

Application: Brooklyn Prospect Charter School - CSD 15

- WHargett@prospectschools.org
2021-2022 Annual Report

Summary

ID: 0000000362

Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed Sep 14 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 PROSPECT CHARTER-CSD 15 800000090216

a1. Popular School Name

Brooklyn Prospect Charter School - CSD 15

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.

SUNY BOARD OF TRUSTEES

d. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

e. DATE OF INITIAL CHARTER

7/2008

f. DATE FIRST OPENED FOR INSTRUCTION

9/2009

c. School Unionized

Is your charter school unionized?

No

h. SCHOOL WEB ADDRESS (URL)

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

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

(No response)

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

(No response)

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

Check all that apply

| | |
|---------------|---------------|
| Grades Served | (No response) |
|---------------|---------------|

I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

Yes

I2. NAME OF CMO/EMO AND ADDRESS

| | |
|-------------------------|--|
| NAME OF CMO/EMO | Prospect Schools |
| PHYSICAL STREET ADDRESS | 397 Bridge Street, 9th Floor |
| CITY | Brooklyn |
| STATE | NY |
| ZIP CODE | 11201 |
| EMAIL ADDRESS | compliance@prospectschools.org |
| CONTACT PERSON NAME | Tresha Ward |

FACILITIES INFORMATION

m. FACILITIES

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

(No response)

BROOKLYN PROSPECT CHARTER-CSD 15 800000090216

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 | | | | | |

m1a. Please provide the contact information for Site 1.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|------|-------|------------|-----------------|---------------|
| School Leader | | | | | |
| Operational Leader | | | | | |
| Compliance Contact | | | | | |
| Complaint Contact | | | | | |
| DA A Coordinator | | | | | |
| Phone Contact for After Hours Emergencies | | | | | |

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

(No response)

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

| | Date school will leave current co-location | Is school working with NYCDOE to expand into current space? | If so, list year expansion will occur. | Is school working with NYCDOE to move to separate space? | If so, list the proposed space and year planned for move | School at Full Capacity at Site |
|--------|--|---|--|--|--|---------------------------------|
| Site 1 | | | | | | |

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)

Site 1 Fire Inspection Report

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 | | | | | |

m2a. Please provide the contact information for Site 2.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|------|-------|------------|-----------------|---------------|
| School Leader | | | | | |
| Operational Leader | | | | | |
| Compliance Contact | | | | | |
| Complaint Contact | | | | | |
| DA A Coordinator | | | | | |
| Phone Contact for After Hours Emergencies | | | | | |

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

(No response)

m2c. Please list the terms of your current co-location.

| | Date school will leave current co-location | Is school working with NYCDOE to expand into current space? | If so, list year expansion will occur. | Is school working with NYCDOE to move to separate space? | If so, list the proposed space and year planned for move | School at Full Capacity at Site |
|--------|--|---|--|--|--|---------------------------------|
| Site 2 | | | | | | |

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Site 1 Certificate of Occupancy (COO)

Site 2 Fire Inspection Report

BROOKLYN PROSPECT CHARTER-CSD 15 800000090216

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 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 3 | | | | | |

m3a. Please provide the contact information for Site 3.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|------|-------|------------|-----------------|---------------|
| School Leader | | | | | |
| Operational Leader | | | | | |
| Compliance Contact | | | | | |
| Complaint Contact | | | | | |
| DA A Coordinator | | | | | |
| Phone Contact for After Hours Emergencies | | | | | |

m3b. Is site 3 in public (co-located) space or in private space?

(No response)

m3c. Please list the terms of your current co-location.

| | Date school will leave current co-location | Is school working with NYCDOE to expand into current space? | If so, list year expansion will occur. | Is school working with NYCDOE to move to separate space? | If so, list the proposed space and year planned for move | School at Full Capacity at Site |
|--------|--|---|--|--|--|---------------------------------|
| Site 3 | | | | | | |

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Site 1 Certificate of Occupancy (COO)

[CSD 15 Annual Report .pdf](#)

Filename: CSD 15 Annual Report .pdf **Size:** 210.0 kB

Site 3 Fire Inspection Report

BROOKLYN PROSPECT CHARTER-CSD 15 800000090216

School Site 4

m4. SCHOOL SITES

Please provide information on Site 4 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 4 | | | | | |

m4a. Please provide the contact information for Site 4.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|------|-------|------------|-----------------|---------------|
| School Leader | | | | | |
| Operational Leader | | | | | |
| Compliance Contact | | | | | |
| Complaint Contact | | | | | |
| DA A Coordinator | | | | | |
| Phone Contact for After Hours Emergencies | | | | | |

m4b. Is site 4 in public (co-located) space or in private space?

