erin Mote) for a public school in Downtown Brooklyn that would ensure access to a brilliant future for any young person in New York City, regardless of zip code, learning complexities, or family economics, and particularly Black and Brown scholars from across the Borough of Brooklyn; and

Whereas, in 2013 that vision took shape as Brooklyn Laboratory Charter School, launching in modest space on Jay Street in the evolving environs between MetroTech and Dumbo, with Eric leading a courageous first cohort of middle schoolers and founding Board members into the journey of a lifetime; and

Whereas, Eric forged relationships with premiere funders to secure significant resources for the school while driving thought leadership and promoting the school brand, such that the name Brooklyn LAB is known in every corner of the charter and education innovation sectors; and

Whereas, in the nine-plus years since, Eric has grown Brooklyn Lab to be a multi-charter ed corp, with a thrilling headquarters at 77 Sands Street, a thousand engaged and excited scholars spanning grades 6-12, a stellar team of educators inside and outside the classroom with a pipeline to nurture the talents of early career and seasoned hands alike, a second-ever graduating class about to cross the stage, and a committed Board perpetually inspired by Eric's example; and

Whereas, Eric and Brooklyn LAB have transcended floods, fire inspections, surprise audits, and multiple other slings and arrows of fortune – not to mention a global pandemic – to emerge stronger than ever in 2022; and

Whereas, last winter Eric set in motion our transition to the next era of Brooklyn LAB leadership which is culminating now in real time;

Therefore, be it resolved that the Board of Trustees of Brooklyn Laboratory Charter Schools hereby proclaims its profound appreciation to Dr. Eric Tucker for his brilliant vision and tireless work these past nine-and-a-half years, and our warmest wishes for the next phase in his ever-impactful life and career.



2. Compliance and Oversight

- a. Goal Status Update
 - i. The Compliance Manager, Katie Senft, walked the Board through updates
- b. 21-22 SY BLCS & EWG Requests for Revisions
- c. EWG Renewal June 9 Annual Site-Visit Follow-Up

3. Development and Nominating Committee

4. Finance Committee

- a. Benchmark 9: Enrollment, Recruitment and Retention
 - i. Jonathan Flynn outlined the progress to date for enrollment data, this included:

1. Enrollment

- a. **P6 Invoiced Enrollment:** 738 scholars
- b. **Homebound Instruction/Individualized Study Enrollment:** 143 scholars
- c. **Budgeted Enrollment:** 915 scholars
- d. **Approved Charter Enrollment: BLCS - 770 & EWGBLCS - 415**
- e. **Budgeted Enrollment: BLCS- 560 - BLCS & EWGBLCS - 355**
- f. **Deficit:** 177 scholars
- g. **Scholar Withdrawal:**
 - i. June 2022- 0 scholars
 - ii. May 2022- 0 scholars
 - iii. April 2022- 0 scholars

- 2. Intent to Return survey results were reviewed by charter and discussed.



- b. EWG Renewal June 9 Annual Site-Visit
 - i. We focused on delivering a strong, proactively planned visit for SED. We worked across teams to ensure that:
 - 1. EWG Action Plan was updated with recent statuses
 - 2. Clear documentation of where resources are located, including the Board Calendar, Board Materials, and Compliance Materials
 - 3. A clear agenda with engagement from school leaders
- c. Summer Boost NYC Program
 - i. Summer Boost NYC is a \$50m philanthropic initiative aimed at addressing the academic and social/emotional effects that COVID has had on charter school students across New York City. The program will provide up to \$2,000 per student to charter schools leading summer learning programs.
 - ii. Brooklyn LAB will receive a grant of up to \$336,000 to implement the 2022 summer learning program for grades 6-9th for an enrollment of 200 students.
 - iii. Summer Boost NYC will provide the Lavinia Group RISE curriculum and professional development at no cost, in addition to the per pupil grant funding.
- d. Resolutions Proposed by the Finance Committee of the Board of Trustees, as amended
 - i. Resolution Approving Loan Repayment from School, consistent with loan agreements
 - ii. Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual
 - iii. Enrollment and Admissions Policy for Brooklyn Laboratory Charter Schools
 - iv. Revisions to Staffing Plans
 - v. Revisions to the Organization Chart
 - vi. Revisions to the FY23 budgets for both Charters - BLCs and EWG BLCs.
 - vii. Revisions to the education corporation's Facilities Plan
 - viii. Revisions to the full term pro-forma.
- e. Resolutions Proposed by the Compliance Sub- Committee of the Board of Trustees, as amended
 - i. Annual Plan
 - 1. School Information and Cover Page
 - 2. Progress Towards Goals
 - 3. Audited Financial Statements
 - 4. Audited Financial Report
 - 5. Additional Financial Documents
 - 6. Financial Services Contact Information
 - 7. Fiscal Year 2022-2023 Budget
 - 8. Board of Trustees Disclosure of Financial Interest Form
 - 9. BOT Membership Table
 - 10. Board Meeting Minutes
 - 11. Enrollment and Retention
 - 12. Teacher and Administrator Attrition
 - 13. Percent of Uncertified Teachers



14. Organization Chart
15. School Calendar
16. Links to Critical Documents on School Website
17. Staff Roster
- ii. EWG BLCS Renewal Application
 1. Cover Letter
 2. Application for Renewal Certification
 3. Proposed School Calendar
 4. Proposed Master School Schedule
 5. Revisions to the Compliant Policy
 6. Revisions to the Student Discipline Policy and Code of Conduct
 7. Proposed Budget
 8. Revisions to By-Laws and Code of Ethics
 9. Updated Board of Trustees Roster
 10. Revisions to the Organizational Chart
 11. Revisions to Enrollment and Admissions Policy
 12. Projected Enrollment Table
 13. Updated Certificates of Occupancy and Fire Inspections
 14. Projected Fiscal Impact Table
 15. Narrative Outlining Innovative Aspects
- iii. Resolutions Proposed by the Compliance Sub- Committee of the Board of Trustees, as amended
 1. Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
 2. Brooklyn Laboratory Charter Schools FOIL Policy.
 3. FERPA Policy for Brooklyn Laboratory Charter Schools.
 4. Brooklyn Laboratory Charter Schools By-Laws and Code of Ethics
 5. Brooklyn LAB Charter School's Safety Plan, in accordance with NY Department of Health and NY Department of Education guidelines, outlining how it will prevent the spread of COVID-19
 6. Brooklyn Laboratory Charter Schools 2022-2023 Employee Handbook, as amended
- f. Issue for discussion - Prepay outstanding principal early
 - i. What is the issue?
 1. As of 6/30/22, the consolidated outstanding debt of LAB and FOBLCS is ~\$9.046mm. Both entities are guarantors of this debt.
 2. Instead of refinancing and continuing to pay debt service, LAB could use a portion of its substantial liquidity (\$13.5mm - \$16.5mm across all school accounts including reserves) to pay down outstanding principal now.
 - ii. Why?



1. This approach would save an estimated \$2.36mm over 10 years in interest charges and reduce annual expenses to just lease and operating expenses - a \$586,000 annual savings over the short-term.
 2. Whether now, when the loans are due, or via refinance, the outstanding principal will have to be paid, the only question is after how long and with how much interest.
- g. 77 Sands Sub-Lease Extension
- i. The current term for the 77 Sands sub-lease agreement is scheduled to end on June 30, 2022.

5. Academic Committee

- a. Review of SY 21-22 Goals
- b. Middle School
 - i. NWEA MAP Growth Data
 1. English
 - a. 134 students took both Fall and Spring MAP ELA tests
 - b. Average Fall-to-Spring growth nationwide: 4.0 points
 - c. Average Fall-to-Spring growth at LAB: 6.3 points
 - d. % of students showing academic growth > 1 school yr 51%
 2. Math
 - a. 133 students took both Fall and Spring MAP Math tests
 - b. Average Fall-to-Spring growth nationwide: 7.0 points
 - c. Average Fall-to-Spring growth at LAB: 9.0 points
 - d. % of students showing academic growth > 1 school yr 56%
 - ii. EOY Outcomes
- c. High School
 - i. Class of 2022 Graduation Summary
 1. On-track to graduate 92% for this year, including 23 scholars with disabilities
 2. For 5-year, we're on track for 100%
 - ii. College Application Process
 1. Class of 2022 Applications
 - a. 186 colleges and universities applied
 - b. 738 acceptances
 - iii. HS Readiness Planning Updates
 1. SLA Program, including the following goals:
 - a. 95% of 12th grade scholars are on track to graduate within four years, 100% on track to graduate within five years.



- b. 95% of 11th grade scholars are on track to graduate within four years, with the remainder on track to graduate within five.
 - c. 100% of current 9th and 10th grade scholars have an opportunity to recuperate credits to “catch up” and get back on track to graduate in four years.
2. Readiness Goals include:
- a. Instruction: By June 2023 we will increase scholar Regents examination pass rates by 5% and increase our sub-populations progress by 5% in order to meet annual years progress
 - i. Increase teacher content knowledge using standards aligned curriculum.
 - ii. Unpack Common Core Learning Standards and NGSS to plan targeted lessons which include interventions and assessments for tier 2 and tier 3 students.
 - iii. Increase teacher pedagogical skills to create student centered classrooms through 1:1 coaching with Instructional Leadership Team, staff developers, school consultants, and our school-wide observation cycle
 - iv. Instructional Focus will include: We will develop our student’s critical thinking skills through the explicit modeling of skills and strategies, providing differentiated tasks and activities daily, and aggressively monitoring student learning using standards aligned curriculum resources (teacher inputs/actions). There will also be a Teacher Coaching Cycle Synopsis.
 - b. Supportive Environment: By June 2023 we will implement restorative practice systems, structures, and protocols to support the development of student autonomy and support critical thinking and effective decision making.
 - i. By June 2023, increase the percentage of students feeling safe on the Brooklyn Lab Learning Environment Survey by 5% and decrease the number of suspensions by 5% in order to secure a safe environment for all students
 - ii. By June, 2023, effective implementation of the Restorative Approach systems and structures to teachers and students while reducing the number of incidents in the classroom by 5%
- d. All
- i. Scholar Services Program Review



1. A monitoring review of the special education programs and services conducted at Brooklyn Laboratory Charter School and Edmund W. Gordon Brooklyn Laboratory Charter School on June 9th and 10th and June 16th- 17th
2. The review activities included: record reviews, interviews with the administration, teachers and related service providers and check-ins of classroom instruction and related service sessions to verify Individualized Education Program (IEP) verification. These review activities will be for a sample of students with disabilities.
3. Scholar Services System Improvement: Daily IEP Case Manager Working Sessions
 - a. Daily Scholar Services Team Check-In Strategy 1
 - i. The Scholar Services team meets daily to review the list of upcoming IEP meetings.
 - ii. Team assesses readiness for each scholar's meeting (including preparation of all relevant materials and communication w/families); any action steps are noted and assigned.
 - iii. Incomplete or unfinished teacher reports are flagged by Special Education Case Managers.
 - iv. Team reviews examples of high quality report writing and areas for growth for ongoing materials and process improvement.
 - ii. Compensatory Services Plan
 - iii. Summer Program
 1. Enrollment Checkin In 6/14/22
 2. Staffing Roster Due 6/15/22
 3. Teacher PD 6/27/22

6. Adjournment

Gary moved to adjourn the meeting at 6:37 PM and Sujata seconded. The Board moved to Executive Session.

Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Agenda
July 21, 2021

Due to the COVID-19 Pandemic, this Board Meeting is being held in-person at 77 Sands Street, Brooklyn, NY. Zoom participation is available.

On-Site Board participants include: Mickey, Pat, Nadine, Adrien

Remote Board participants include: Gary Wood, Tokumbo

Other On-Site participants include: Jonathan Flynn, Eric Tucker, Aaron Daly, Chris H., Bb Ntsakey,

Other Remote participants include: Sheryl Gomez, Sarah Pactor, Kristin Levine, Chuck Jones (until 6:04), Kristen Lambertz-Berndt

July 2021 Slides

Meeting called to order.

The meeting was called to order at 6:02pm by Mickey in the presence of a quorum.

Governance

Board Adoption of the June 2021 Board Meeting Minutes

“The minutes from the board meeting of June 16, 2020 were circulated to and approved unanimously by the board” (or words to that effect).

Pat moved to adopt the June 2021 Board Meeting Minutes. Nadine seconded the motion.

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

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

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

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

Adrien moved to approve. Nadine seconded the motion. Motion passed unanimously

Eric Tucker leaves the room at 6:07pm.

Executive Director Performance Management and SY 2021-2022 Offer of Employment

Based on the quarterly cadence of performance review of the Executive Director and the progress against annual goals, the Board of Trustees authorizes the Chair of the Board to extend an offer of employment to the Executive Director for the 2021-2022 School year.

InnovateEDU Agreement Oversight and Performance Management

The Finance Committee continues to review the cost and performance of the InnovateEDU LAB Corps Fellowship. The cadence of check-ins between the Board Chair, Board Treasurer, CFO, and Senior Director of Academics has supported oversight of the agreements for the 2021-2022 School Year.

Board agreement to engage InnovateEDU to provide LAB Corps Fellows Services

The Board approves management to negotiate and the Board Chair or Chief Financial Officer to execute an agreement with InnovateEDU to provide services related to the recruitment, employment, and supervision of fellows to staff the School's tutoring and individualized instruction program.

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

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

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

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

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

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

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

WHEREAS, the Board considers the FY 2021-2022 contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approved of an agreement with InnovateEDU being put in place for FY 2021-2022;

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

WHEREAS, the Board, following overview and discussion of the proposed LAB Corps Fellowship Services Agreement, the Board is directing the Management team to prepare and ensure the execution of a LAB Corps Agreement with InnovateEDU for the 2021-2022 School Year;

THEREFORE, the Board of Trustees authorizes the Board Treasurer and Chief Financial Officer to negotiate an agreement with InnovateEDU to provide tutoring/individualized instruction services for the fiscal year ending June 30, 2022; and to evaluate and ensure the quality and satisfaction of these services on an ongoing basis throughout the fiscal year.

Authorization to execute the School Partnership Agreement with InnovateEDU

WHEREAS, the School has a need in the 2021-22 School Year to have additional staff persons and programmatic options to provide extended learning opportunities and enrichment-focused child care options to middle school scholars;

WHEREAS, the School is considering whether to execute the school year 2021-2022 services agreement for out of school time (afterschool and weekend) programming with InnovateEDU, in conjunction with substantial funding and technical assistance provided to InnovateEDU through the Department of Youth and Community Development;

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

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

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

WHEREAS, the Board considers these particular contractual relationships, dealings, and contracts to be fair and reasonable and in the best interests of the School and its charitable and educational mission, and has therefore approved of an agreement with InnovateEDU being put in place for FY 2021-2022;

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

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

Adoption of Facilities License Agreement Between Brooklyn Laboratory Charter Schools and InnovateEDU

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

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

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

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

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

Eric Tucker returned at 6:24pm

Authorization of Submission of NYSED Annual Report

The Board of Trustees moves to authorize the Chair to certify and submit the Annual Report for Brooklyn Laboratory Charter School by the August 2, 2021 deadline.

Authorization to Submit the XQ Grant Annual Report

The Board of Trustees authorizes the Executive Director and Chief Financial Officer to submit the Annual Report regarding the approved revised budget and milestones to the XQ Super Schools Institute on or before August 30, 2021.

Authorization to Submit the Title 1, Title 2, Title 4, and ESSER Applications

The Board voted to provide signature authorization for Eric Tucker, Executive Director, to sign Title 1, Title 2, Title 4, and ESSER Applications on behalf of Edmund W. Gordon Brooklyn Laboratory Charter School and on behalf of Brooklyn Laboratory Charter School.

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

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

- Charter School Business Management
- Urban Projects Collaborative
- Venable LLP
- K&L Gates
- Cohen Schneider LLP
- Underdog Strategies
- Edgenuity
- CommonLIT
- KL Consulting
- Education Board Partners
- KLB Consulting
- The Board authorized the Executive Director or Chief Financial Officer to make rental payment pursuant to the Lease agreement with Friends of Brooklyn Laboratory Charter Schools, Inc.

Motion that the Board authorize the Executive Director and the Chief Financial Officer of Brooklyn Laboratory Charter Schools to make payments in excess of \$20,000, without further board consultation, to the following vendors in the case of recurring expenses that were approved as part of the LAB 2021-2022 operating budget.

Adoption of Resolution for Charter Renewal Application Submission & Charter Revision

The Board approves the Board Chair and the management team to complete and execute Attachment Q, “Application for Renewal Certification Statement,” on behalf of the Board, upon submission of the Application.

Resolution Supporting Revision to the SY21-22 Enrollment Table

The Board of Trustees of BLCs respectfully requests a one year only, time-limited reduction in LAB’s enrollment table for the 2021-2022 school year from a total enrollment of 1,185 to a total enrollment of 915 (the “Request”).

Adoption of Organizational Chart

The Board moved to approve the 2021-22 Organizational Chart, as amended

Adoption of Organization-Wide and Charter Specific Goals

The Board considered and moved the below resolutions in a coordinated manner:

Review and Ratify Staff Code of Conduct: The code of conduct is reflected in totality near the beginning of the personnel and employee handbook.

Review and Ratify Supervision and Performance Evaluation Plan for the Edmund W. Gordon Brooklyn Laboratory Charter School: Move to ratify the supervision and performance evaluation plan for the 2021-2022 School Year.

Academic goals: Moved that the Board approve the LAB Academic Goals for the Edmund W. Gordon Brooklyn Laboratory Charter School.

Performance goals for the school leader and the evaluation system: Move that the Board approve the performance goals for the school leader and the evaluation system.

Performance goals for school administrators and non-instructional staff: Move that the Board approve the performance goals for school administrators and non-instructional staff.

Performance evaluation criteria and design plan for teachers: Move that the Board adopt the performance evaluation criteria and design plan for teachers.

The Board affirms the importance of the Operation’s team Deep Dive protocols to provide for management quality control and Board oversight of compliance obligations and procedure adherence as they relate to Facilities, Student Enrollment, Student Services, Human Capital, and Finance work streams. The Board directs management to continue to build the annual calendar of deep dives and corrective action plans into the Annual Board Calendar.

Policy adoption

The Board of Trustees reviews the Fourth Amended and Re-stated By-Laws. A motion to approve the amended changes in the bylaws, pending the review and approval by the New York State Education Department's Charter Schools Office.

The Board of Trustees reviews the revised Conflict of Interest Policies. A motion is made to approve the revisions to the Conflict of Interest Policies, pending the review and approval by the New York State Education Department's Charter Schools Office.

Board Adoption of the COVID-19 Vaccine Requirement

WHEREAS, the policy states that Brooklyn LAB's employees must have completed the full vaccination series for COVID-19 by September 30th, 2021 to remain eligible to work; and

WHEREAS, LAB believes that sharing this information and expectation now is important so that our employees have the chance to become vaccinated if they have not already done so; and

WHEREAS, at this time, about 85% of our community is either in process or fully vaccinated; and

WHEREAS, in compliance with federal and state laws, we will be offering exemptions to employees who, for medical or strongly-held religious reasons, are not able to be vaccinated.

THEREFORE, the Board hereby adopts the COVID-19 vaccine requirement policy.

Mickey entertains a motion to approve the entire July Board of Trustees Meeting Consent Agenda Resolutions as a slate. Nadine makes motion. Pat seconds. No objections, approved unanimously.

Update from the Governance Committee

The members of the Governance Committee report back from the July 16, 2021 working session and outline priorities for the Committee for SY22.

- The Executive Directed that All Board Meetings Must be Held in Person
- Board Calendar & Governance Cycle Best Practices
- Scope for Governance Counsel David Samuels
- Education Board Partners
- Benchmark 6: Board Oversight and Governance Renewal Application

Update on Calendar for Annual Review and Revision of Policies and Procedures

Management provided an update related to the annual review and revision of Board policies and procedures, including but not limited to:

- Employee Handbook
- Scholar and Family Handbook
- Code of Conduct (discipline)
- Financial Policies and Procedures
- Admissions Policies
- Complaint Policy
- FERPA Policy

- FOIL Policy

Finance Committee

[July Finance Committee Meeting Slides](#)

Finance Committee Summary Report from the July 13, 2021 working session

Staff Members in Attendance

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

Committee Members in Attendance

- Adrien Siegfried, Treasurer
- Gary Wood, Trustee
- Mickey Revenaugh, Chair

Board Oversight and Management Reports

- Enrollment, Recruitment and Retention for School Year 2021-2022
- Oversight of the Summer Enrichment Agreement with InnovateEDU
- RFP Process for Security Services
- SY 2021-2022 Employee Benefits Update
- Employee Handbook Policies
- Compliance Trainings
- Financial Audit Update
- Annual Report

Academic Committee

Academic Committee Summary Report from the July 27, 21 meeting.