(No response)

m4c. Please list the terms of your current co-location.

| | Date school will leave current co-location | Is school working with NYCDOE to expand into current space? | If so, list year expansion will occur. | Is school working with NYCDOE to move to separate space? | If so, list the proposed space and year planned for move | School at Full Capacity at Site |
|--------|--|---|--|--|--|---------------------------------|
| Site 4 | | | | | | |

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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.

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- 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)

Site 4 Fire Inspection Report

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).

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 | William Hargett |
| Position | Associate Director of Compliance |
| Phone/Extension | 718-643-1086 |
| Email | whargett@prospectschools.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

N/A

Signature, President of the Board of Trustees

Mr. Perse

Date

Sep 13 2022

Thank you.



Entry 3 Accountability Plan Progress Reports

Incomplete

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

Incomplete

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 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.

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

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 4c - Additional Financial Documents

Incomplete Hidden from applicant

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, "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.

Entry 4d - Financial Services Contact Information

Incomplete Hidden from applicant

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 |
|--|----------------------------------|-----------------------------------|-----------------------------------|
| | | | |

2. Audit Firm Contact Information

| | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|----------------------------|----------------------------|------------------------------------|
| | | | | |

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

| | Firm Name | Contact Person | Mailing Address | Email | Phone | Years With Firm |
|--|-----------|----------------|-----------------|-------|-------|-----------------|
| | | | | | | |

Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

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.

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Sep 14 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.

Ahmed

Filename: Ahmed.Haque.Baord.Disclosure.Form b8NAEER.pdf **Size:** 676.1 kB

Angela

Filename: Angela.Kurzawa.Board.Disclosure.Fo 33s8EUb.pdf **Size:** 674.9 kB

Christine

Filename: Christine.Burke.Financial.Disclosu gpdzNsU.pdf **Size:** 394.1 kB

Gravell

Filename: Gravell.Pierre.Board.Disclosure.Do y7wUYzi.pdf **Size:** 677.7 kB

Jill

Filename: Jill.Inbar.Board.Disclosure.Docume r1hWo8Z.pdf **Size:** 671.3 kB

[Joanne](#)

Filename: Joanne.Garce Rodriguez.Disclosure. 8mhS2Uu.pdf **Size:** 674.9 kB

[Maya](#)

Filename: Maya.Petrocelli.Board.Disclosure.Form.pdf **Size:** 318.0 kB

[Michael](#)

Filename: Michael.Echenburg.Board.Disclosure D1ZuXzm.pdf **Size:** 677.9 kB

[Sam](#)

Filename: Sam.Koch.Board.Disclosure.Form.202 yLcTubt.pdf **Size:** 672.1 kB

[Sara](#)

Filename: Sara.Keenan.Board.Disclosure.Docum m7Kloaw.pdf **Size:** 670.9 kB

[Michelle](#)

Filename: Michelle.Ramirez.Board.Disclosure. 7yOJXSy.pdf **Size:** 673.9 kB

Entry 7 BOT Membership Table

Completed Sep 14 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

BROOKLYN PROSPECT CHARTER-CSD 15 800000090216

Authorizer:

Who is the authorizer of your charter school?

SUNY

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 | Burke, Christine | | Trustee/Member | Finance, Academic | Yes | 4 | 06/30/2021 | 06/30/2024 | 7 |
| 2 | Echenburg, Michael W. | | Trustee/Member | Finance, Facilities | Yes | 1 | 09/23/2020 | 09/30/2023 | 11 |
| 3 | Garcerodriguez, Joanne | | Trustee/Member | Facilities | Yes | 1 | 09/23/2020 | 09/30/2023 | 8 |
| 4 | Haque, Ahmed | | Trustee/Member | Academic | Yes | 1 | 10/12/2019 | 10/02/2022 | 6 |
| 5 | Inbar, Jill | | Chair | Finance, Facilities, Governance | Yes | 3 | 06/30/2021 | 06/30/2024 | 9 |
| | | | | | | | | | |

| | | | | | | | | | |
|---|-------------------|------------|----------------|---------------------|-----|---|------------|------------|-----------|
| 6 | Keenan, Sara | [REDACTED] | Secretary | Academic | Yes | 1 | 01/13/2020 | 01/13/2023 | 5 or less |
| 7 | Koch, Sam | [REDACTED] | Trustee/Member | Governance | Yes | 4 | 06/30/2021 | 06/30/2024 | 9 |
| 8 | Pierre, Gravelle | [REDACTED] | Treasurer | Finance, Governance | Yes | 1 | 06/30/2022 | 06/30/2025 | 9 |
| 9 | Ramirez, Michelle | [REDACTED] | Trustee/Member | Academic | Yes | 1 | 09/23/2020 | 09/29/2023 | 5 or less |