Academic Committee Reports and Updates

- Corrective Action Plan Progress
- Graduation Summary
- Summer Professional Learning
- Benchmark 1 Submission
- Summer School

Benchmark 9: Enrollment, Recruitment, and Retention

Jonathan Flynn presented Enrollment Data.

___ moved to adjourn the open meeting. ___ seconded the motion. The open Board Meeting was adjourned at ___

Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Agenda
August 4, 2021

Due to the COVID-19 Pandemic, this Board Meeting is being held in-person at 77 Sands Street, Brooklyn, NY. Zoom participation is available.

On-Site Board participants include: Mickey, Sujata, Nadine, Pat

Remote Board participants include: Gary, Adrien

Other On-Site participants include: Eric Tucker, Jonathan Flynn, Sheryl Gomez, Charles Jones, Bb, Aaron, Kelly King, Chris Habetler

Other Remote participants include: Kristin Levine,

August 2021 Slides

Meeting called to order.

The meeting was called to order at 6:02 pm by Mickey in the presence of a quorum.

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

- Vice Chair, Walter Loughlin

Nadine moved to approve the above resolution. Sujata seconded the motion. The board approved unanimously.

Board Adoption of the July 2021 Board Meeting Minutes. The minutes from the board meeting of July 21st were circulated to and approved unanimously by the board.

Pat moved, nadine and sujata seconded. **Approved unanimously.**

Whereas, Brooklyn Laboratory Charter Schools is committed to the principle that community stakeholder voice, and response to community need, is an integral component of charter school governance, operations, and decision making.

Therefore, the board approves the following resolutions as a slate:

Resolutions Proposed by the Development and Nominating Committee of the Board of Trustees:

- Brooklyn Laboratory Charter Schools Code of Ethics for Trustees, Officers, and Employees.
- Brooklyn Laboratory Charter Schools FOIL Policy.
- FERPA Policy for Brooklyn Laboratory Charter Schools.
- Brooklyn Laboratory Charter Schools By-Laws and Code of Ethics

Mickey entertains a motion to approve the entire August Board of Trustees Meeting Consent Agenda Resolutions as a slate. Pat makes motion. Sujata seconds. No objections, approved unanimously.

Resolutions Proposed by the Academic Committee of the Board of Trustees:

- Annual Plan, Annual Priorities, and Team Priorities Update and Process for Finalization.
- Brooklyn Laboratory Charter Schools Scholar & Family Handbook, as amended, including the updated Code of Conduct, as amended.
- [Master School Schedule](#) for Brooklyn Laboratory Charter Schools.
- [Student Discipline Policy and Code of Conduct](#) for Brooklyn Laboratory Charter Schools.
- [Complaint Policy](#) for Brooklyn Laboratory Charter Schools.
- [Organizational Chart](#) for Brooklyn Laboratory Charter Schools.
- **SY22 Reopening Plan.** Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School jointly hereafter referred to as LAB, developed and continues to refine a plan for ensuring our scholars have continued and consistent access to educational opportunities. LAB's chartered operating model is designed to provide scholars with a catalog of standards based learning experiences and teacher supports to ensure "180 days of instruction...counted for programs that are delivered in-person, remotely, or through a hybrid model." The LAB Continuity of Learning Plan for the 2021-2022 school year is designed to
 - Ensure continuity of learning for the 2021-2022 school year for in-person, remote, and hybrid models of instruction.
 - Design instruction aligned with the outcomes in the New York State Learning Standards
 - Ensures Equity is at the heart of all school instructional decisions.
 - Ensures all instruction whether delivered in-person, remotely, or through a hybrid model due to a local or state school closure, has clear opportunities for instruction that is accessible to all students aligned with State standards including routine scheduled times for students to interact and seek feedback and support from their teachers.
 - Includes regular and substantive interaction with an appropriately certified teacher regardless of the delivery method
 - Creates a clear communication plan for how students and their families/caregivers can contact the school and teachers with questions about their instruction and/or technology.
 - Is accessible to all, available in multiple languages based on district or charter school need, widely disseminated, and includes clear and multiple ways for students and families to contact schools and teachers (e.g., email, online platform, and/or by phone).
 - This document leverages the LAB Continuity of Learning Plan outlining how LAB is planning to support all learners and families.
 - This Plan fulfills our obligation to provide a Free and Appropriate Public Education for all students, including those opting for a staged return to in-person instruction.
 - So long as allowed by public health officials, Brooklyn LAB will be open for in-person teaching and learning, and students should be in school.
 - In case of school closures due to a declared public health emergency, Brooklyn LAB must be prepared to provide remote instruction.
 - While the Department will not require schools that are open for full-time, in-person instruction to provide on-line or remote instruction, Brooklyn LAB may work with students and families to offer remote options if it is deemed to be in the best educational interest of the student.
 - The School will consider the value of on-line capacity developed in response to the pandemic to expand programmatic offerings and to offer remote learning opportunities that are responsive to student needs. This can help where documented medical conditions prohibit the safe return for students to in-person instruction and where students who have otherwise struggled have

excelled with remote learning.

Sujata makes motion. Mickey seconds. No objections, approved unanimously.

Resolutions Proposed by the Finance Committee of the Board of Trustees, as amended:

- Brooklyn Laboratory Charter Schools Financial Policies and Procedures Manual.
- [Enrollment and Admissions Policy for Brooklyn Laboratory Charter Schools.](#)
- Resolution Approving Loan Repayment from School, consistent with loan agreements.
- Brooklyn Laboratory Charter Schools 2021-2022 Employee Handbook, as amended.
- The Board considered revisions to the School's two Charters and a revised set of enrollment tables, including consideration of:
 - Revisions to Staffing Plans.
 - Revisions to the Organization Chart.
 - Revisions to the FY22 budgets for both Charters.
 - Revisions to the education corporation's Facilities Plan.
 - Revisions to the full term pro-forma.
- Brooklyn LAB Charter School's Safety Plan, in accordance with NY Department of Health and NY Department of Education guidelines, outlining how it will prevent the spread of COVID-19.

Pat moved, Nadine seconded. Approved unanimously

Adrien entertains a motion to approve the entire August Board of Trustees Meeting Consent Agenda Resolutions as a slate. Pat makes a motion. Nadine seconds. No objections, approved unanimously.

Update from the Governance Committee

The members of the Governance Committee report back from the August 2nd working session and outline priorities for the Committee for SY22.

Finance Committee

August Finance Committee Meeting Slides

Charge: The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

The finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Finance Committee Summary Report from the August 3rd, 2021 working session

Staff Members in Attendance

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

Committee Members in Attendance

- Adrien Siegfried, Treasurer
- Gary Wood, Trustee
- Mickey Revenaugh, Chair

Board Oversight and Management Reports

Review [Staff Retention Information](#)

Review [Narrative Outlining Innovative Aspects of the Charter School](#)

Academic Committee

Sujata Reviewed the Academic Committee's Charge:

The Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

The primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

- The Board reviews the *May 5, 2021* memo titled, "[Board Oversight and School Leadership Management of Benchmark 9: The Commitment of the Edmund W. Gordon Brooklyn Laboratory Charter School to Effective Enrollment, Recruitment, and Retention of ALL Scholars, particularly English Language Learners, Scholars with Disabilities, and Economically Disadvantaged Scholars.](#)" and *May 4, 2021* memo titled, "[Board Oversight of Benchmark 1: The Commitment of Edmund W. Gordon Brooklyn Laboratory Charter Schools to Achieving Student Performance Benchmarks.](#)"

Academic Committee Reports and Updates

Benchmark 9: Enrollment, Recruitment, and Retention

Jonathan Flynn presented Enrollment Data.

The open Board Meeting was adjourned at 7:25 pm

**Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Agenda
September 15, 2021**

Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.

Remote Board participants include: Mickey Revenaugh, Walter Loughlin, Adrien Siegfried, Sujata Rajpurobit, Tokumbo Shobowale

Other Remote participants include: Eric Tucker (Executive Director), Aaron Daly (COO), Sheryl Gomez (CFO), Kelly King (Director of Partnerships), Jonathan Flynn (Director of Family and Community Affairs), Sarah Pactor (Senior Project Associate), Bennison Ntsakey (Senior Academic Officer), Kristin Levine (academic committee advisor)

September 2021 Slides

Meeting called to order.

The meeting was called to order at 6:04 pm by Mickey in the presence of a quorum.

Development and Nominating Committee

Board Adoption of the [August 2021 Board Meeting Minutes](#). The minutes from the board meeting of August 4th were circulated to and approved unanimously by the board.

Walter moved to adopt the minutes from the August 2021 Meeting. Adrien seconded. The motion was approved unanimously.

Reminder of upcoming board and committee meetings

Academic Committee Meetings

September 28

October 26

November 23

December 14

Finance Committee Meetings

October 11

November 8

December 13

Full Board Meetings

October 13

November 10

December 15

The work with Education Board Partners on the Board Annual Plan and Board Annual Calendar.

Academic Committee

Academic committee updates

- Site Visit Preparations

- Self Evaluation
- Renewal Hearing Announcement
- Benchmark 1 Data Analysis
 - Systematic review of the following data points:
 - NWEA MAP Assessment
 - Interim Assessments (released state tests)
 - Lavinia Weekly Assessments
 - Graduation Rate
 - Regents Assessments
 - Progress Update
- Building Culture Back Better
- Systems for Board Tracking and Accountability

Sujata Reviewed the Academic Committee's Charge:

The Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

The primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

Finance Committee

The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

The finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

Finance Committee Summary Report from the August 3rd, 2021 working session

Staff Members in Attendance

- Eric Tucker, Executive Director

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

Committee Members in Attendance

- Adrien Siegfried, Treasurer
- Gary Wood, Trustee
- Mickey Revenaugh, Chair

Benchmark 9: Enrollment, Recruitment, and Retention

- Enrollment and Attendance Data
- Corrective Action Plan Updates
- Homebound Instruction Updates

Reopening Updates

- COVID-19 and Facilities Updates
- COVID-19 Vaccine Promotional Program
- Health and Safety Update
- Safety Plan
 - Tokumbo moved, Sujata seconded
- Return to Work Survey and Communications
- Supporting Families and Our Teams Through Hurricane IDA
- Chapel 10th Floor with Brooklyn Prospect Sublease
 - Mickey moved, Sujata seconded. Unanimous.

The open Board Meeting was adjourned at **7:34 pm**

**Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Minutes
October 20, 2021**

Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.

Remote Board participants include: Gary Wood, Walter Loughlin, Mickey Revenaugh, Sujata Rajpurobit, Tokumbo Shobowale, Nadine Augusta (Joined 6:45pm)

Other Remote participants include: Jonathan Flynn, Sheryl Gomez, Sarah Pactor, Chris Habetler, Aaron Dady, Eric Tucker, Kristin Levine, Bb Ntsakey,

October 2021 Slides

Meeting called to order.

The meeting was called to order at 6:01 pm by Mickey in the presence of a quorum.

Development and Nominating Committee

Board Adoption of the [September 2021 Board Meeting Minutes](#). The minutes from the board meeting of September 15th were circulated to and approved unanimously by the board.

Gary moved to adopt the minutes from the September 2021 Meeting. Sujata seconded. The motion was approved unanimously.

- Reminder of upcoming board and committee meetings
- Update on committee and board annual calendar goals

Academic Committee

Sujata Reviewed the Academic Committee's Charge:

The Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

The primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

- Benchmark 1 & Appendix Submission
- Arc of the Year Progress
- Update on committee and board annual calendar goals
- Teaching + Learning Update: ENL Supports and Strategies
- Baseline Data Collection Currently Being Completed

**Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Minutes
November 10, 2021**

Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.

Remote Board participants include: Mickey, Gary, Pat, Sujata

Other Remote participants include: Eric Tucker, Sheryl Gomez, Chris Habetler, Kristin Levine, Jonathan Flynn, Kelly King, Sarah Pactor, Bb Ntsakey

November 2021 Slides

Meeting called to order.

The meeting was called to order at 6:01 pm by Mickey in the presence of a quorum.

Finance Committee
Development and Nominating Committee
Academic Committee
Additional Updates

Finance Committee

Sheryl reviewed the Finance Committee Charge

The finance committee oversees the school's budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school's strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school's resources.

The finance committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between every board meeting and submits committee minutes to the full board to communicate progress.

- Sheryl reviewed Finance Committee Goals - Nov 2021
- Sheryl reviewed School Quality Report Progress to Goals
- Sheryl provided an audit timeline update

Resolution to Submit Charter Revisions to NYSED

The Board approves the submission of non-material revisions and material revisions to the authorizer, on December 1, consistent with the work from the Future Ready Committee.

Gary moved to approve the motion. Pat seconded the motion. The motion was approved unanimously.

Benchmark 9: Enrollment, Recruitment, and Retention

- Enrollment and Attendance Data
- Corrective Action Plan Updates
- Homebound Instruction Updates

Development and Nominating Committee

Board Adoption of the [October 2021 Board Meeting Minutes](#). The minutes from the board meeting of October 20th were circulated to and approved unanimously by the board.

Gary moved to adopt the minutes from the October 2021 Meeting. Pat seconded. Adrien abstained due to his absence at the last meeting. The motion was otherwise approved unanimously.

- Mickey reviewed Systems to Support Board Oversight and Accountability: Committee Goals & Annual Calendar

Academic Committee

Sujata Reviewed the Academic Committee's Charge:

The Academic Committee for each school operated by the Education Corporation works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school's charter.

The primary responsibilities of the Academic Committees include advising the Board on each school's core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school's vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school's academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

- Bb and Chris reviewed progress toward Academic Committee Goals
- School Quality Report Progress to Goals
- College Application Arc of Year
- Progress to Goals Graduation
- Chris provided culture updates
- Arc of Year Progress
- Student WellBeing Index w/Turnaround for Children

Other Updates

- Renewal Update
- Website and media updates
- Dec 10 LAB Community Health Fair

The open Board Meeting was adjourned at 7:04 pm. The Board moved to Executive Session.

Brooklyn Laboratory Charter Schools
Board of Trustees
Board Meeting Minutes
December 15, 2021

Location and Participants

Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.

- ***In-person Board Participants:*** Mickey Revenaugh
- ***Remote Board Participants include:*** Nadine Augusta, Adrien Siegfried, Sujata Rajpurobit , Gary Wood, Tokumbo Shobowale
- ***Other In-person Participants include:*** Eric Tucker, Sheryl Gomez
- ***Other Remote Participants include:*** Jonathan Flynn, Kristin Levine, Sarah Pactor, Chris Habetler, Kelly King

Agenda and Timing

Meeting called to order.

The meeting was called to order at 6:02 pm by Mickey Revenaugh in the presence of a quorum.

December Board Meeting Agenda
Development and Nominating Committee
Finance Committee
Academic Committee
Additional Updates

Development and Nominating Committee

- **Board Adoption of the November 2021 Board Meeting Minutes:** The minutes from the board meeting of November 10th were circulated to and approved unanimously by the board.
 - Nadine moved to adopt the minutes from the November 2021 Meeting. Adrien seconded. The motion was otherwise approved unanimously.
- Nadine presented prospective board member candidates.

Resolution Concerning the Addition of Jonathan McIntosh as a Member of the Board of Trustees

Motion to Add Jonathan McIntosh to Board of Trustees: The Brooklyn Laboratory Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Jonathan McIntosh** as a member to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by NYSED. The resolution approving Jonathan McIntosh is adopted upon NYSED's approval.

- **Resolution:** Sujata moved to approve the above motion, Adrien seconded the motion. The motion was approved unanimously.

Resolution Concerning the Addition of Eldridge Gilbert as a Member of the Board of Trustees

Motion to Add Eldridge Gilbert to Board of Trustees: The Brooklyn Laboratory Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Eldridge Gilbert** as a member to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by NYSED. The resolution approving **Eldridge Gilbert** is adopted upon NYSED's approval.

Resolution: Gary moved to approve the above motion, Mickey seconded the motion. The motion was approved unanimously.

**BOARD OF TRUSTEES OF
BROOKLYN LABORATORY CHARTER SCHOOLS**

**RESOLUTIONS
Charter Revision Requests**

**BROOKLYN LABORATORY CHARTER SCHOOL
EDMUND W. GORDON BROOKLYN LABORATORY CHARTER SCHOOL**

WHEREAS, in the Fall of 2021, the New York State Education Department Charter School Office (NYSED CSO) liaison for Brooklyn Laboratory Charter Schools (BLCSs) notified the BLCSs Executive Director and Board Chair that adjustments to various aspects of the charters of Brooklyn Laboratory Charter School (BLCS) and Edmund W. Gordon Brooklyn Laboratory Charter School (EWGBLCS) made over the years since each School's founding and previously submitted to NYSED CSO must now be submitted to NYSED CSO and/or the School's charter entity, the Board of Regents of the University of the State of New York (Board of Regents), as material or non-material charter revision requests, but has not clarified which requests are material, non-material, or neither at this time; and

WHEREAS, in addition to the charter revisions sought by NYSED CSO, the BLCSs Board of Trustees wishes to submit several additional revision requests for the charters of each School to ensure that the charters of each School are up-to-date and compliant with the requirements of NYSED CSO and the Board of Regents; and

WHEREAS, the BLCSs Board of Trustees appreciates its obligation to seek NYSED CSO and/or Board of Regents approval for all charter revisions, as a part of the Board's oversight and management efforts to comply with applicable laws, regulations, and the provisions of each School's charter; and

WHEREAS, the BLCSs Board of Trustees has duly considered each revision request, taking into account community stakeholder voice and feedback, and response to community need and experience, and believes that the revision requests are in the best interests of each School, their scholars and families, and the community; and

WHEREAS, the BLCs Board of Trustees therefore proposes to submit the following revision requests for the charter of BLCs, in substantially the forms presented to the BLCs Board of Trustees and attached as exhibits hereto, to NYSED CSO and/or the Board of Regents:

1. Organizational Chart – Exhibit A
2. Key Design Elements – Exhibit B
3. Charter Pages – Exhibit C
4. Admissions and Enrollment Policy – Exhibit D
5. Enrollment Decrease – Exhibit E

; and

WHEREAS, the BLCs Board of Trustees therefore proposes to submit the following revision requests for the charter of EWGBLCS, in substantially the forms presented to the BLCs Board of Trustees and attached as exhibits hereto, to NYSED CSO and/or the Board of Regents:

1. Organizational Chart – Exhibit F
2. Key Design Elements – Exhibit G
3. Charter Pages – Exhibit H
4. Admissions and Enrollment Policy – Exhibit I
5. Complaint Policy – Exhibit J
6. Discipline Policy and Code of Conduct – Exhibit K
7. Enrollment Decrease – Exhibit L
8. Fourth Amended and Restated Bylaws – Exhibit M

NOW, THEREFORE, BE IT RESOLVED, that all the revision requests described above, having been reviewed by the BLCs Board of Trustees, are hereby adopted and approved; and

BE IT FURTHER RESOLVED, that the BLCs Board of Trustees hereby approves the submission of all the revision requests described above to NYSED CSO on behalf of the Board of Regents, and/or to the Board of Regents; and

BE IT FURTHER RESOLVED, that the BLCs Board of Trustees does hereby authorize and direct the Executive Director of BLCs, in the name and on behalf of BLCs, BLCS and EWGBLCS, to do all such things and take all such acts and to expend such fees for and on behalf of BLCs, BLCS and EWGBLCS as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these Resolutions including, without limitation, to execute and deliver the revision requests to NYSED CSO on behalf of the Board of Regents, in substantially the form presented to the BLCs Board of Trustees, along with any other documents in connection with the revision requests as may be required by NYSED CSO, with such changes or amendments thereto as the Executive Director deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by the Executive Director; and

BE IT FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BLCs, the Executive Director of BLCs, member of BLCs leadership, or any appointed or authorized person or persons authorized to act on behalf of BLCs, BLCS, and/or EWGBLCS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.

Tokumbo moved to approve the above motion, Sujata seconded the motion. The motion was approved unanimously.

- Eric provided background on why the school is submitting each of the revisions, per good hygiene and the updated October 2021 NYSED guidance. He further provided updates on the process of counsel review and Board committee oversight on each of the revisions.
- The Academic Committee session included a particular focus on the Key Design Elements and charter page revisions. The Academic Committee discussion emphasized the importance of:
 - Mission and Vision. It's critical that school stakeholders share a common and consistent understanding of the school's mission and key design elements outlined in the charter.
 - Revision of the KDE's to reflect current understanding, including those related to nomenclature and consistency.
- Mickey provided examples of the types of revisions the school is requesting, and of the Board's engagement and conversations with counsel and with the Authorizer.

NYSED Edmund W. Gordon Brooklyn Laboratory Charter School (EWGBLCS) Mid-Term Site Visit Report Action Plan

- Eric and Mickey provided context on the request from NYSED to complete an action plan for each benchmark for EWGBLCS, charting a pathway towards meeting the 2015 Charter School Performance Framework standards. This action plan will serve as a tool for the school and New York State Education Department Charter School Office (NYSED CSO) to understand the actions that each school will take towards these aims or in the maintenance of effective practices. The School is preparing the action plan in order to assist the NYSED CSO in providing supports to the school. Mid-term SV report feedback is designed to empower the school to work towards or maintain a "meets" rating for all Performance Framework Benchmark ratings and, if applicable, develop a specific plan towards meeting those benchmarks not yet being met. The action plan does not duplicate efforts but is intended to develop a road map for the school which incorporates current strategies such as the school's annual plan, the Board's annual calendar, the school's academic programs and keeps the authorizer informed of such activities. The action plan is slated to be submitted by 12/31/21.
- On December 8, 2021, NYSED requested that EWGBLCS submit an action plan consistent with the template they provided for each benchmark by December 31, 2021. Moving forward, the school's leadership team will review the status of the benchmarks on a bi-monthly basis to ensure that traction is being made across each benchmark and strategy. Management will share the status of these initiatives during Board committee sessions and Board meetings to provide for oversight and review. The submitted action plan will be converted into a dashboard to facilitate such management and oversight.

This resolution authorizes the Chairperson of the Board of Trustees (Mickey) to coordinate with staff members to submit the Action Plan template once completed and reviewed, by no later 12/31/2021.

Adrien moved to approve the above motion, Nadine seconded the motion. The motion was approved unanimously.

Finance Committee

Sheryl and Adrien reviewed the Finance Committee Charge:

- The Finance Committee oversees the school’s budget and asset management. This committee approves short- and long-term financial goals for the charter school, recommends and monitors a budget aligned with the school’s strategic priorities, ensures compliance with strong policies, and raises financial concerns and solutions to safeguard the school’s resources.
- The Finance Committee includes the school leader, Chief Financial Officer (CFO), and at least three board members—one of whom serves as the committee chair. The committee meets at least once between board meetings and submits committee minutes to the full board to communicate progress.
- Sheryl (CFO) gave an update on the Finance Committee Goals, clarifying that we are off track due to landlord collaboration:

Finance Committee Goals	December 2021	Progress Update
Goal 1: By November 30, 2021, the Board will create and approve a strategic, multi-year plan that is aligned to the Material Charter Revision request to be submitted December, 2021.	Material Revision request	Not Yet On Track; trending in the right direction.
Goal 2: By May 31, 2022 the Finance Committee will implement a 10-year sustainable financial model aligned to the Material Revision request to align facilities obligations with Enrollment Table obligations.	Material Revision request	On Track
Goal 3: By July 30th, 2021, the board will approve a balanced and fiscally sound budget (with Annual Plan, pandemic response, and program alignment considerations) for SY 21-22.	Review the budget vs. actual report to determine if any material revisions to the budget are necessary.	Complete
Goal 4: By October 30th, 2021, the board will have a process to review, revise and confirm lease renegotiation and debt refinancing priorities.		Off Track

- **Chapel Sublease and Consent Letter negotiation:** On behalf of the Finance Committee (and the Real Estate Subcommittee of the Finance Committee), Sheryl provided an update on the Chapel Sublease and Consent Letter negotiation.
 - The Redline agreement has been reviewed by Pat and Gary from the Board.
 - The School’s is entirely agreeable to both parties, apart from a negotiation RE: the renewal date.

- LL Consent Letter negotiation has begun, and is being overseen by the Finance Committee. .
- **Culture Amp Staff Survey:** Sheryl provided an update on the Culture Amp Staff Survey
 - The second staff engagement survey for SY21-22 closed on Friday, December 10, 2021. The survey closed out strongly with 75% participation and 86% commenters.
 - Picking up on the HR update provided to the Finance Committee, Sheryl provided an update regarding the next steps and timelines. The next steps include:
 - Circulate participant follow-up comms.
 - Analyze raw data, emerging themes, concerns, priorities.
 - Deliver initial key findings: highlights and trends for LAB senior leadership team, Board, and staff
- **Enrollment, Recruitment and Retention:** Jonathan provided an update on Benchmark 9: Enrollment, Recruitment and Retention
- **General Update:**
 - Invoiced Enrollment
 - Homebound Instruction/Individualized Study Enrollment
 - Budgeted Enrollment
 - Approved Charter Enrollment: BLCS & EWGBLCS
 - Budgeted Enrollment: BLCS &- EWGBLCS
 - Deficit from budgeted enrollment
 - Scholar Withdrawal

Since Previous Board Meeting:

- Additional Families have accepted a seat at Brooklyn LAB
- Additional Families were offered a seat at Brooklyn LAB
- Additional Leads have been generated from ads and outreach

LAB Community Health Fair: Kelly King provided an update on the LAB Community Health Fair, 12/10/2021

On December 10th from 12-5pm scholars, families, and staff attended LAB's Health Fair

Offerings included:

- COVID-19 Vaccines
- Flu Vaccines
- Nutritious Food Samples
- Financial Literacy Sessions
- Fitness Activities

Public Affairs Campaign to the Board of Regents: Kelly provided an update on Public Affairs Campaign to the Board of Regents Brooklyn LAB is working to develop a weekly messaging campaign to the wider school community. Key messages and themes include:

- Academic Data
- Graduation Data

- Individual Scholar Stories
- Family Stories
- Staff Spotlights
- Team Spotlights
- Overviews of LAB's equitable reopening process
- Commitment to serving special populations (ELL, SPED, etc.)

Finance Committee reviewed its December 2021 Oversight: The Finance Committee reviewed its December 2021 oversight tasks, which include:

- Review of upcoming Board Committee and full Board meetings for 2022
- Review of Finance Committee Goals - for December 2021
- Oversight of Benchmark 9: Enrollment, Recruitment and Retention
- Substantive review of proposed Resolutions for Material and Non-Material Revisions by Charter
- Review of EWG BLCS Mid-Term SV Report Action Plan
- Review of proposed agreements for Chapel Sublease and Consent Letter Negotiation
- Review of Staff Survey.

The Finance Committee Reviewed the School's Performance on Benchmark 4, Financial Condition: including Working Capital, Debt to Asset, Cash Position, and Total Margin. The Finance Committee provided oversight of how:

- The Finance Committee and management team track metrics for reserves, equity, and net income.
- The Board reviews the school year budget planning, including the addition of contingency lines for COVID-related expenses.
- Monthly budget and cash flow management: The management team will track metrics for Debt to Asset Ratio, Debt Service Coverage Ratio and Days of Cash on Hand.
- Monthly oversight by the Board of Trustees and Finance Committee: These groups engage in active oversight of the school's financial condition by routinely receiving and discussing financial reports including: budget implementation status reports, interim income statements and balance sheets, and analyses of actual cash flow to cash flow projections.
- For SY22, the school monitors debt ratios, cash flow and equity to gauge fiscal trends, stability and viability.
- Survey/town hall students, caregivers, and the community on how they would like to be engaged in future decision-making.
- Create a plan for SY 22-23 on how to engage students, caregivers, and the community.
- Annual periodic review of the Financial Practices Manual to ensure that controls are in place and functioning properly.
- Monthly financial review of the accounting system and grants management by CSBM consultant.
- The School engages PKF O' Connor Davies to audit the School's statement of financial position and the related statements of activities, functional expenses, and cash flows on a yearly basis.

The Finance Committee Reviewed Performance on Benchmark 5, Financial Management: specifically how the school operates in a fiscally sound manner with realistic budgets pursuant to a long-range

financial plan, appropriate internal controls and procedures, and in accordance with state law and generally accepted accounting practices. The following conclusions from the annual professional audit were reviewed:

- Strong Accounting System. The school has an accurate and functional accounting system that includes monthly budgets.
- Mission-driven budget management. The school sets budget objectives and regularly analyzes its budget in relation to those objectives.
- Allocation of budget surpluses. The school is working to allocate budget surpluses in a manner that is fiscally sound and directly attends to the social and academic needs of the students attending the school.
- Strong Fiscal Policies. The school has and follows a written set of fiscal policies.
- State and Federal Financial Reporting. The school worked to comply with state and federal financial reporting requirements.
- Maintaining internal controls and procedures. The school has and is working to maintain appropriate internal controls and procedures.
- Generally accepted accounting principles. The school follows generally accepted accounting principles.

The Finance Committee reviewed that the Benchmark 9 indicators were not met for EWGBLCS, according to NYSED CSO.

Feedback includes that

- a) EWGBLCS is making regular and significant annual progress toward meeting the targets.
- b) EWGBLCS has implemented extensive recruitment strategies and program services to attract and retain students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch. Strategies include but are not limited to: outreach to parents and families in the surrounding communities, widely publicizing the lottery for such school, efforts to academically support these students, and enrollment policy revisions, such as employing a weighted lottery or enrollment preference, to increase the proportion of enrolled students from the three priority populations.
- c) EWGBLCS has implemented a systematic process for evaluating recruitment and outreach strategies and program services for each of the three categories of students, and makes strategic improvements as needed.

The Finance Committee reviewed the following components of performance:

- Indicator a: EWGBLCS is making annual progress towards meeting its subgroup targets but has experienced a relative decline in overall enrollment since the 2019-2020 school year.
- Indicator b: The school has implemented extensive recruitment strategies and program services to attract and retain SWDs, ELLs, and students who are eligible for free and reduced priced lunch.
- Indicator c: The school's self-evaluation documentation states that its recruitment and family engagement teams have implemented a systematic process for evaluating recruitment and outreach strategies and program services for each of the three categories of students, and makes strategic improvements as needed.

The Finance Committee made the following commitments:

Enrollment Strategy and Approach. The school has implemented a systematic process for evaluating recruitment and outreach strategies and program services for each of the three categories of students, and makes strategic improvements as needed.

Scholar Recruitment. The school has implemented extensive recruitment strategies and program services to attract and retain students with disabilities, English language learners, and students who are eligible for free and reduced priced lunch.

Scholar Retention. The school has implemented a systematic process for supporting students / families to improve within-year and year-to-year retention of scholars.

Academic Committee

Core Updates:

- Review of SY 21-22 Goals
- Spring 2021 State Test Data
- January Priorities
 1. NWEA Growth Map Assessment Data
 2. January Regents and On Track to Graduate
 3. Academic Committee Mid Year Progress Dashboard Review

- Sujata Reviewed the Academic Committee’s Charge:

The Academic Committee for each school operated by the Education Corporation (BLCS and EWGBLCS) works to ensure that each school is meeting its accountability goals related to student achievement, helps ensure the academic quality and credibility of each school as an academic institution, and supports the Executive Director in the maintenance, promotion, and improvement of the academic standards set forth in each school’s charter.

- The primary responsibilities of the Academic Committees include advising the Board on each school’s core activities of teaching and learning; recommending to the Board the adoption of academic policies consistent with each school’s vision, mission, and strategic plan; adopting procedures to benefit Board-approved academic policies; building and enhancing the quality of each school’s academic programs at all levels; advising the Board on the academic aspects of the strategic direction of each school; and working with the Executive Director to monitor and advance the quality of all academic activities.

Bb provided an update on Academic Committee goals 1-3

Academic Committee Goals	December 2021	Process Progress	Outcomes
Goal 1: By June 30, 2022, the board will contribute to the development of and approve the use of an academic dashboard for monitoring student outcomes to be reviewed at all board meetings.	Monthly reporting on outcomes, strategy adjustments	To Improve	To Improve

<p>Goal 2: The academic committee will provide ongoing training and data review sessions for the full Board and each new board member on our student achievement goals, metrics, and education landscape to ensure they have the knowledge they need to understand school data and make effective board-level decisions.</p>	<p>Monthly, the academic committee will:</p> <ul style="list-style-type: none"> Review academic goals and strategies Review relevant data Prepare communication and discussion to the board regarding academic strategies and data 	<p>On track</p>	<p>On track</p>
<p>Goal 3: Provide robust oversight to ensure Accelerated Learning campus-level goals are met, and that scholars make accelerated growth as readers, preparing them to tackle college and life, as aligned to the Performance Framework.</p>	<p>Review progress toward campus accelerated learning goals, strategize on supports or adjustments</p>	<p>On track</p>	<p>To Improve</p>
<p>Goal 4: Track progress and provide oversight of campus level progress on the Scholar Culture of Learning and Thriving Arc of the Year, such that <i>Scholars are safe, known, and engage productively in their learning and with their school community, creating the setting conditions for personal growth and positive to connection to the school.</i></p>	<p>Review progress toward campus culture of learning and thriving goals, strategize on supports or adjustments</p>	<p>On track</p>	<p>To Improve</p>
<p>Goal 5: Track progress and provide oversight of campus level progress on the Staff Culture of Shared Purpose Arc of the Year, such that: <i>Staff are safe, known, and engage productively in their development to create a positive, powerful, nimble and aligned staff culture.</i></p>	<p>Review progress toward campus staff culture goals, strategize on supports or adjustments</p>	<p>On track</p>	<p>To Improve</p>

Bb Ntsakey provided a summary of 2021 Spring test data

Overall	ELA	State Spring 2019	District Spring 2021	Math	State Spring 2019	District Spring 2021
BLCS Spring 2021	6	+10%	-18%	6	-33%	-26%
	7	- 20%	-37%	7	-30%	-22%
	8	+12%	-01%	8	-8%	+04%
EWG Spring 2021	6	+03%	-25%	6	-47%	-40%
	7	+08%	-09%	7	-07%	+01%

	8	+07%	-04%	8	+07%	+19%
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- Sujata provided context on how numbers were affected by the pandemic
- Bb advised that breakdowns by subgroup are available in the slides appendix

During the December Academic Committee oversight sessions, the Academic Committee reviewed MS performance for grades 6, 7, and 8 compared to NY State. This included:

- EWG '21 vs NY State '19 - ELA: All students
- EWG '21 vs NY State '19 - Math: All students
- EWG '21 vs NY State '19 - ELA: Students with Disabilities
- EWG '21 vs NY State '19 - Math: Students with Disabilities
- EWG '21 vs NY State '19 - ELA: Economically Disadvantaged
- EWG '21 vs NY State '19 - Math: Economically Disadvantaged
- EWG '21 vs NY State '19 - ELA: English Language Learners
- EWG '21 vs NY State '19 - Math: English Language Learners
- BLCS '21 vs NY State '19 - ELA: All students
- BLCS '21 vs NY State '19 - Math: All students
- BLCS '21 vs NY State '19 - ELA: Students with Disabilities
- BLCS '21 vs NY State '19 - Math: Students with Disabilities
- BLCS '21 vs NY State '19 - ELA: Economically Disadvantaged
- BLCS '21 vs NY State '19 - Math: Economically Disadvantaged
- BLCS '21 vs NY State '19 - ELA: English Language Learners
- BLCS '21 vs NY State '19 - Math: English Language Learners

During the December Academic Committee oversight sessions, the Academic Committee reviewed MS performance for grades 6, 7, and 8 compared to our best sense of Community School District 13 numbers. This included:

- EWG '21 vs CSD 13 '21 - ELA: All students
- EWG '21 vs CSD 13 '21 - Math: All students
- EWG '21 vs CSD 13 '21 - ELA: Students with Disabilities
- EWG '21 vs CSD 13 '21 - Math: Students with Disabilities
- EWG '21 vs CSD 13 '21 - ELA: Economically Disadvantaged
- EWG '21 vs CSD 13 '21 - Math: Economically Disadvantaged
- EWG '21 vs CSD 13 '21 - ELA: English Language Learners
- EWG '21 vs CSD 13 '21 - Math: English Language Learners
- BLCS '21 vs CSD 13 '21 - ELA: All students
- BLCS '21 vs CSD 13 '21 - Math: All students
- BLCS '21 vs CSD 13 '21 - ELA: Students with Disabilities
- BLCS '21 vs CSD 13 '21 - Math: Students with Disabilities
- BLCS '21 vs CSD 13 '21 - ELA: Economically Disadvantaged

- BLCS '21 vs CSD 13 '21 - Math: Economically Disadvantaged
- BLCS '21 vs CSD 13 '21 - ELA: English Language Learners
- BLCS '21 vs CSD 13 '21 - Math: English Language Learners

The Academic Committee dug into the data, and reviewed critical action steps, including a focus on:

- Quality Curriculum
- Effective Instruction
- Assessment and Program Evaluation
- Supports for Diverse Learners
- Effective, Focused Instructional Leadership

The Academic Committee reviewed where the school has met or exceeded achievement indicators for academic proficiency, trends toward proficiency. And where (with subgroups and different comparisons) there were performance gaps and required improvements.

The Academic Committee pressure tested management plans related to specific systems in place designed to cultivate shared accountability and high expectations and that lead to students' well-being, improved academic outcomes, and educational success. The Academic Committee asked questions related to the implementation of certain research-based practices and rigorous and coherent curriculum and assessments that are aligned to New York State Learning Standards for all students. Intellectual Preparation protocol and quality improvements were discussed with the Academic Committee as a high leverage approach to addressing the gap between what students know and need to learn so that all students experience consistent high levels of engagement, thinking and achievement.

The Academic Committee checked on progress related to the Arc of the Year, including the systems in place to support students' social and emotional health and to provide for a safe and respectful learning environment. The Academic Committee reviewed family and student satisfaction with the school's academics and the overall leadership and management of the school.

The Academic Committee emphasized the importance of the mission and key design elements for improving performance and informing course corrections. The Academic Committee conveyed the importance of the school's faithfulness to its mission and implementation of the key design elements included in its charter. The proposed revisions to the Charter's Key Design Elements, including family responses during the recent town halls, were discussed.

Bb Ntsakey presented the initiative for the January Regents preparation and completion process.

- The Academic Committee reviewed and provided extensive oversight of the Schools' (BLCS and EWGBLCS) plan to ensure students pass upcoming January Regents Examinations.
- Regents Examination Exemptions assessment requirements students must meet to earn a diploma. The schools have a significant number of students who are planning to take one or more Regents Examinations during the January 2022 examination period at the conclusion of a course of study or

make-up program shall be exempt from the requirements pertaining to passing a corresponding Regents Examination to be issued a diploma. This includes students who are:

- Prepared to take a required Regents Examination to graduate at the end of the first semester.
- Completing a make-up program to earn a course credit.
- Enrollment in a course that culminates with a January 2022 Regents Examination.

Goals for the January Regents.

1. Provide students with the opportunity to practice sets of problems from previous Regents opportunity to learn tips and tricks for success.
2. Sit mock exams, and develop personal targeted preparation plans for each scholar.
3. Ensure maximum productivity of Regents aligned courses -- supporting scholars to complete exams successfully.
4. Establish course based / exam based test preparation data and re-teach cycles in Regents aligned courses.
5. Provide case management for juniors and seniors who have upcoming regents.
6. Respond to family and scholar feedback and input regarding the Regents Examination process.

Overview:

- We will focus intensively on academic preparation and mastery at the high school level to ensure that all students meet or exceed standards for regents.
- During the weeks leading up to the Regents Exam, there will be directed lessons provided to and a series of practice sessions for students who require Regents for graduation.
- This initiative is coordinated across CSO, HS Leadership, Shared Services (Bb and Chris) and School Director (Damion).





Key Levers:

- Core Instructional Focus on Released Items.
- Small group tutoring in courses culminating in a Regents Examinations.

Other Updates

Eric provided an update on the Omicron variant and school safety. We need to keep doing the things we are already doing - mask wearing, hand washing, etc.