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

Yes

1b. Board Member Information

| | 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 |
|----|------------------|-----------------------|-----------------------|------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 | Kurzawa, Angela | | Parent Rep | | Yes | 1 | 01/19/2022 | 01/19/2025 | 5 or less |
| 11 | Garba, Jordan | | Parent Rep | | Yes | 1 | 06/21/2021 | 11/18/2021 | 5 or less |
| 12 | Petrocelli, Maya | | Trustee/Member | Facilities | Yes | 1 | 07/19/2021 | 07/01/2023 | 10 |
| 13 | | | | | | | | | |
| 14 | | | | | | | | | |
| 15 | | | | | | | | | |

1c. Are there more than 15 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 | 1 |
| c. Total Number of Members who Departed during 2021-2022 | 1 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 10 |

3. Number of Board meetings held during 2021-2022

15

4. Number of Board meetings scheduled for 2022-2023

11

Total number of Voting Members on June 30, 2022:

10

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

1

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

3

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

10

Thank you.

Entry 8 Board Meeting Minutes

Completed Sep 14 2022 Hidden from applicant

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

Schools must upload 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**.

8

Filename: 8.25.21 BPCS Board Meeting Minutes BZPr8Yn.pdf **Size:** 221.3 kB

9

Filename: 9.10.21 BPCS Board Meeting Minutes BHjLyLR.pdf **Size:** 214.8 kB

9

Filename: 9.22.21 BPCS Board Meeting Minute wJ54Y7g.pdf **Size:** 224.1 kB

10

Filename: 10.20.2021 BPCS Board Meeting Minutes.pdf **Size:** 221.3 kB

November 17, 2021 BPCS Board Meeting Minutes

Filename: November 17 2021 BPCS Board Meeti pI5ORhN.pdf **Size:** 224.0 kB

BPCS Board Meeting Minutes January 11 2022 APPROVED

Filename: BPCS Board Meeting Minutes January Kb7vbvJ.pdf **Size:** 214.9 kB

BPCS Board Meeting Minutes January 19 2022 APPROVED

Filename: BPCS Board Meeting Minutes January Sb40GxV.pdf **Size:** 229.6 kB

03

Filename: 03.23.2022 BPCS Board Meeting Minutes.pdf **Size:** 221.4 kB

02

Filename: 02.16.202 BPCS Board Meeting Minutes.pdf **Size:** 220.6 kB

4

Filename: 4.27.22 BPCS Board Meeting Minutes.pdf **Size:** 220.8 kB

05

Filename: 05.25.2022 BPCS Board Meeting Minutes.pdf **Size:** 219.4 kB

06

Filename: 06.29.2022 BPCS Board Meeting Minu 3DXb5UZ.pdf **Size:** 231.3 kB

03

Filename: 03.30.2022 BPCS Board Meeting Minutes.pdf **Size:** 214.0 kB

05_16_22 BPCS Board Meeting Minutes

Filename: 05_16_22 BPCS Board Meeting Minutes.pdf **Size:** 217.0 kB

Entry 9 Enrollment & Retention

Completed Sep 14 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 | N/A | N/A |
| English Language Learners | N/A | N/A |
| Students with Disabilities | N/A | N/A |

Retention Efforts Toward Meeting Targets

| | Describe Retention Efforts in 2021-2022 | Describe Retention Plans in 2022-2023 |
|----------------------------|---|---------------------------------------|
| Economically Disadvantaged | N/A | N/A |
| English Language Learners | N/A | N/A |
| Students with Disabilities | N/A | N/A |

Entry 10 - Teacher and Administrator Attrition

Completed Sep 14 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

Incomplete Hidden from applicant

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, 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) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as of June 30, 2022) | |
| Total Category A: 5 or 30% whichever is less | 0 |

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

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

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

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

| | FTE Count |
|-------|-----------|
| Total | |

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 | |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | |

Thank you.



Entry 12 Organization Chart

Incomplete Hidden from applicant

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.

Entry 13 School Calendar

Completed Sep 14 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload 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 calendar showing the requested information. Schools are encouraged to use calendar template and ensure there is monthly tally of instructional days.