Several scenarios for how Omicron could unfold in the coming months

	BULL <i>Omicron supplants Delta with a milder virus that builds population immunity</i>	BASE <i>Mild to moderate setback but no major deviations necessary in response</i>	BEAR <i>Omicron is "Delta squared" – more transmissible and lethal</i>
 Disease risk	Milder virus outcomes , even among most vulnerable (despite high transmission)	Similar disease & transmission risk as Delta; critical to protect the most vulnerable	Significantly more severe and transmissible than Delta
 Immunity benefits	Current vaccines confer significant protection ; boosters less critical going forward	Vaccines still offer protection against severe outcomes ; boosters even more vital	Variant evades vaccines and recovered immunity, requiring new formulations
 Societal impact	Improved conditions ; progressive easing of restrictions with little sign of recurrence	Mostly status quo with some more restrictions (e.g., mask and testing mandates)	Increased restrictions required to maintain health system capacity ; significant economic drag possible
	 Current estimate of most likely outcome (Dec. 6)		

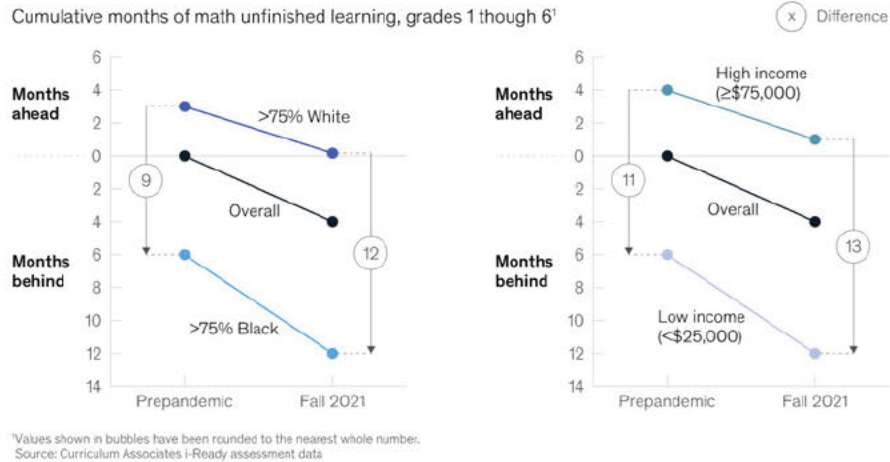
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Endemic COVID-19: New variants will continue to appear over time. Delta variant likely to be a prominent variant for 7-9 months based on current patterns.

Eric and Chris provided context on how our school community has been affected by recent COVID deaths and health complications.

- **Schools Confront a Wave of Student Misbehavior, Driven by Months of Remote Learning:** Via [WSJ](#).
- **Hidden Pain: Children Who Lost a Parent or Caregiver to COVID-19 and What the Nation Can Do to Help Them:** New COVID Collaborative [report](#) / [press release](#)
 - "There are 167,000 children under 18 who have lost a parent or other in-home caregiver, with the greatest impact on communities of color and children 13 and younger who are the most dependent."
 - Black and Hispanic children experienced more than twice the rate of loss of White children.
 - Youth in every state experienced loss, but California, Florida, Georgia, New York, and Texas accounted for half of total caregiver loss.

The gap between students in majority-Black schools and students in majority-White schools is now three months wider than it was before the pandemic.



McKinsey
& Company

Eric shared that collaborators with the Schools will be NYC's next school chancellor and his top deputy

- David Banks will be NYC's next schools chancellor
 - Mr. Banks, who founded the Eagle Academy, a network of public schools for boys, is the first commissioner named to Mayor-elect Eric Adams's administration.
 - Dan Weisberg will be his top deputy

10 Evidence-based Recommendations for **Where to Go From Here**: Published in BMC which includes revisiting school closures:

- "Schools have not been shown to be major drivers of SARS-CoV-2 transmission, when studied in a variety of settings employing a range of mitigation strategies and intensity."
- "However, their prolonged closure have had disastrous academic, psychosocial, and other harmful consequences on children, including access to essential services, especially in lower-income populations"
- "Contact tracing studies worldwide have found children are less likely to infect adults or other children, and that most SARS-CoV-2 infections among children are mild and are contracted at home or in the community, not at school."
- "The emergence of variants does not warrant closing or delaying the reopening of schools unless compelling evidence unexpectedly indicates that a new mutation affects children in some substantially new way."

Eric provided context on school staffing struggles.

Kelly King shared about the staff celebration, winter awards, and gingerbread house competition -- each completed to boost staff morale and investment during a challenging season.

The open Board Meeting was adjourned at 7:06pm. The Board moved to Executive Session.



June 01, 2022 through June 30, 2022
Primary Account: 00000676588812

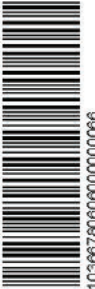
CHASE BUSINESS PREMIER SAVINGS

BROOKLYN LABORATORY CHARTER SCHOOL

Account Number: 000003333279981

SAVINGS SUMMARY

	INSTANCES	AMOUNT
Beginning Balance		\$200,413.79
Deposits and Additions	1	3.25
Ending Balance	1	\$200,417.04
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$3.25
Interest Paid Year-to-Date		\$19.58



10366780606000000066

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

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$200,413.79
06/30	Interest Payment	3.25	200,417.04
	Ending Balance		\$200,417.04

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

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

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

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

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

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



JPMorgan Chase Bank, N.A. Member FDIC



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Brooklyn Laboratory Charter Schools
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 #13
School Fiscal Contact Name:	Sheryl Gomez
School Fiscal Contact Email:	sheryl@brooklynlaboratoryschool.org
School Fiscal Contact Phone:	646-553-9347
School Audit Firm Name:	PKF O'Connor Davies, LLP
School Audit Contact Name:	Daniel Smolan
School Audit Contact Email:	dsmolan@pkfod.com
School Audit Contact Phone:	2120286-2600
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	Submitted Form 8868 for automatic extension
Federal Single Audit (A-133)	
Corrective Action Plan	N/A

Brooklyn Laboratory Charter Schools
Statement of Financial Position
as of June 30

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 4,441,925	\$ 13,843,860
Grants and contracts receivable	1,482,675	541,121
Accounts receivables	-	
Prepaid Expenses	59,092	138,748
Contributions and other receivables	-	-
Other current assets	2,284,090	1,570,508
TOTAL CURRENT ASSETS	8,267,782	16,094,237
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 4,877,621	\$ 5,539,951
Restricted Cash	200,417	200,362
Security Deposits	600,494	600,494
Other Non-Current Assets	4,568,180	1,315,524
TOTAL NON-CURRENT ASSETS	10,246,712	7,656,331
TOTAL ASSETS	18,514,494	23,750,568
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 928,811	\$ 470,132
Accrued payroll, payroll taxes and benefits	469,079	432,561
Current Portion of Loan Payable	-	1,081,561
Due to Related Parties	390,259	158,520
Refundable Advances	561,969	-
Deferred Revenue		
Other Current Liabilities	76,321	1,875,847
TOTAL CURRENT LIABILITIES	2,426,439	4,018,621
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ 3,751,154
Deferred Rent	614,921	722,798
Due to Related Party	-	-
Other Long-Term Liabilities	200,000	200,000
TOTAL LONG-TERM LIABILITIES	814,921	4,673,952
TOTAL LIABILITIES	3,241,360	8,692,573
<u>NET ASSETS</u>		
Unrestricted	\$ 15,273,134	\$ 12,887,624
Temporarily restricted	-	2,170,371
Permanently restricted	-	
TOTAL NET ASSETS	15,273,134	15,057,995
TOTAL LIABILITIES AND NET ASSETS	18,514,494	23,750,568

Brooklyn Laboratory Charter Schools
Statement of Activities
as of June 30

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 15,474,202	\$ -	\$ 15,474,202	\$ 15,743,206
State and Local Per Pupil Revenue - SPED	-	-	-	-
State and Local Per Pupil Facilities Revenue	3,701,469	-	3,701,469	3,699,345
Federal Grants	1,979,171	-	1,979,171	1,016,399
State and City Grants	61,439	-	61,439	23,442
Other Operating Income	3,839,618	(2,170,371)	1,669,247	3,516,809
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	25,055,899	(2,170,371)	22,885,528	23,999,201
EXPENSES				
Program Services				
Regular Education	\$ 15,940,766	\$ -	\$ 15,940,766	\$ 13,712,077
Special Education	5,610,772	-	5,610,772	4,811,910
Other Programs	-	-	-	-
Total Program Services	21,551,538	-	21,551,538	18,523,987
Management and general	2,835,663	-	2,835,663	2,734,945
Fundraising	-	-	-	-
TOTAL EXPENSES	24,387,201	-	24,387,201	21,258,932
SURPLUS / (DEFICIT) FROM OPERATIONS	668,698	(2,170,371)	(1,501,673)	2,740,269
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ -	\$ -	\$ -	\$ -
Contributions and Grants	-	-	-	-
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	1,716,812	-	1,716,812	-
TOTAL SUPPORT AND OTHER REVENUE	1,716,812	-	1,716,812	-
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	2,385,510	(2,170,371)	215,139	2,740,269
NET ASSETS - BEGINNING OF YEAR	\$ 12,887,624	\$ 2,170,371	\$ 15,057,995	\$ 12,317,726
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 15,273,134	\$ -	\$ 15,273,134	\$ 15,057,995

**Brooklyn Laboratory Charter Schools
Statement of Cash Flows**

as of June 30

	<u>2022</u>	<u>2021</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 215,139	\$ 2,740,269
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	1,074,939	1,065,555
Grants Receivable	(941,554)	568,136
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	79,656	331,854
Accounts Payable	458,679	(333,198)
Accrued Expenses	36,518	2,058
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	1,802,247	(1,203,367)
Deferred Revenue	(1,907,403)	-
Interest payments	-	-
Other	561,969	(832,323)
Other	(1,716,812)	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ (336,622)</u>	<u>\$ 2,338,984</u>
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(390,060)	(246,413)
Other	(5,852,270)	630,000
NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>\$ (6,242,330)</u>	<u>\$ 383,587</u>
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	(3,138,452)	(581,528)
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>\$ (3,138,452)</u>	<u>\$ (581,528)</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ (9,717,404)	\$ 2,141,043
Cash at beginning of year	14,559,746	12,418,703
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 4,842,342</u></u>	<u><u>\$ 14,559,746</u></u>

Brooklyn Laboratory Charter Schools
Statement of Functional Expenses
as of June 30

	No. of Positions	2022				2021			
		Program Services		Fundraising	Supporting Services		Total	Total	
		Regular Education	Special Education		Other Education	Total			Management and General
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	25.00	1,382,683	484,946	-	-	800,412	800,412	2,668,041	2,390,021
Instructional Personnel	92.00	4,548,577	1,595,401	-	-	-	-	6,143,978	5,286,774
Non-Instructional Personnel	2.00	88,678	31,110	-	-	-	-	119,788	203,951
Total Salaries and Staff	119.00	6,019,938	2,111,457	-	-	-	-	8,931,807	7,880,746
Fringe Benefits & Payroll Taxes		1,169,447	410,813	-	-	-	-	1,61,942	1,742,202
Retirement		66,508	23,308	-	-	-	-	9,592	99,408
Management Company Fees		-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	734,944	734,944
Accounting / Audit Services		-	-	-	-	-	-	96,130	96,130
Other Purchased / Professional / Consulting Services		1,259,956	442,922	-	-	-	-	150,347	1,853,225
Building and Land Rent / Lease		3,962,910	1,405,151	-	-	-	-	573,310	5,945,035
Repairs & Maintenance		454,298	159,750	-	-	-	-	65,577	679,625
Insurance		76,082	26,753	-	-	-	-	10,983	113,818
Utilities		163,923	57,612	-	-	-	-	23,659	289,069
Supplies / Materials		117,738	41,360	-	-	-	-	-	84,930
Equipment / Furnishings		80,418	28,279	-	-	-	-	2,548	111,245
Staff Development		348,973	122,715	-	-	-	-	11,944	483,632
Marketing / Recruitment		769,299	270,504	-	-	-	-	21,809	1,061,612
Technology		609	215	-	-	-	-	88	912
Food Service		73,212	25,744	-	-	-	-	-	98,956
Student Services		183,197	64,332	-	-	-	-	-	247,529
Office Expense		396,248	139,301	-	-	-	-	57,194	592,743
Depreciation		703,475	247,369	-	-	-	-	101,546	1,052,390
OTHER		94,535	33,187	-	-	-	-	13,638	141,360
Total Expenses		\$ 15,940,766	\$ 5,610,772	\$ -	\$ -	\$ 21,551,538	\$ -	\$ 2,835,663	\$ 24,387,201

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 BLUE
2	Enter information into the GRAY cells
3	Cells containing RED 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 https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate 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.

Edmund W. Gordon Brooklyn Laboratory Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 165. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,018,000	1,995,000	-	-	570,000	11,583,000
Total Expenses	8,941,600	1,843,520	-	-	781,000	11,566,120
Net Income	76,400	151,480	-	-	(211,000)	16,880
Actual Student Enrollment	400	115	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
6,950,000	-	-	-	-	-	6,950,000
6,950,000	-	-	-	-	-	6,950,000
1,725,000	-	-	-	-	-	1,725,000
6,950,000	1,725,000	-	-	-	-	8,675,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
120,000	-	-	-	-	-	120,000
60,000	-	-	-	-	-	60,000
18,000	-	-	-	-	-	18,000
2,000	-	-	-	-	-	2,000
400,000	-	-	-	-	-	400,000
518,000	242,000	-	-	-	-	760,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
50,000	-	-	-	-	-	50,000
1,500,000	-	-	-	-	-	1,500,000
1,550,000	28,000	-	-	-	550,000	2,050,000
9,018,000	1,995,000	-	-	-	570,000	11,583,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
150,000	-	-	-	-	-	150,000
150,000	-	-	-	-	-	150,000
90,000	-	-	-	-	-	90,000
40,000	-	-	-	-	-	40,000
90,000	-	-	-	-	-	90,000
570,000	300,000	-	-	-	100,000	970,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
2,625,000	-	-	-	-	-	2,625,000
150,000	-	-	-	-	-	150,000
145,000	-	-	-	-	-	145,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
2,000	-	-	-	-	-	2,000
2,000	-	-	-	-	-	2,000
2,000	-	-	-	-	-	2,000
1,000	-	-	-	-	-	1,000
1,000	-	-	-	-	-	1,000
3,000	-	-	-	-	-	3,000
11	-	-	-	-	-	11

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
75,000	-	-	-	-	-	75,000
75,000	-	-	-	-	-	75,000
50,000	-	-	-	-	-	50,000
30,000	-	-	-	-	-	30,000
20,000	-	-	-	-	-	20,000
50,000	-	-	-	-	-	50,000
300,000	-	-	-	-	-	300,000
848,000	-	-	-	-	-	848,000
145,000	-	-	-	-	-	145,000

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
2,625,000	-	-	-	-	-	2,625,000
150,000	-	-	-	-	-	150,000
145,000	-	-	-	-	-	145,000

List exact titles and staff FTE's (Full time equivalent)

EXPENSES	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
ADMINISTRATIVE STAFF PERSONNEL COSTS						
Executive Management						
Instructional Management						
Deans, Directors & Coordinators						
CFO / Director of Finance						
Operation / Business Manager						
Administrative Staff						
TOTAL ADMINISTRATIVE STAFF						
INSTRUCTIONAL PERSONNEL COSTS						
Teachers - Regular						
Teachers - SPED						
Substitute Teachers						
Teaching Assistants						
Specialty Teachers						
Aides						

Edmund W. Gordon Brooklyn Laboratory Charter School

PROJECTED BUDGET FOR 2021-2022

July 1, 2021 to June 30, 2022

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable	PROGRAM SERVICES					SUPPORT SERVICES			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	
Total Revenue	9,018,000	1,995,000	-	-	570,000	-	-	-	11,583,000
Total Expenses	8,941,600	1,843,520	-	-	781,000	-	-	-	11,566,120
Net Income	76,400	151,480	-	-	(211,000)	-	-	-	16,880
Actual Student Enrollment	400	115	-	-	-	-	-	-	-
Total Paid Student Enrollment	-	-	-	-	-	-	-	-	-

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable	PROGRAM SERVICES					SUPPORT SERVICES			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	
Therapists & Counselors	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
TOTAL INSTRUCTIONAL	2,770,000	848,000	-	-	-	-	-	-	3,618,000
NON-INSTRUCTIONAL PERSONNEL COSTS	-	-	-	-	-	-	-	-	-
Nurse	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	-	-	-
SUBTOTAL PERSONNEL SERVICE COSTS	3,340,000	1,448,000	-	-	100,000	-	-	-	4,688,000
PAYROLL TAXES AND BENEFITS	-	-	-	-	-	-	-	-	-
Payroll Taxes	334,000	114,800	-	-	10,000	-	-	-	458,800
Fringe / Employee Benefits	267,200	91,840	-	-	8,000	-	-	-	367,040
Retirement / Pension	200,400	68,880	-	-	6,000	-	-	-	275,280
TOTAL PAYROLL TAXES AND BENEFITS	801,600	275,520	-	-	24,000	-	-	-	1,101,120
TOTAL PERSONNEL SERVICE COSTS	4,141,600	1,423,520	-	-	124,000	-	-	-	5,689,120
CONTRACTED SERVICES	-	-	-	-	-	-	-	-	-
Accounting / Audit	-	-	-	-	15,000	-	-	-	15,000
Legal	-	-	-	-	250,000	-	-	-	250,000
Management Company Fee	-	-	-	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-	-	-	-
Food Service / School Lunch	80,000	30,000	-	-	-	-	-	-	110,000
Payroll Services	-	-	-	-	5,000	-	-	-	5,000
Special Ed Services	-	50,000	-	-	-	-	-	-	50,000
Titlement Services (i.e. Title I)	-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting	-	-	-	-	-	-	-	-	-
TOTAL CONTRACTED SERVICES	80,000	80,000	-	-	270,000	-	-	-	430,000
SCHOOL OPERATIONS	-	-	-	-	-	-	-	-	-
Board Expenses	-	-	-	-	2,000	-	-	-	2,000
Classroom / Teaching Supplies & Materials	250,000	-	-	-	-	-	-	-	250,000
Special Ed Supplies & Materials	-	10,000	-	-	-	-	-	-	10,000
Textbooks / Workbooks	85,000	50,000	-	-	-	-	-	-	135,000
Supplies & Materials other	-	-	-	-	-	-	-	-	-
Equipment / Furniture	-	-	-	-	-	-	-	-	-
Telephone	-	-	-	-	60,000	-	-	-	60,000
Technology	105,000	45,000	-	-	-	-	-	-	150,000
Student Testing & Assessment	95,000	50,000	-	-	-	-	-	-	145,000
Field Trips	105,000	-	-	-	-	-	-	-	105,000
Transportation (student)	-	-	-	-	-	-	-	-	-
Student Services - other	-	-	-	-	-	-	-	-	-
Office Expense	-	-	-	-	-	-	-	-	-
Staff Development	350,000	95,000	-	-	-	-	-	-	445,000
Staff Recruitment	60,000	10,000	-	-	-	-	-	-	70,000
Student Recruitment / Marketing	250,000	30,000	-	-	-	-	-	-	280,000
School Meals / Lunch	-	-	-	-	-	-	-	-	-
Travel (Staff)	-	-	-	-	-	-	-	-	-
Fundraising	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-
TOTAL SCHOOL OPERATIONS	1,300,000	290,000	-	-	62,000	-	-	-	1,652,000
FACILITY OPERATION & MAINTENANCE	-	-	-	-	-	-	-	-	-
Insurance	90,000	-	-	-	10,000	-	-	-	100,000

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

Trustee Name:

Nadine Augusta

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Board secretary

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

-

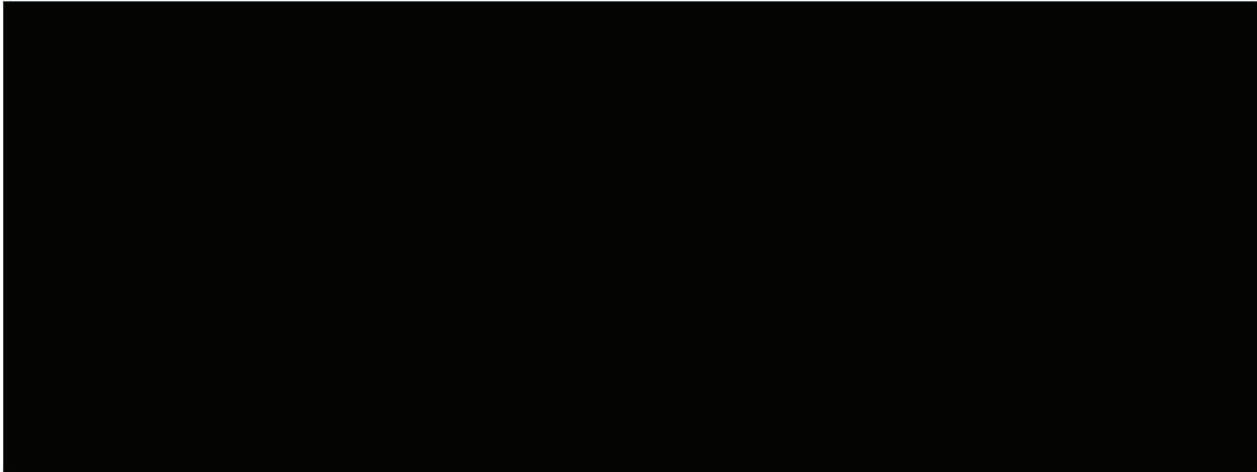
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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.



Home Telephone:

Home Address:

DocuSigned by: <i>Madine Augusta</i> <small>3D3C6E895590445D...</small>	7/20/2022
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:

Eldridge Gilbert III

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Trustee/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

-

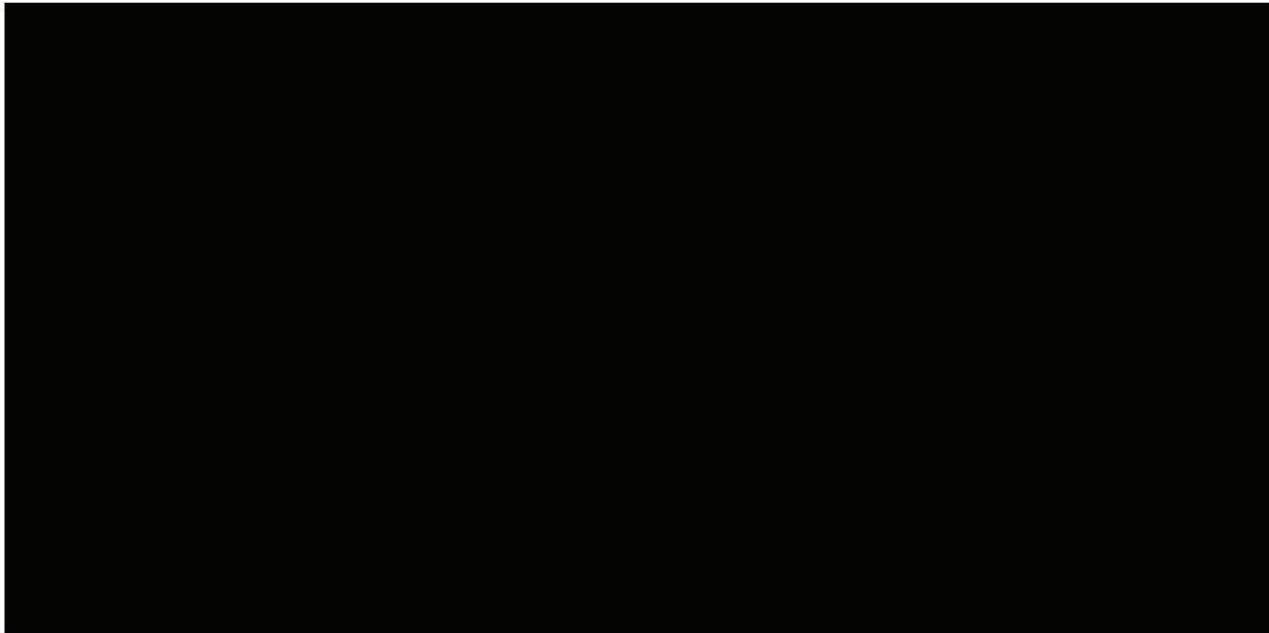
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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

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.

Business Telephone:



DocuSigned by:
Eldridge Gilbert III 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:

Walter "Pat" Loughlin

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Vice Chair

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

-

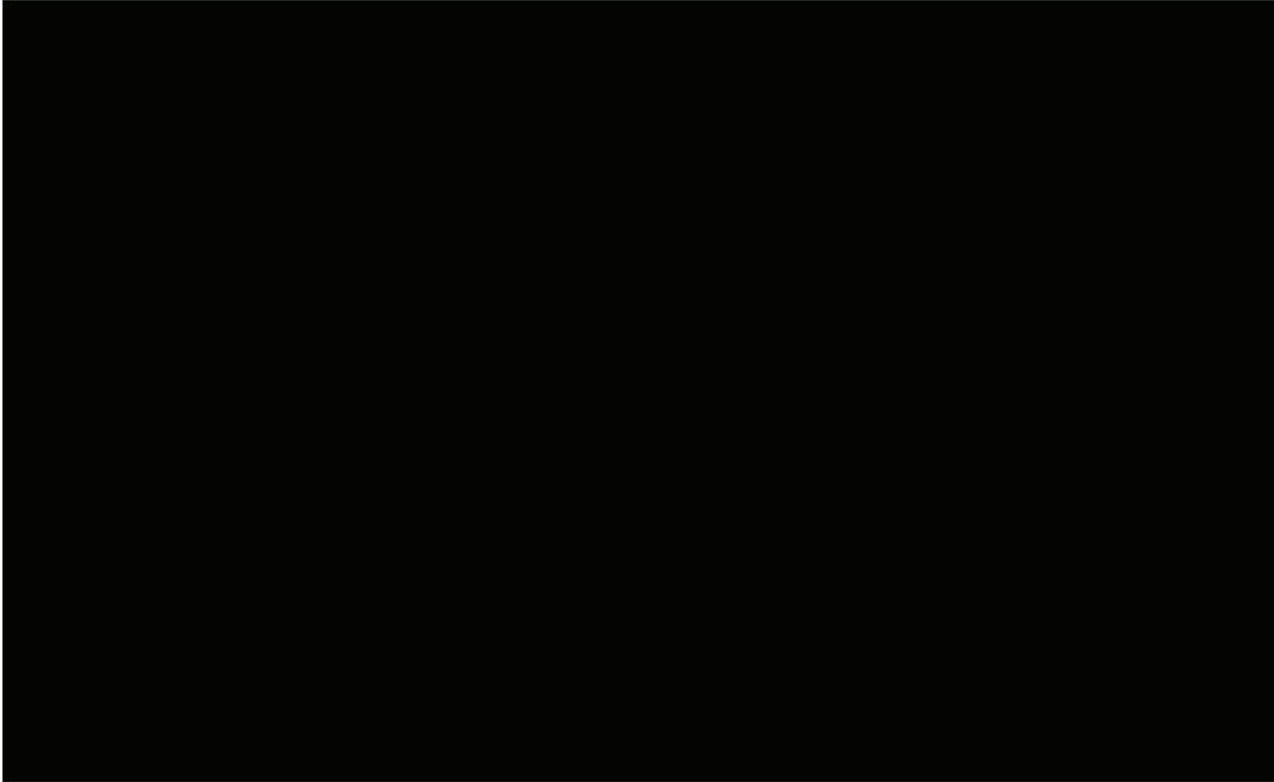
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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.



DocuSigned by:
Walter (Pat) Laughlin

07-22-22

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:

Jonathan McIntosh

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
Advisor to the Academic Oversight Committee, CEO search committee 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.

I was a past employee, serving at the Founding School Director from July 1, 2015 to June 30, 2017. My salary at the time was \$148,500.

-

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
Prospect Schools	Sub-Lease of Brooklyn Lab Property	\$2 million dollars in rent. \$165,000 a month.	Jonathan McIntosh Chief Academic and Schools Officer – part of the C- Level team at Prospect Schools that sub-leases a Brooklyn Laboratory Charter School Property	Non- participation in any voting or advisory regarding real estate. Does not sit on any of the Friends of orgs that manage leases.

-

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.



DocuSigned by:
Jonathan McIntosh

July 20, 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:

Sujata Rajpurohit

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

-

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.

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

DocuSigned by:

Suyata Rajpurohit

7/14/2022

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:

Martha (Mickey) Revenaugh

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Chair

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

-

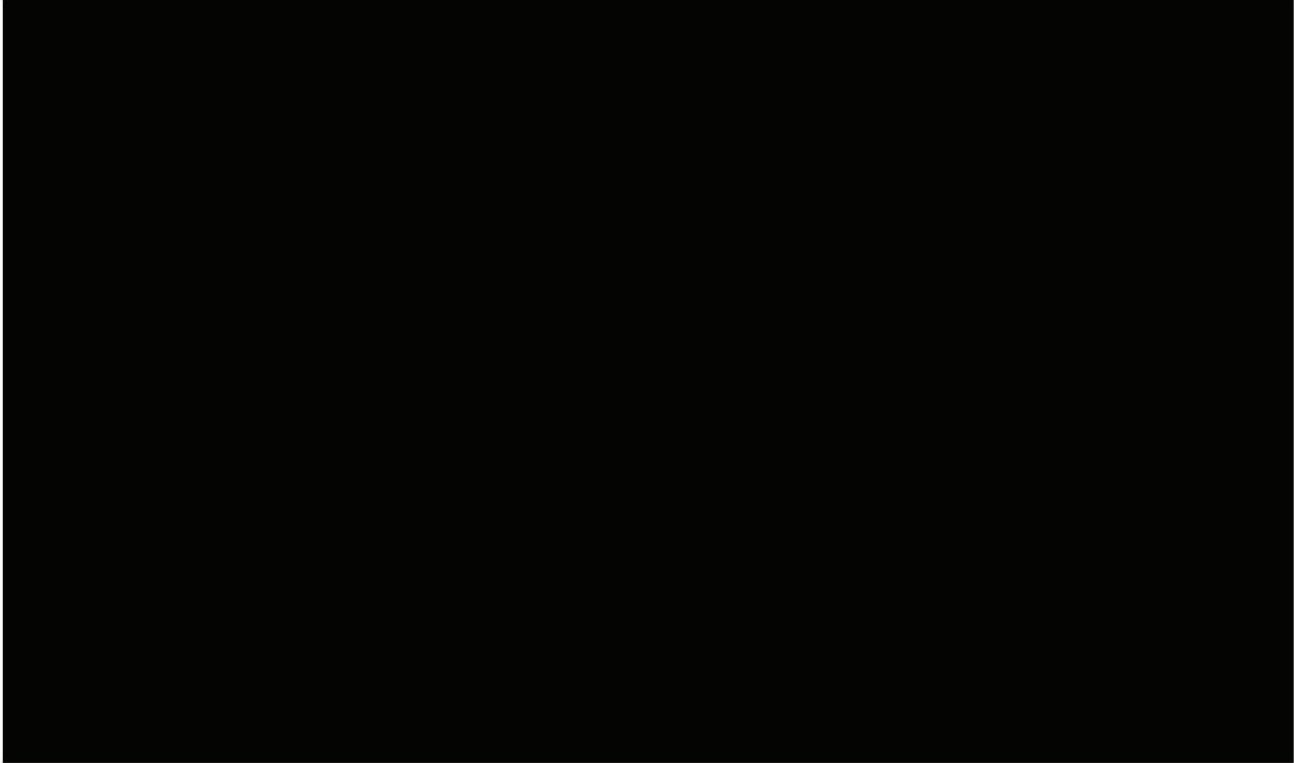
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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DocuSigned by:
Martha (Mickey) Revenough 07/15/22

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:

Tokumbo Shobowale

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

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**.

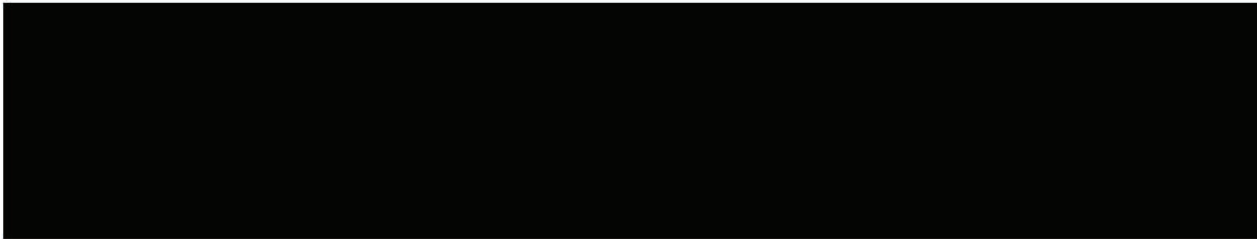
None

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



Home Telephone:



DocuSigned by:
Tokumbo Shobowale
7735BCE88D837420...

7-13-2022

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:

Adrien Siegfried

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Treasurer

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.

Business Telephone:

Business Address:



Home Telephone:

Home Address:

DocuSigned by: <i>Adrien Siegfried</i>	7/15/2022
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:

Gary Wood

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Trustee/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

-

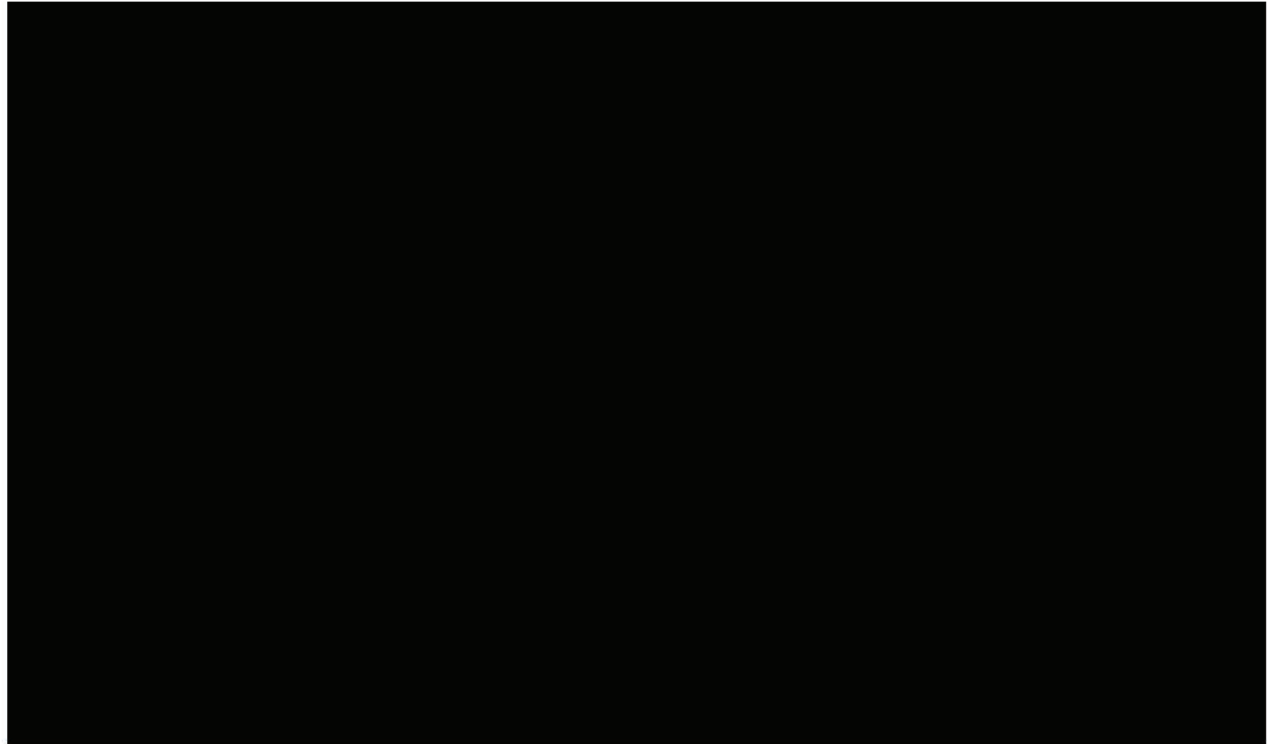
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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DocuSigned by:
Gary Wood
F78D627C4B13471...

7.18.2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022



2022-2023

Brooklyn Laboratory MS Calendar This calendar is for STAFF and STUDENTS

Month	S	M	T	W	Th	F	S	Total Days
Aug 2022	1	2	3	4	5	6		8
Sep 2022	4	5	6	7	8	9	10	19
Oct 2022	2	3	4	5	6	7	8	19
Nov 2022	1	2	3	4	5			16

Month	S	M	T	W	Th	F	S	Total Days
Dec 2022	4	5	6	7	8	9	10	12
Jan 2023	1	2	3	4	5	6	7	19
Feb 2023	5	6	7	8	9	10	11	15
Mar 2023	5	6	7	8	9	10	11	15

Month	S	M	T	W	Th	F	S	Total Days
Apr 2023	2	3	4	5	6	7	8	13
May 2023	1	2	3	4	5	6		22
Jun 2023	4	5	6	7	8	9	10	19
Jul 2023	2	3	4	5	6	7	8	15

Month	S	M	T	W	Th	F	S	Total Days
Aug 2023	2	3	4	5	6	7	8	13

Month	S	M	T	W	Th	F	S	Total Days
Sep 2023	1	2	3	4	5	6	7	13
Oct 2023	7	8	9	10	11	12	13	19
Nov 2023	4	5	6	7	8	9	10	19
Dec 2023	1	2	3	4	5	6	7	13

MTTF 5.93
Wed 3.25

Month	M	T	W	T	F	S	Days	Hours
August	2	2	2	1	1		8	42.10
September	2	3	4	5	5		19	102.00
October	4	4	3	4	4		19	104.68
November	3	4	4	3	2		16	84.20
December	2	2	2	3	3		12	65.83
January	3	4	4	4	4		19	102.00
February	3	3	3	3	3		15	80.95
March	4	4	5	5	5		23	123.05
April	3	3	3	3	1		13	69.08
May	4	5	4	4	4		22	117.12
June	3	4	4	4	4		19	102.00
July	0	0	0	0	0		0	0.00
Total							185	993.02

Month	M	T	W	T	F	S	Days	Hours
August	2	2	2	1	1		8	42.10
September	2	3	4	5	5		19	102.00
October	4	4	3	4	4		19	104.68
November	3	4	4	3	2		16	84.20
December	2	2	2	3	3		12	65.83
January	3	4	4	4	4		19	102.00
February	3	3	3	3	3		15	80.95
March	4	4	5	5	5		23	123.05
April	3	3	3	3	1		13	69.08
May	4	5	4	4	4		22	117.12
June	3	4	4	4	4		19	102.00
July	0	0	0	0	0		0	0.00
Total							185	993.02

Month	M	T	W	T	F	S	Days	Hours
August	2	2	2	1	1		8	42.10
September	2	3	4	5	5		19	102.00
October	4	4	3	4	4		19	104.68
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February	3	3	3	3	3		15	80.95
March	4	4	5	5	5		23	123.05
April	3	3	3	3	1		13	69.08
May	4	5	4	4	4		22	117.12
June	3	4	4	4	4		19	102.00
July	0	0	0	0	0		0	0.00
Total							185	993.02

Month	M	T	W	T	F	S	Days	Hours
August	2	2	2	1	1		8	42.10
September	2	3	4	5	5		19	102.00
October	4	4	3	4	4		19	104.68
November	3	4	4	3	2		16	84.20
December	2	2	2	3	3		12	65.83
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February	3	3	3	3	3		15	80.95
March	4	4	5	5	5		23	123.05
April	3	3	3	3	1		13	69.08
May	4	5	4	4	4		22	117.12
June	3	4	4	4	4		19	102.00
July	0	0	0	0	0		0	0.00
Total							185	993.02

Month	M	T	W	T	F	S	Days	Hours
August	2	2	2	1	1		8	42.10
September	2	3	4	5	5		19	102.00
October	4	4	3	4	4		19	104.68
November	3	4	4	3	2		16	84.20
December	2	2	2	3	3		12	65.83
January	3	4	4	4	4		19	102.00
February	3	3	3	3	3		15	80.95
March	4	4	5	5	5		23	123.05
April	3	3	3	3	1		13	69.08
May	4	5	4	4	4		22	117.12
June	3	4	4	4	4		19	102.00
July	0	0	0	0	0		0	0.00
Total							185	993.02

School Closed for Students, Teachers & Staff	
Sep 5	Labor Day
Sep 26-27	Rosh Hashanah
Oct 5	Yom Kippur
Oct 10	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 24-25	Thanksgiving Recess
Dec 23 & 26	Christmas Eve and Christmas Day (Observed)
Dec 30 & Jan 2	New Year's Eve and New Years Day (Observed)
Jan 16	Dr. Martin Luther King, Jr. Day
Feb 20 & 24	President's Day; Midwinter Recess
Apr 7, 10, & 14	Spring Recess
Apr 21	Eid al-Fitr
May 29	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day

School Closed For Students and Teachers Only	
Nov 21-23	Thanksgiving Recess
Dec 19-22, 27-29	Winter Recess
Feb 21-23	Midwinter Recess (Break Academy)
Apr 11-13	Spring Recess (Break Academy)

School Closed For Students Only	
Jan 3	All-staff PD (required attendance)

Important Dates (school is open)	
Aug 5 & 8	New Staff (8/5) & Returning Staff (8/8) Return
Aug 17	Family & Scholar Orientation
Aug 18-19	Preparation Academy
Aug 22	22-23 School Year begins
Sept 12	First Day of AfterSchool
Sept 21	Back to School Night
Oct 7	Progress Report 1
Nov 3-4	Parent Teacher Conference
Nov 9-10	Interim Assessment 1
Dec 2	Trimester 1 Ends
Dec 14	Report Cards Distributed
Jan 27	Progress Report 2
Feb 8-9	Interim Assessment 2
Mar 2-3	Parent Teacher Conference
Mar 17	Trimester 2 Ends
Mar 29	Report Cards Distributed
Apr 18-20	ELA State Exam
May 2-4	Math State Exam
May 12	Progress Report 3
May 18-19	Parent Teacher Conference
Jun 7-8	Interim Assessment 3
Jun 22	Final Day of Classes
Jun 23	8th Grade Stepping Up Ceremony
Jun 28	Last day for students
Jun 29	Last day for teachers
Jun 30	Report Cards Mailed Home

Notes
THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.