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

CSD 15 Annual Report

Filename: CSD 15 Annual Report .pdf Size: 210.0 kB

Entry 14 Links to Critical Documents on School Website

Completed Sep 14 2022

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not 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 Prospect Charter School CSD 15**

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.brooklynprospect.org/about-us/governance/ |
| 2. Board meeting notices, agendas and documents | https://www.brooklynprospect.org/about-us/governance/ |
| 3. New York State School Report Card | https://data.nysed.gov/ |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | https://docs.google.com/document/d/1B-UETXch4R6OBWqmsWe8J6zpbFjrh4Q1zcliQB0IIHc/edit#heading=h.qjdgxs |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo | https://www.brooklynprospect.org/about-us/governance/ |
| 6. Authorizer-approved FOIL Policy | https://docs.google.com/document/d/1B-UETXch4R6OBWqmsWe8J6zpbFjrh4Q1zcliQB0IIHc/edit#heading=h.qjdgxs |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List) | https://docs.google.com/document/d/1B-UETXch4R6OBWqmsWe8J6zpbFjrh4Q1zcliQB0IIHc/edit#heading=h.qjdgxs |

Thank you.



Entry 15 Staff Roster

Incomplete Hidden from applicant

[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 resubmission of 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.



Monday, September 12, 2022

Brooklyn Prospect Charter School - CSD 15 is taking a pause year that was approved by the SUNY Trustees.

If you have any questions or concerns, please contact CEO, Tresha Ward at compliance@prospectschools.org.



Monday, September 12, 2022

Brooklyn Prospect Charter School - CSD 15 is taking a pause year that was approved by the SUNY Trustees.

If you have any questions or concerns, please contact CEO, Tresha Ward at compliance@prospectschools.org.



Board of Trustees

Board Meeting

Feb 16, 2022

12:00pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, February 16, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Michael Eichenberg
Gravelle Pierre
Sara Keenan
Sam Koch
Joanne Garce-Rodriguez
Maya Petrocelli

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Tinnæ Hamilton, Special Assistant to CEO; Yoni Samuel-Siegel, COO; Jonathan Macintosh, CAO; Several members of the public also attended.

Jill Inbar served as Chairperson and Sara Keenan served as Secretary of the meeting. The meeting was called to order at 12:07 pm.

Review of Mission

Gravelle read aloud the Mission. Sam reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the January 11th and 19th meeting that were circulated to the Board in advance. After an opportunity to discuss them, Gravelle motioned to approve Board minutes from the January 11th and 19th. Joanne seconded the motion. The motion was unanimously approved.

School Operations

Yoni provides an update on the continual downward trend of COVID cases in our schools and vast reduction in the number of students and staff quarantining. Yoni also provided an update on the school’s plans for returning from mid-winter break safely. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Academics



Board of Trustees

Jon provided an update on the after school program. Jon also provided an update on the most recent skills bonanza to assess how students are doing. Finally, Jon provided an update on student support. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Facilities

Hillary provided an update on the 39th Street Building project to house Windsor Terrace Elementary. Hillary also provided an update on the 17th Street Building project as a future home of the current Windsor Terrace Middle School whereby the stop work order has been officially lifted. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School & Network Updates

Tresha provided updates on efforts to return schools to consistent learning after the recent Omicron surge and efforts to collect mid-year data to understand our organization’s current state and inform planning for 22-23. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Jill asks Tinnæ to share details about the structure of public comment. Tinnæ provides instructions for public comment. Several members of the public provided comments.

The meeting was officially adjourned at 1:02pm.

Respectfully submitted:
Sara Keenan, Secretary



BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Joint BPCS and PS Board Meeting

March 23, 2022

3:00pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, March 23, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Michael Eichenberg
Gravelle Pierre
Ahmed Haque
Angela Kurzawa
Christine Burke
Maya Petrocelli

In addition, several members of the Prospect Schools board were in attendance:

Kate Eberle Walker
Kevin Mole
Penny Marzulli
Elizabeth Camp

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Tinnæe Hamilton, Special Assistant to CEO; Yoni Samuel-Siegel, COO; Jonathan Macintosh, CAO, Shai Lamdan, Director of Development.

Several members of the public also attended.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 3:06 pm.

Governance

Jill welcomed Angela Kurzawa as an official member of the board.

Jill asked if there were any questions or comments about the minutes from the February 16 meeting that were circulated to the Board in advance. After an opportunity to discuss them, Michael motioned to approve Board minutes from the February 16 meeting. Kevin seconded the motion. The motion was unanimously approved.