BROOKLYN LAB
CHARTER SCHOOL

2022-2023

Brooklyn Laboratory HS Calendar This calendar is for STAFF and STUDENTS

Total days 185

Aug 2022						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 8

Sep 2022						
S	M	T	W	Th	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days 19

Oct 2022						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 19

Nov 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days 16

Dec 2022						
S	M	T	W	Th	F	S
	1	2	3			
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Days 12

Jan 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days 19

Feb 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

Days 15

Mar 2023						
S	M	T	W	Th	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Days 23

Apr 2023						
S	M	T	W	Th	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days 13

May 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 22

Jun 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Days 19

Jul 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 0

MTTF 6.2
Wed 3.5

Month	M	T	W	T	F	S	Days	Hours
August	2	2	1	1	1		8	44.20
September	2	3	4	5	5		19	107.00
October	4	4	3	4	4		19	109.70
November	3	4	4	3	2		16	88.40
December	2	2	3	3	3		12	69.00
January	3	4	4	4	4		19	107.00
February	3	3	3	3	3		15	84.90
March	4	4	5	5	5		23	129.10
April	3	3	3	3	1		13	72.50
May	4	5	4	4	4		22	122.90
June	3	4	4	4	4		19	107.00
July	0	0	0	0	0		0	0.00
Total							185	1041.70

Hours per day 5.63

School Closed For Students and Teachers Only	
Nov 21-23	Thanksgiving Recess
Dec 19-22; 27-29	Winter Recess
Feb 21-23	Midwinter Recess (Break Academy)
Apr 11-13	Spring Recess (Break Academy)

School Closed For Students Only	
Jan 3	All-staff PD (required attendance)

Important Dates (school is open)	
Aug 5 & 8	New Staff (8/5) & Returning Staff (8/8) Return
Aug 18-19	Preparation Academy
Aug 22	22-23 School Year Begins
Aug 26	HS Welcome Back BBQ/ Family Orientation
Sept 28	Back To School Night
Week of Oct 10	SAT School Day (Subject to Change)
Week of Oct 17	Beginning of Monthly 1st Friday Culture Incentive
Week of Oct 24	PSATS
Week of Oct 31	Quarter 1 Assessments
Nov 4	Quarter 1 Ends
Nov 17	Report Cards Distributed
Dec 7-8	Parent-Teacher Conference
Week of Dec 12th	Quarter 2 Assessments
Jan 6	Progress Report 1
Jan 24-27	January Regents
Feb 3	Quarter 2 Ends
Feb 16	Report Cards Distributed
Mar 8-9	Parent-Teacher Conference
Week of March 13th	Quarter 3 Assessments
Mar 17	Progress Report 2
April 20	Quarter 3 Ends
April 27	Report Cards Distributed
May 1-12	Advanced Placement Exams
Week of May 22nd	Quarter 4 Assessments
May 30-Jun 2	Senior Week
Jun 5-9	Symposium Week
Jun 13	Quarter 4 Ends
Jun 13	Final Day of Regular Classes
Jun 14-Jun 22	June Regents and Finals
Jun 28	Class of 2023 Graduation
Jun 28	Last day for students
Jun 29	Last day for teachers
Jun 30	Report Cards Distributed

Notes

THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.



2022-2023

Brooklyn Laboratory HS Calendar (9-12) This calendar is for STAFF and STUDENTS

Aug 2022							Sep 2022							Oct 2022							Nov 2022						
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S
					5	6	4	5	6	7	8	9	10	2	3	4	5	6	7	8	1	2	3	4	5	6	
7	8	9	10	11	12	13	11	12	13	14	15	16	17	9	10	11	12	13	14	15	6	7	8	9	10	11	
14	15	16	17	18	19	20	18	19	20	21	22	23	24	16	17	18	19	20	21	22	13	14	15	16	17	18	
21	22	23	24	25	26	27	25	26	27	28	29	30		23	24	25	26	27	28	29	20	21	22	23	24	25	
28	29	30	31				3	25	26	27	28	29	30	3	24	25	26	27	28	29	27	28	29	30			
Days 8	8	Days 19	19	Days 19	19	Days 16	16																				

Dec 2022							Jan 2023							Feb 2023							Mar 2023											
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S					
					1	2	3	1	2	3	4	5	6	7						1	2	3	4						1	2	3	4
4	5	6	7	8	9	10	8	9	10	11	12	13	14	5	6	7	8	9	10	11	5	6	7	8	9	10	11					
11	12	13	14	15	16	17	15	16	17	18	19	20	21	12	13	14	15	16	17	18	12	13	14	15	16	17	18					
18	19	20	21	22	23	24	22	23	24	25	26	27	28	19	20	21	22	23	24	25	19	20	21	22	23	24	25					
25	26	27	28	29	30	31	29	30	31					2	26	27	28				2	26	27	28	29	30	31					
Days 12	12	Days 20	20	Days 15	15	Days 23	23																									

Apr 2023							May 2023							Jun 2023							Jul 2023										
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S				
						1	1	2	3	4	5	6	7						1	2	3	4						1	2	3	4
2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8				
9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15				
16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22				
23	24	25	26	27	28	29	28	29	30	31				2	25	26	27	28	29	30	23	24	25	26	27	28	29				
30														2	30	31					30	31									
Days 13	13	Days 22	22	Days 18	18	Days 0	0																								

Notes
THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.

School Closed for Students, Teachers & Staff	
Sep 5	Labor Day
Sep 26-27	Rosh Hashanah
Oct 5	Yom Kippur
Oct 10	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 24-25	Thanksgiving Recess
Dec 26	Christmas Day (Observed)
Jan 2	New Year's Day (Observed)
Jan 16	Dr. Martin Luther King, Jr. Day
Feb 20	President's Day
Apr 7 & Apr 10	Recess
Apr 21	Eid al-Fitr
May 29	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day

School Closed For Students and Teachers Only	
Nov 21 - 23	Thanksgiving Recess
Dec 19 - Jan 2	Winter Recess
Feb 21-24	Midwinter Recess (Break Academy)
Apr 7 - Apr 14	Recess - (7th & 10th ;11th-14th Break Academy)

Important Dates (school is open)	
Aug 5	New Staff (8/5) & Returning Staff (8/8) Return
Aug 18-19	Preparation Academy
Aug 22	22-23 School Year Begins
Aug 26	HS Welcome Back BBQ/ Family Orientation
Sept 28	Back To School Night
Week of Oct 17	Beginning of Monthly 1st Friday Culture Incentive
Week of Oct 10	SAT School Day (Subject to Change)
Week of Oct 24	PSATS
Week of Oct 31	Quarter 1 Assessments
Nov 4	Quarter 1 Ends
Nov 17	Report Cards Distributed
Dec 7-8	Parent-Teacher Conference
Week of Dec 12th	Quarter 2 Assessments
Jan 6	Progress Report 1
Jan 24-27	January Regents
Feb 3	Quarter 2 Ends
Feb 16	Report Cards Distributed
Mar 8-9	Parent-Teacher Conference
Week of March 13th	Quarter 3 Assessments
Mar 17	Progress Report 2
April 20	Quarter 3 Ends
April 27	Report Cards Distributed
May 1-12	Advanced Placement Exams
Week of May 22nd	Quarter 4 Assessments
May 30-Jun 2	Senior Week
Jun 5-9	Symposium Week
Jun 13	Quarter 4 Ends
Jun 13	Final Day of Regular Classes
Jun 14-Jun 22	June Regents and Finals
Jun 27	Class of 2023 Graduation
Jun 27	Last day for students
Jun 28	Last day for teachers
Jun 30	Report Cards Distributed



2022-2023

Brooklyn Laboratory ADMIN Calendar

This calendar is for STAFF ONLY

Aug 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Sep 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

Oct 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Nov 2022						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Dec 2022						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Jan 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Feb 2023						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

Mar 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Apr 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

May 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Jun 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jul 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

School Closed for Students, Teachers & Staff	
Sep 5	Labor Day
Sep 26-27	Rosh Hashanah
Oct 5	Yom Kippur
Oct 10	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 24-25	Thanksgiving Recess
Dec 26	Christmas Day (Observed)
Jan 2	New Year's Day (Observed)
Jan 16	Dr. Martin Luther King, Jr. Day
Feb 20	President's Day
Apr 7 & Apr 10	Recess
Apr 21	Eid al-Fitr
May 29	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day

School Closed For Students and Teachers Only (Admin Report Time 8am-4pm)	
Nov 21 - 23	Thanksgiving Recess
Dec 19 - Dec 31	Winter Recess
Feb 21-24	Midwinter Recess (Break Academy)
Apr 7 - Apr 14	Recess - (7th & 10th ;11th-14th Break Academy)

Important Dates (school is open)	
Aug 5	New Staff Return
Aug 8	Returning Staff
Aug 17	MS Family & Scholar Orientation
Aug 18 & 19	Preparation Academy
Aug 22	22-23 School Year begins
Aug 26	HS Family & Scholar Orientation
Oct 19	Wellness Day
Jan 11	Wellness Day
Mar 15	Wellness Day
May 17	Wellness Day
Jun 23	8th Grade Stepping Up Ceremony
Jun 27	Class of 2023 Graduation

Notes

THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.



2022-2023

Brooklyn Laboratory MS Calendar This calendar is for STAFF and STUDENTS

Total days 185

Aug 2022						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 8

Sep 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Days 19

Oct 2022						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 19

Nov 2022						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Days 16

Dec 2022						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days 12

Jan 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Days 19

Feb 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 15

Mar 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Days 23

Apr 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Days 13

May 2023						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Days 22

Jun 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 19

Jul 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Days 0

Notes

THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.

School Closed for Students, Teachers & Staff	
Sep 5	Labor Day
Sep 26-27	Rosh Hashanah
Oct 5	Yom Kippur
Oct 10	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 24-25	Thanksgiving Recess
Dec 23 & 26	Christmas Eve and Christmas Day (Observed)
Dec 30 & Jan 2	New Year's Eve and New Years Day (Observed)
Jan 16	Dr. Martin Luther King, Jr. Day
Feb 20 & 24	President's Day; Midwinter Recess
Apr 7, 10, & 14	Spring Recess
Apr 21	Eid al-Fitr
May 29	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day

School Closed For Students and Teachers Only	
Nov 21-23	Thanksgiving Recess
Dec 19-22; 27-29	Winter Recess
Feb 21-23	Midwinter Recess (Break Academy)
Apr 11-13	Spring Recess (Break Academy)

School Closed For Students Only	
Jan 3	All-staff PD (required attendance)

Important Dates (school is open)	
Aug 5 & 8	New Staff (8/5) & Returning Staff (8/8) Return
Aug 17	Family & Scholar Orientation
Aug 18-19	Preparation Academy
Aug 22	22-23 School Year begins
Sept 12	First Day of AfterSchool
Sept 21	Back to School Night
Oct 7	Progress Report 1
Nov 3-4	Parent Teacher Conference
Nov 9-10	Interim Assessment 1
Dec 2	Trimester 1 Ends
Dec 14	Report Cards Distributed
Jan 27	Progress Report 2
Feb 8-9	Interim Assessment 2
Mar 2-3	Parent Teacher Conference
Mar 17	Trimester 2 Ends
Mar 29	Report Cards Distributed
Apr 18-20	ELA State Exam
May 2-4	Math State Exam
May 12	Progress Report 3
May 18-19	Parent Teacher Conference
Jun 7-8	Interim Assessment 3
Jun 22	Final Day of Classes
Jun 23	8th Grade Stepping Up Ceremony
Jun 28	Last day for students
Jun 29	Last day for teachers
Jun 30	Report Cards Mailed Home



BROOKLYN LAB
CHARTER SCHOOL

2022-2023

Brooklyn Laboratory HS Calendar This calendar is for STAFF and STUDENTS

Total days 185

Aug 2022

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

Days 8

Sep 2022

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

Days 19

Oct 2022

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

Days 19

Nov 2022

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

Days 16

Dec 2022

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

Days 12

Jan 2023

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

Days 19

Feb 2023

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

Days 15

Mar 2023

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

Days 23

Apr 2023

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

Days 13

May 2023

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

Days 22

Jun 2023

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

Days 19

Jul 2023

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

Days 0

Notes

THIS CALENDAR MAY CHANGE TO ALIGN WITH STATE AND LOCAL HEALTH AUTHORITIES.

School Closed for Students, Teachers & Staff

Sep 5	Labor Day
Sep 26-27	Rosh Hashanah
Oct 5	Yom Kippur
Oct 10	Indigenous Peoples Day
Nov 11	Veteran's Day
Nov 24-25	Thanksgiving Recess
Dec 23 & 26	Christmas Eve and Christmas Day (Observed)
Dec 30 & Jan 2	New Year's Eve and New Years Day (Observed)
Jan 16	Dr. Martin Luther King, Jr. Day
Feb 20 & 24	President's Day; Midwinter Recess
Apr 7, 10, & 14	Spring Recess
Apr 21	Eid al-Fitr
May 29	Memorial Day
Jun 19	Juneteenth
Jul 4	Independence Day

School Closed For Students and Teachers Only

Nov 21-23	Thanksgiving Recess
Dec 19-22; 27-29	Winter Recess
Feb 21-23	Midwinter Recess (Break Academy)
Apr 11-13	Spring Recess (Break Academy)

School Closed For Students Only

Jan 3	All-staff PD (required attendance)
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Important Dates (school is open)

Aug 5 & 8	New Staff (8/5) & Returning Staff (8/8) Return
Aug 18-19	Preparation Academy
Aug 22	22-23 School Year Begins
Aug 26	HS Welcome Back BBQ/ Family Orientation
Sept 28	Back To School Night
Week of Oct 10	SAT School Day (Subject to Change)
Week of Oct 17	Beginning of Monthly 1st Friday Culture Incentive
Week of Oct 24	PSATS
Week of Oct 31	Quarter 1 Assessments
Nov 4	Quarter 1 Ends
Nov 17	Report Cards Distributed
Dec 7-8	Parent-Teacher Conference
Week of Dec 12th	Quarter 2 Assessments
Jan 6	Progress Report 1
Jan 24-27	January Regents
Feb 3	Quarter 2 Ends
Feb 16	Report Cards Distributed
Mar 8-9	Parent-Teacher Conference
Week of March 13th	Quarter 3 Assessments
Mar 17	Progress Report 2
April 20	Quarter 3 Ends
April 27	Report Cards Distributed
May 1-12	Advanced Placement Exams
Week of May 22nd	Quarter 4 Assessments
May 30-Jun 2	Senior Week
Jun 5-9	Symposium Week
Jun 13	Quarter 4 Ends
Jun 13	Final Day of Regular Classes
Jun 14-Jun 22	June Regents and Finals
Jun 28	Class of 2023 Graduation
Jun 28	Last day for students
Jun 29	Last day for teachers
Jun 30	Report Cards Distributed



Certificate of Occupancy

CO Number:3000176-0000006

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified.No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued.*This document or a copy shall be available for inspection at the building at all reasonable times.*

A.	Borough: BROOKLYN	Block Number: 86	Full Building Certificate Type:
	Address: 250 JAY STREET	Lot Number(s): 7501	Temporary
	Building Identification	Additional Lot Number(s):	Date Issued: 11/02/2022
	Number(BIN): 3000176	Application Type: Alteration CO	
This building is subject to this Building Code: 1968			
This Certificate of Occupancy is associated with job# B00707383-11			
B.	Construction Classification: I-C 2-Hour Protected (Non-Combustible)		
	Building Occupancy Group classification: E-Educational		
	Multiple Dwelling Law Classification: Not Applicable		
	No.of stories: 5	Height in feet: 85	No.of dwelling units: 2
C	Parking Spaces and Loading Berths:		
	Open Parking Spaces: 9		
	Enclosed Parking Spaces: 0		
	Total Loading Berths: Not available		
D	This Certificate is issued with the following legal limitations:		
	Restrictive Declaration: None Zoning Exhibit: 2022000213828, 2022000213827		
	BSA Calendar Number(s): None CPC Calendar Number(s): None		
Borough Comments: Fireguards are required in all occupied spaces. Occupancy limited to 74 persons or less for PA spaces. Dwelling unit in PW1 shall be removed prior to next renewal.			

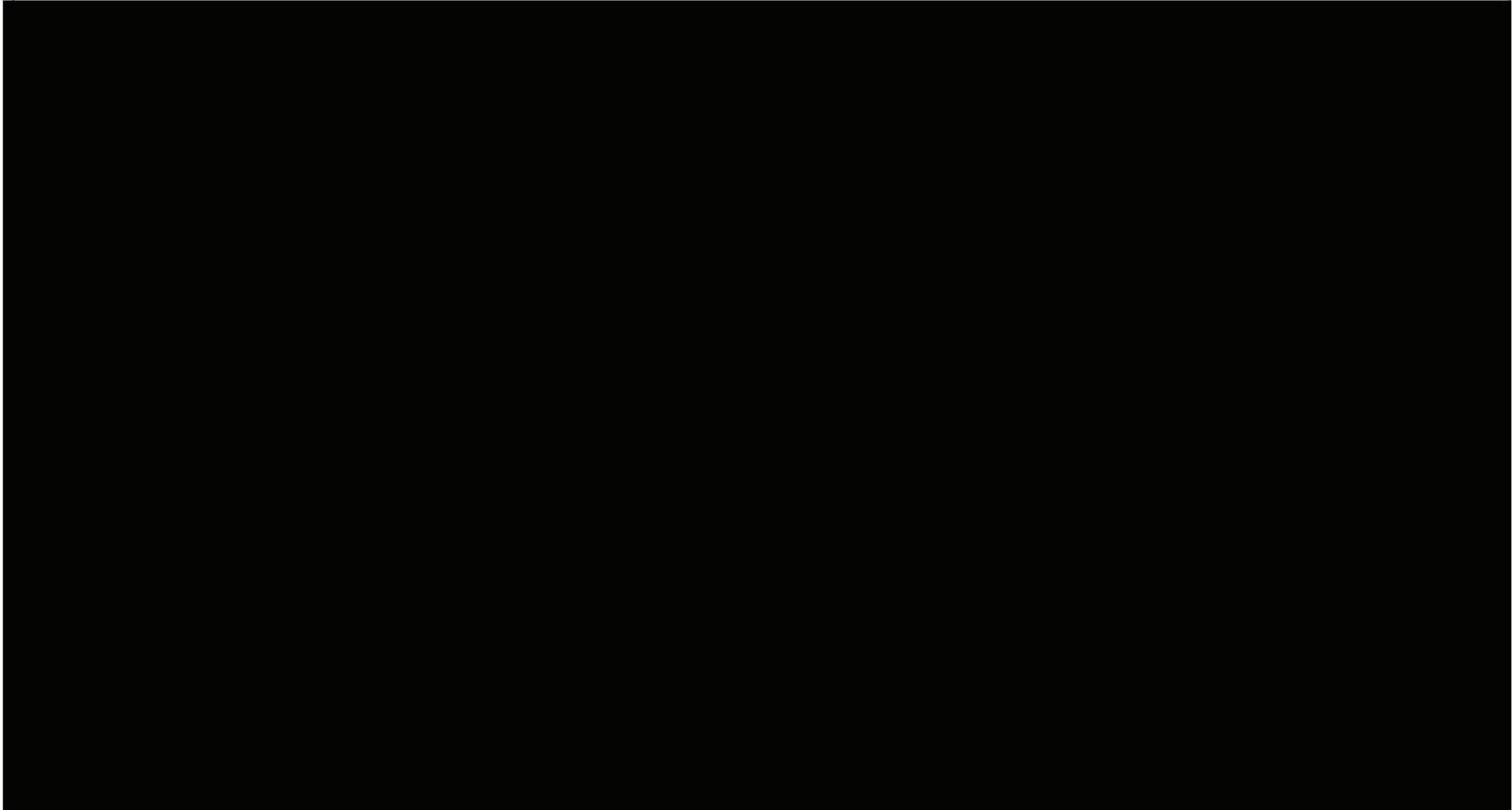
Borough Commissioner

Commissioner



Permissible Use and Occupancy

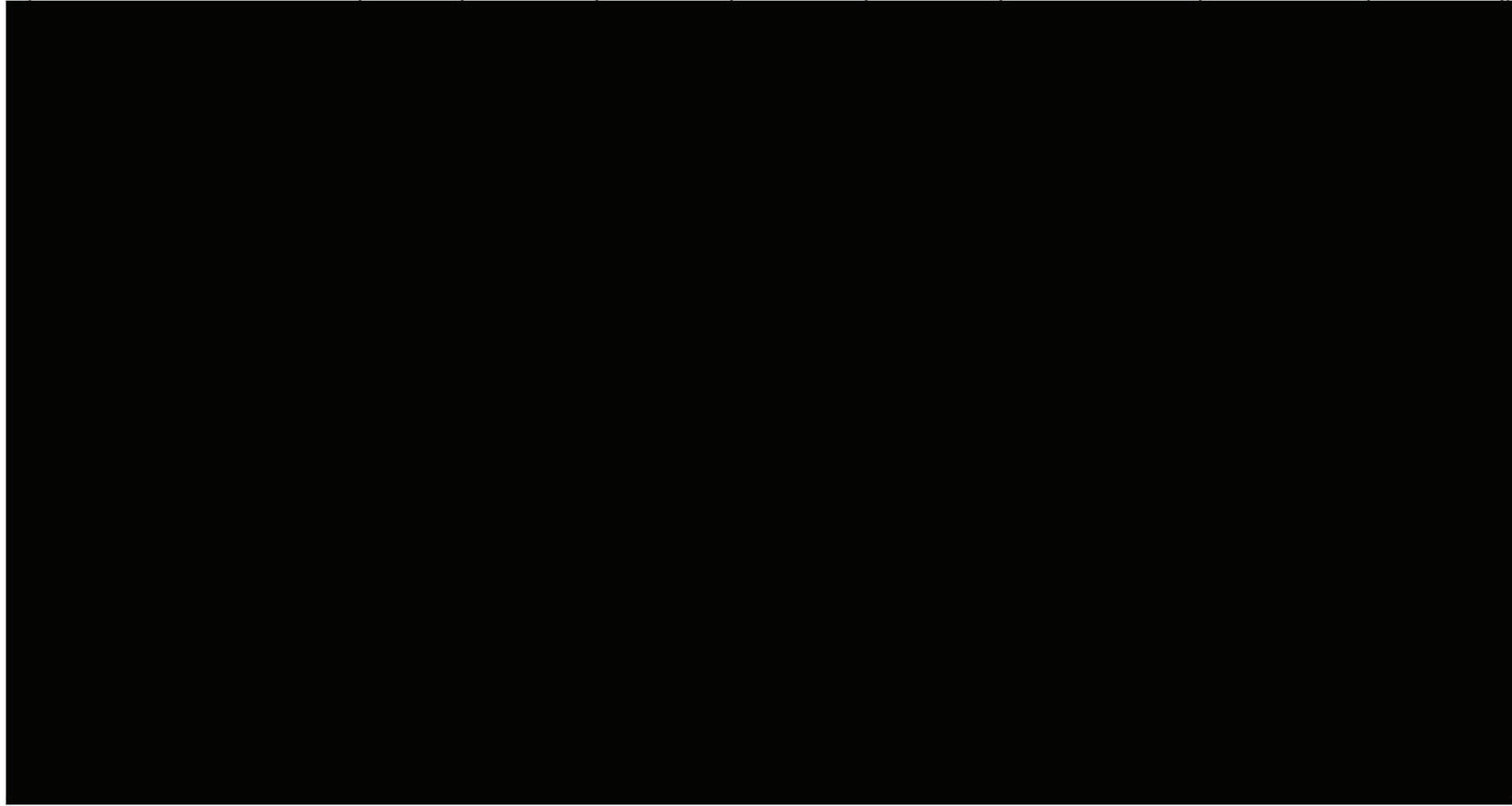
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
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Permissible Use and Occupancy

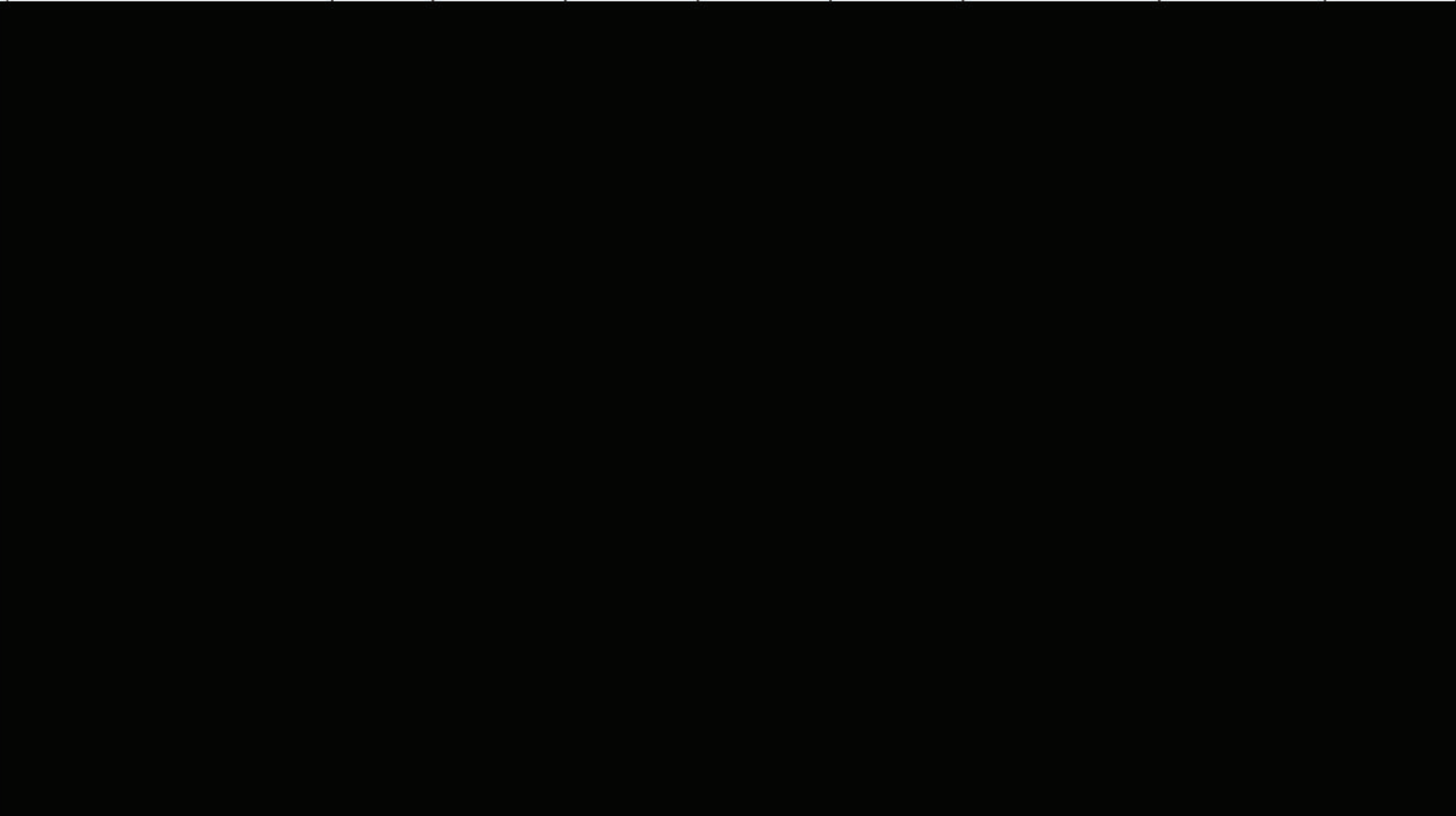
FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
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Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
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CofO Comments: These premises have been declared to be subject to the provisions of section 12-10, of the New York City zoning resolution, as to zoning lot ownership. Land Doc. # 2022000213828 Land Doc. # 2022000213827 5 Story plus Cellar and Mezzanine masonry educational building. Fire Department approval letter, dated April 16 1986 (Partial Interior Fire Alarm and Sprinkler System) 9 off-street parking spaces. Public Assembly space on 5th floor, 152 Persons.

Borough Commissioner

Commissioner



Certificate of Occupancy

CO Number:3000171-0000014

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

<p>A. Borough: BROOKLYN Address: 77 SANDS STREET Building Identification Number(BIN): 3000171</p>	<p>Block Number: 77 Lot Number(s): 1 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1</p>	<p>Full Building Certificate Type: Temporary Date Issued: 12/05/2022</p>
<p>This building is subject to this Building Code: 1968</p>		
<p>This Certificate of Occupancy is associated with job# 321732381-01</p>		
<p>B. Construction Classification: I-B: 3 HOUR PROTECTED Building Occupancy Group classification: E - EDUCATIONAL Multiple Dwelling Law Classification: Not Available</p>		
<p>No.of stories: 12</p>	<p>Height in feet: 149</p>	<p>No.of dwelling units: Not Available</p>
<p>C. Fire Protection Equipment: Fire Alarm System, Fire Suppression System, Sprinkler System, Standpipe System</p>		
<p>D. Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available</p>		
<p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None</p>		
<p>Borough Comments:</p>		

Borough Commissioner

Commissioner

Acting Commissioner of Buildings



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
[Redacted Content]								



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
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Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date
[Redacted content]								



Permissible Use and Occupancy

FLOOR	Occ Group	Max. Persons Permitted	Live Loads (lbs per sq ft)	Zoning Use Group	Dwelling or Rooming Units	Job Reference	Certificate of Occupancy Type	CO Expiration Date

Borough Commissioner

Commissioner

Acting Commissioner of Buildings

NYCServ Violation Copy

Internet



14029889Z

	FDNY SUMMONS FOR CIVIL PENALTIES ONLY		
	SUMMONS NUMBER: 014029889Z ENFORCEMENT AGENCY NAME: NEW YORK CITY FIRE DEPARTMENT		
DIVISION: FP UNIT: PUBLIC BUILDING		ADMIN COMPANY: L116	
AGENCY ADDRESS AND PHONE NUMBER: 9 MetroTech Center, 1st Flr, Brooklyn, NY 11201, (718) 999-2382			
RESPONDENT: BROOKLYN LABORATORY CHARTER SCHOOL MIDDLE SCHOOL			
MAILING ADDRESS: 240 JAY STREET, BROOKLYN NY 11201-1937			
ACCOUNT NUMBER: [REDACTED]		DBA:	
UNIT PHONE NUMBER:		CELL PHONE: (646)526-7017	
DATE OF OCCURRENCE: 08/10/2022		TIME OF INSPECTION: 10:36 AM	
PLACE OF OCCURRENCE: 240 JAY STREET		BOROUGH: BROOKLYN	
You must respond to this Summons. OATH hearings are generally held by telephone. For this and other options on how to respond, see the important information section on this summons.			
HEARING DATE: 9/27/2022		HEARING TIME: 08:30 AM	
HEARING LOCATION: OFFICE OF ADMINISTRATIVE TRIALS AND HEARINGS 9 BOND STREET, 7TH FLOOR, BROOKLYN, NY 11201		BOROUGH: BROOKLYN PHONE: (844) 628-4682	
REFER TO THE SUMMONS NUMBER ABOVE ON ALL CORRESPONDENCE			
WARNING: If you do not respond to this summons, the City will decide the Summons against you and penalties will be imposed. Failure to pay a civil penalty could lead to the denial of an application for, or the suspension, termination or revocation of a City license, permit or registration. In addition, the city may enter a judgement against you in court.			
ORDER TO CORRECT AND CERTIFY CORRECTION: PLEASE TAKE NOTICE that the premises cited above is in violation of the requirements of law it is further ORDERED by the FIRE COMMISSIONER that these violations be corrected and certified to be in compliance with the requirements of law within 35 days of the date of issuance.			
See important information section for further instructions.			
COMPLIANCE DATE: 9/14/2022			
Details of Violation(s) Upon investigation, the New York City Fire Department has determined that the respondent is in violation of the following requirements of the New York City Administrative Code and/or the rules of the City of New York. These requirements have been grouped into violation categories (VC) for enforcement purposes. This grouping is allowed by Fire Department rule 3 RCNY 109-02			
Violation Category		Violation Details	
VC12		FIRE PROTECTION SYSTEMS	
Description of Violation SEE SUPPLEMENT ATTACHED			
Supplement Attached Maximum penalty for each First Offense: \$1000 Maximum penalty for each Repeat Violation: \$5000 NYC charter Sections 1048 and 1049-a and the Rules of the City of New York authorize the NYC Office of Administrative Trials and Hearings (OATH) to hold hearings. I, an employee of the agency named above, affirm under penalty of perjury that I personally observed the commission of the violation(s) charged above and/or verified their existence through a review of departmental records. False statements made herein are punishable as a Class A Misdemeanor pursuant to section 210.45 of the Penal Law.			
Signature:		Name: ANTHONY DONNARUMA	
Title: Inspector		ID: 1425107	

CERTIFICATE OF CORRECTION

You must complete this Affidavit and have your signature notarized.
STATE OF NEW YORK

COUNTY OF Kings)
I YURIY GOLDSTEIN) SS.:
being duly sworn, depose and say that I am the named respondent cited in the FDNY Summons or an authorized representative for the respondent. I admit the existence of the violation(s) described in the FDNY Summons.

Check one { I have corrected all said violations as ordered by the Commissioner
or
 I have only corrected the following violation(s) _____ and will attend hearing on the scheduled date.

(The respondent certifies that all violations have been corrected if no box is checked.)
The corrective action(s) was performed by US Merchants Protective Co., Inc.
I have attached legible copies of any and all bills, receipts and other proofs of correction to this certification as required.

[Signature]
Signature
(Sign only before a notary)

TO BE COMPLETED BY NOTARY

County of Queens Registration Number _____
Sworn to before me this 14th day of Oct 2022 Notary Number _____
Signature of Notary [Signature] Commission Expires _____



The Fire Commissioner reserves the right to reject any Certificate of Correction that is incomplete. False certification is punishable by a fine of not less than \$1,000 nor more than \$5,000 and/or up to 6 months imprisonment pursuant to Administrative Code Section 15-220.1.

CERTIFICATION INSTRUCTIONS

1. All respondents must correct the violation(s) cited on the FDNY Summons.
2. To certify correction of a violation, a respondent must complete the Certificate of Correction above and have it notarized. Attach this page to a copy of the FDNY Summons along with all attached supplemental pages.
3. Attach legible copies of any and all bills, receipts and/or other proof of compliance to the Certificate of Correction and submit them along with this Certificate of Correction.
4. Login into FDNY BUSINESS (<https://fires.fdnyccloud.org/CitizenAccess>), Select Initiate Application/Request and then Select FDNY Summons Certificate of Correction Request under Enforcements. Alternatively, you may email the completed Certificate of Correction with all appropriate documentation to cure.desk@fdny.nyc.gov or return it to 9 MetroTech Center, 1st Floor, Brooklyn, NY 11201-3857 on or before the "Compliance Date" specified on the FDNY Summons.
5. Respondents will be notified if their Certificate of Correction has been disapproved and of the appropriate action to take to correct the FDNY Summons.
6. If it is impossible to correct any or all violations within the time indicated, you may be eligible for a stipulation extending the time to correct. A request for a stipulation extending compliance time must be made at the hearing and is subject to the approval of the Fire Department and OATH.
7. If you properly certify that all violations have been corrected, and the Certificate of Correction is accepted by the Fire Department, first offenders will be excused from appearing at the scheduled OATH hearing and no penalty will be imposed.
8. If you fail to comply with 7 above, or if you are a repeat offender, you will be required to attend an OATH hearing on the date specified on the FDNY Summons and bring any and all proof of correction to the hearing.



St. James Apartments, Inc.

Fire Department Bureau of Legal Affairs
Administrative Enforcement Unit
9 MetroTech Center
1st Floor, Brooklyn NY 11201
Violation #014029889Z

Re: 240-250 Jay St.
Brooklyn NY 11201

Dear Sir/Madam,

Please be advised that as stated in the Fire Alarm Company enclosed letter the fire alarm panel's troubles were caused by the active interior construction.
The panel was serviced by the FA Company to return to normal mode.

Sincerely,

Yuriy Goldstein
Property Manager

MATTONE INVESTORS, LLC

134-01 20TH AVENUE
COLLEGE POINT, NEW YORK 11356
718.353.5500

400 POST AVENUE, SUITE 400
WESTBURY, NEW YORK 11590
516.534.5100

WWW.MATTONEINVESTORS.COM



United States Merchants Protective Co., Inc.

P.O. Box 1189, Bellmore, NY 11710

Tel & Fax: (855) 637-5400

www.usmerchantsprotective.com

NYS Lic # 12000292700 – FDNY Certificate Company #1858

BURGLAR ■ FIRE ■ CCTV ■ ACCESS CONTROL

October 13, 2022

St James Apartments Inc
250 Jay Street
Brooklyn, NY 11201

RE: 240-250 Jay Street
Brooklyn, NY 11201

Violation No #014029889Z

To whom it may concern,

Please be advised that we have serviced the fire alarm system that was in trouble and supervisory due to construction on site and restored the system to normal in an as built fashion.

No further action is needed at this juncture.

Should you have any questions regarding the foregoing or need anything else do not hesitate to contact me.

Thank you,

Eric Wahrsager

Eric Wahrsager

President

ewsager@usmerchantsprotective.com



Overview of LAB Teams, Responsibilities, and Organizational Chart SY 2021-2022





Organizational structure summary

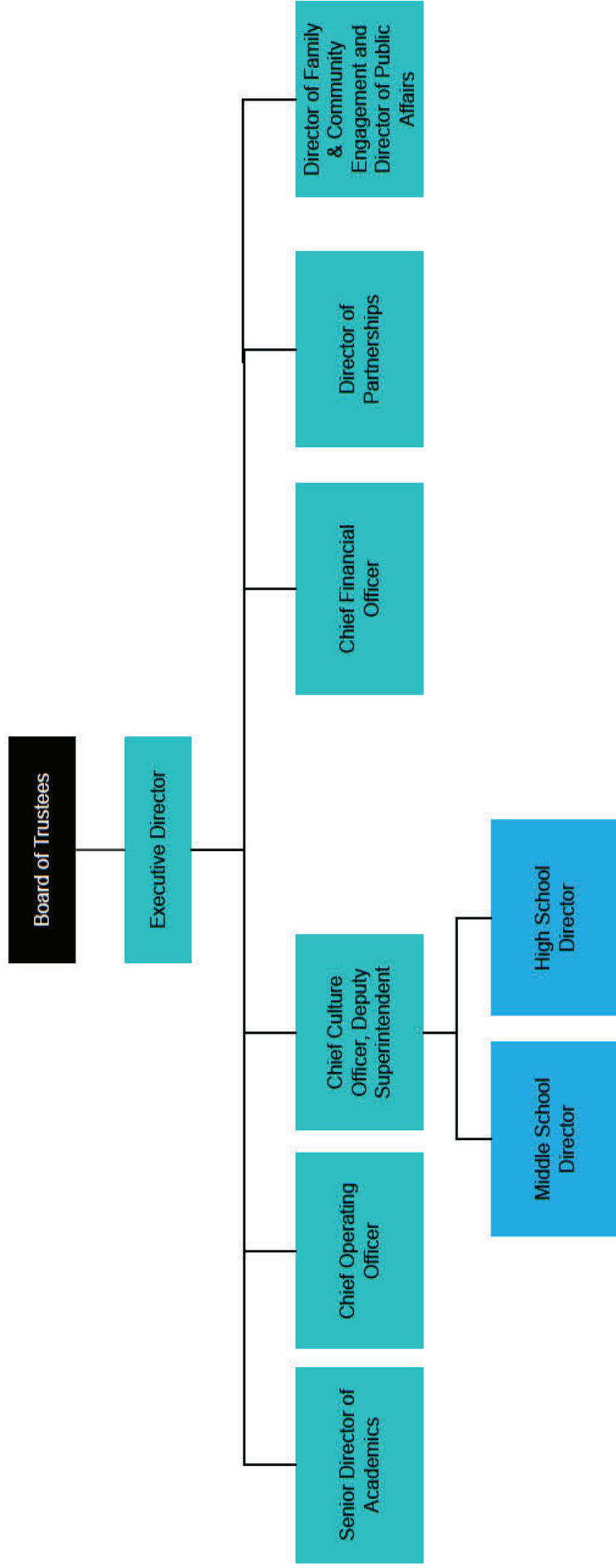
This organizational chart is comprised of slides that describe the organizational structure at LAB, team makeups at the campus and shared services levels, and core responsibilities of staff across LAB.

LAB has campus-level teams at each school, and a shared services team that provides infrastructure and management support to all LAB schools.

Shared services teams	Campus-level teams and programs
<ul style="list-style-type: none">● Executive Director and reports● Schools Team● Academics Team● School Operations Team● HR and Talent Team● Finance Team● Family Engagement & Partnerships Team● Partnerships, Communications, External Affairs, and Strategic Planning	<ul style="list-style-type: none">● Middle School● High School● Individualized Study

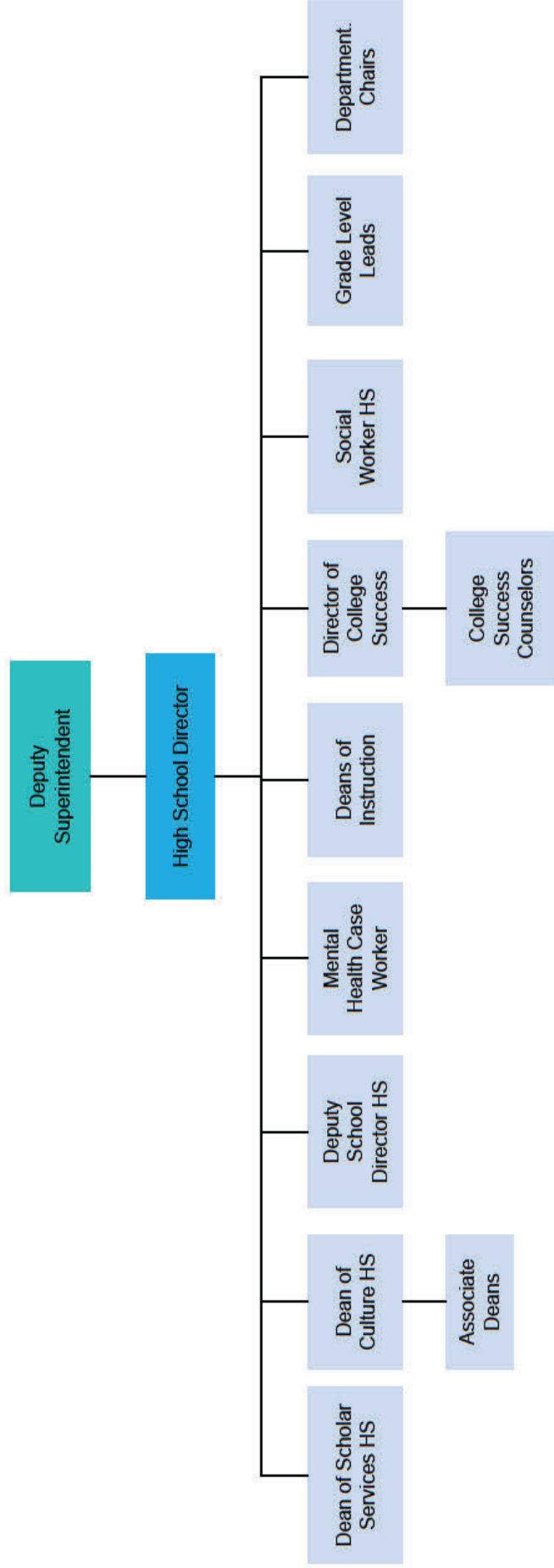


Executive Director and Reports



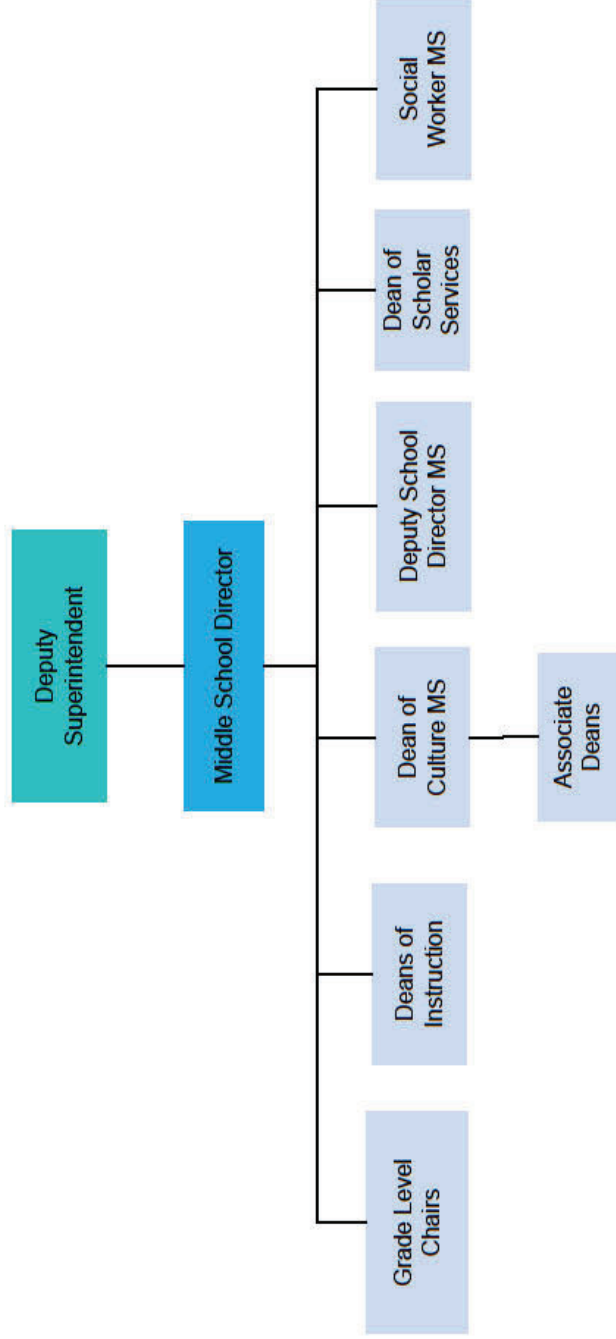


High School



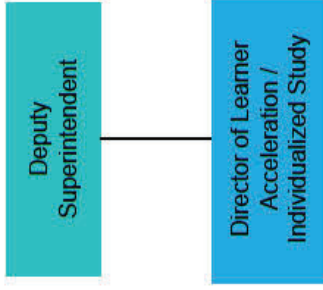


Middle School





Individualized Study





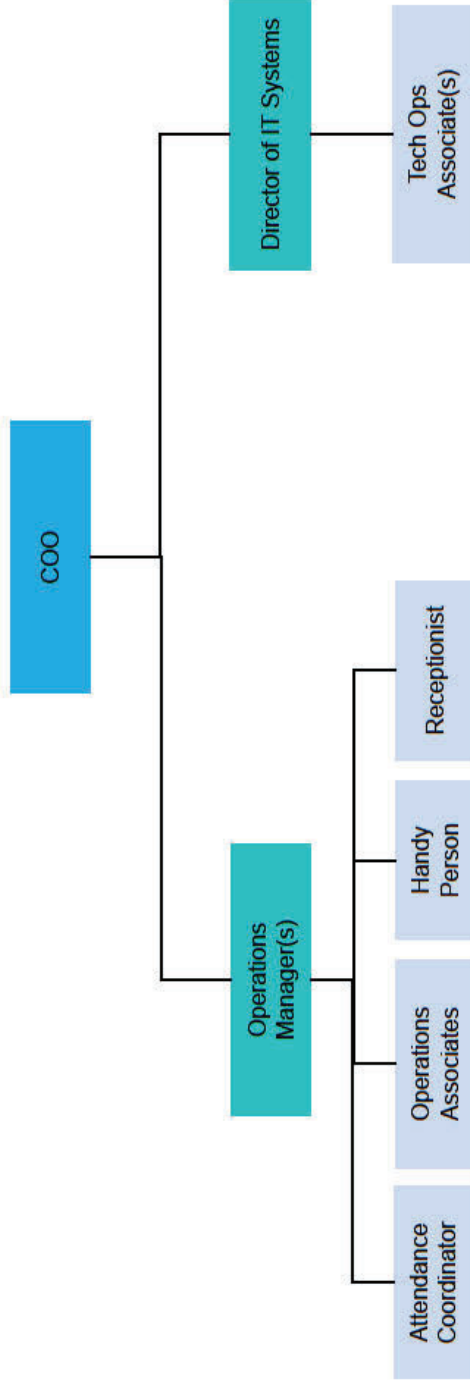
Schools / Deputy Superintendent

Ensures academic success of campuses and organization overall. The Schools Team:

- **School Director Management:** Manage and develop School Directors to excellence. Ensure data and analytics work is completed and that School Directors adapt practice based on that data. Support School Directors to make effective small group instruction and curriculum sequencing decisions.
- **Culture:** Leads school staff in the development of effective techniques and systems to create and maintain positive and thriving classroom cultures that maximize student learning. Manages disciplinary situations that require restorative approaches and/or consequences.
- **Professional Learning:** Develop and lead professional development work for teachers and instructional leaders at all campuses. Work to significantly improve the quality of professional development and coaching of School Directors.
- **Academic Program:** Ensures that the academic program is implemented with excellence, such that all campuses meet or exceed academic performance goals and operate from consistent playbooks and design principles.
- **Continual Improvement and Shared Service Delivery:** Responsible for the ongoing improvement and implementation of the teaching and learning program.



School Operations





School Operations

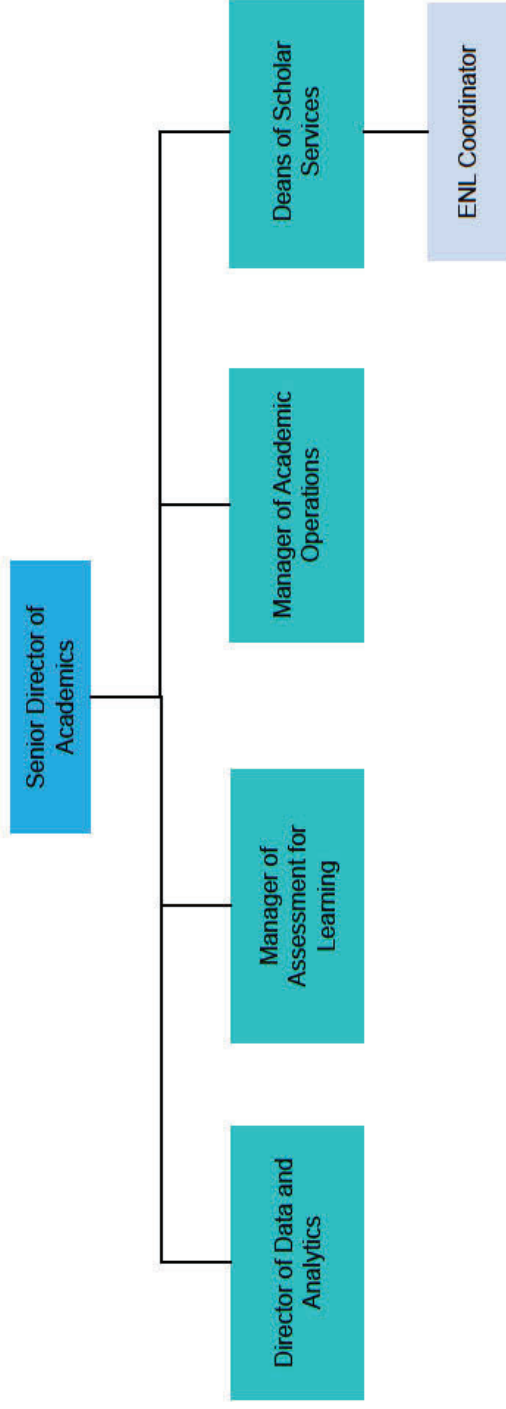
Manages a core set of central operations functions and ensures schools have the necessary supports to manage campus operations effectively.

The Operations Team is responsible for:

- **Enrollment Systems:** Manages student information, gradebook, and compliance.
- **Technology Operations & IT:** Manages hardware procurement and oversees schools' use of hardware. Ensures building-wide technology functions are high functioning.
- **Facilities:** Manages all on-going facilities issues, including all repairs and maintenance, and security and safety concerns.
- **Health and Safety:** Manage security contractors and health protocols implementation and reporting.
- **School Operations:** Works with School Operations to ensure building readiness and ongoing operational excellence.



Academics





Academics

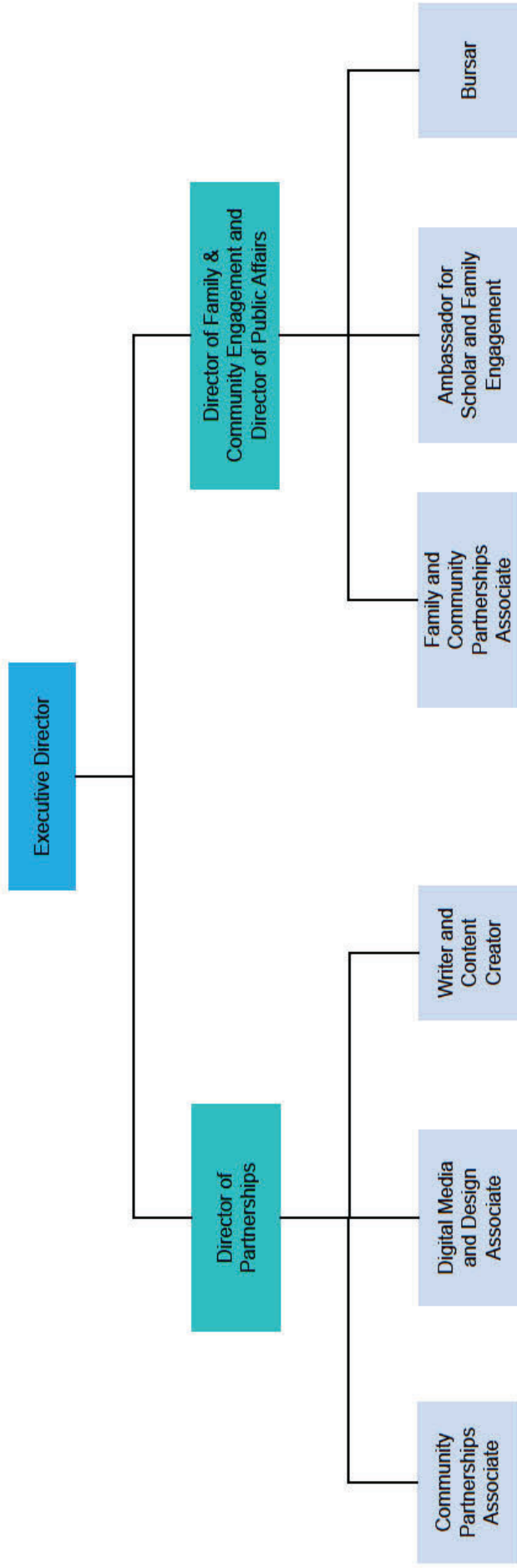
Ensures success of academic operations, teaching and learning

The Academics Team:

- **Data Analytics:** Collects, organizes and analyze academic and operational data for schools.
- **Scholar Services & ENL Support:** Coordinate planning and implementation of scholar services, including for Students with Disabilities, ENL students, and students we special needs
- **Academic Operations:** Providing resources, scheduling and supporting learning systems
- **Assessment for Learning:** Managing and supporting targeted pathways for scholars to demonstrate growth + mastery



Partnerships and Community Engagement





Family and Community Engagement Team

Manages student recruitment, organization-wide family engagement, civic education initiatives for scholars, and strategic partnerships.

The Family and Community Partnerships Team is responsible for:

- **Student Recruitment & Registration:** Developing and executing outreach and recruitment plans to ensure schools begin each year fully enrolled.
- **Family and Scholar Engagement:** Develops and manages an annual calendar of events and communication for families. Coordinates special events for scholars.
- **Strategic Partnerships:** Develops and executes engagement plan to ensure LAB maintains deep strategic partnerships with institutions, community leaders, elected officials, and prospective employers for internship opportunities and other career development opportunities for scholars.



Partnerships, Communications, External Affairs, and Strategic Planning

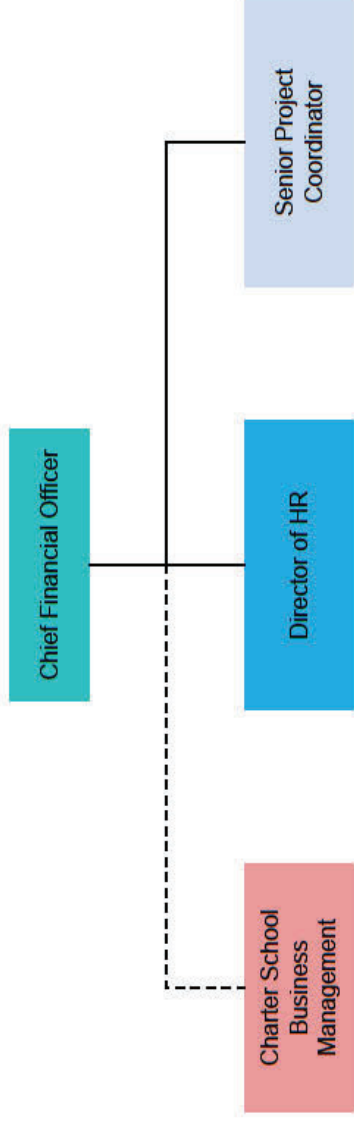
Manages internal and external communications, special projects and planning initiatives. Provides administrative and executive support to the CEO and direct reports.

The Communications, Strategic Planning, and Development Team is responsible for:

- **Communications:** Developing critical internal and external written material for LAB, including renewal applications, board communication, and development documents.
- **Planning:** Supporting the CEO on strategic planning through materials preparation and project management.
- **External Affairs:** Developing the LAB brand and building brand recognition through blog postings, website and social media channels, media opportunities
- **Executive Support:** Preparing materials and owning special projects for the CEO and direct reports.
- **Reporting:** Coordinates reporting to key external stakeholders including Board, donors, and authorizers.



Finance and HR





HR and Talent Team

Ensures LAB has a high performing and satisfied staff by sourcing and recruiting top candidates, developing talent through rigorous professional development, and owning performance management for the organization.

The **HR Team** is responsible for:

- **Recruitment and Selection:** Building diverse and high-performing pools for all open roles, screening and evaluating candidates, and supporting hiring managers and the CEO to make informed new hire decisions.
- **Process Management:** Managing the selection process and specific outreach campaigns for hiring managers and the selection process for Teacher Residents from the LAB Corps Fellowship.
- **Performance Management:** Supporting the ongoing evaluation and development of staff and educators in the talent pipeline, and supporting managers to take informed action throughout the employee life cycle. Working with leadership to ensure high levels of retention.
- **Organization-wide Professional Development:** Developing and managing a comprehensive professional development program for teachers, leaders, fellows, teacher residents, and non-instructional staff
- **Fellowship and Residency:** Ensures there is a pipeline for and effective management of Fellows and Residents. This includes ensuring that Residents and Fellows meet performance goals in support of student achievement and that campuses ensure ongoing professional development of Residents and Fellows.



Finance

Ensures fiscal stability of campuses and overall enterprise by overseeing budgeting, payroll, account payables and receivables, and auditing.

The Finance Team

- **Budgets:** Creates and manages school-level budgets and manages annual enterprise-wide budgeting process.
- **Accounting:** Processes all account payables and receivables on behalf of the schools, and ensures accurate reporting.
- **Reporting:** Conducts monthly reviews of financial activity and submits reports to authorizers and donors and the Board, as required.
- **Audits:** Arranges for and works with external audit team to ensure timely, clean audits
- **Payroll:** Compiles all payroll data and processes all payroll in timely fashion.
- **Compliance:** Coordinates with regulatory agencies to ensure administrative obligations are met.