School Operations



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Yoni provided a health and safety update on Prospect Schools' approach to the COVID-19 pandemic including updates on Prospect Schools' move towards optional masking and provision of necessary safety supplies. In addition, Yoni provided an update on student recruitment efforts, specifically around reaching socioeconomically disadvantaged and families of English language learners. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Academics

Jon provided an update from the most recent academic oversight committee meeting including student achievement and efficacy. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Finance

Hillary provided an update from the finance committee meeting discussing the current year budget as well as the budget for the upcoming fiscal year. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Facilities

Hillary provided an update on the 17th Street project for Windsor Terrace Middle School where construction work has commenced, a potential permanent home for International Elementary School, as well as the 39th Street Building project to house Windsor Terrace Elementary. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School & Network Updates

Tresha provided updates on trends learned from our recent organizational health survey. Paul provided updates on implementation of our strategic plan. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Due to time constraints and the packed agenda and discussions, the Board did not have time for public comment.

In order to discuss confidential information related to a potential real estate lease, Christine motioned for the Board to enter executive session. Michael seconded the motion and the board unanimously approved. At this point, the Board entered executive session.

At the conclusion of executive session, Gravelle motioned to exit executive session. Kevin seconded the motion and the board unanimously approved. The Board then exited the executive session.

The meeting was officially adjourned at 4:06pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Joint BPCS and PS Board Meeting

March 30, 2022

12:30pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, March 30, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Maya Petrocelli
Gravelle Pierre
Angela Kurzawa
Ahmed Haque
Sam Koch
Christine Burke
Sara Keenan
Michael Echenberg

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Tinnæe Hamilton, Special Assistant to CEO; Shai Lamdan, Director of Development.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:31 pm.

Network Growth Planning

Tresha updated the Board on Prospect Schools’ growth plan for Brooklyn Prospect and provided an opportunity for board members to ask questions and share concerns. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues. Jill asked if the Board was ready to vote on the growth plan after the discussion, questions and update concluded.

Michael made a motion for the Board to vote on the proposed growth plan. Christine seconded the motion. After a vote, the motion was unanimously approved.

The meeting was officially adjourned at 1:03 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

PS Board Meeting

April 27, 2022

12:00pm

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, April 27, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Gravelle Pierre
Angela Kurzawa
Ahmed Haque
Michael Echenberg
Michelle Ramirez
Sam Koch
Maya Petrocelli
Joanne Garce-Rodriguez

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Yoni Samuel-Siegel, COO, Jonathan McIntosh, CAO, Tinnæ Hamilton, Special Assistant to CEO; Shai Lamdan, Director of Development.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:01 pm.

Governance

Jill asked if there were any questions or comments about the minutes from the March 23 and March 30 meetings that were circulated to the Board in advance. After an opportunity to discuss them, Michael motioned to approve Board minutes from the March 23 and March 30 meetings. Ahmed seconded the motion. The motion was unanimously approved.

School Operations

Yoni provided updates on school enrollment progress with specific updates on Prospect Schools recent lottery and efforts to ensure fully enrolled schools for the Fall. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Jill asked if the Board was prepared to extend the Free and Reduced Price Lunch (FRL) preference to BPHS. Ahmed moved to vote on this change and Gravelle seconded the motion. The motion to align the High School lottery for the entry year at 9th Grade to include a FRL preferences as we have at other schools was unanimously approved.



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Talent

Lisa provided an update on Prospect Schools staff retention data. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Academics

Jon provided updates on the recent NYS exam testing administration as well as other school programs. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Finance and Facilities

Hillary provided an update on Prospect Schools' progress on our 39th St facility. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School & Network Updates

Tresha provided updates on Prospect Schools DEI planning work and Paul provided updates on progress from the Prospect Schools Steering Committee. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Due to time constraints and robust discussions, the Board did not have time for public comment.

To discuss the employment history of a particular person, Michael motioned for the Board to enter executive session. Gravelle seconded the motion and the board unanimously approved. At this point, the Board entered executive session.

At the conclusion of executive session, Michael motioned to exit executive session. Gravelle seconded the motion and the board unanimously approved. The Board then exited the executive session.

The meeting was officially adjourned at 1:05pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

May 25, 2022

12:00pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, May 25 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

- Jill Inbar
- Maya Petrocelli
- Gravelle Pierre
- Angela Kurzawa
- Michelle Ramirez
- Sam Koch
- Christine Burke
- Sara Keenan
- Michael Echenberg
- Joanne Garce-Rodriguez

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Tinnæ Hamilton, Special Assistant to CEO; Yoni Samuel-Slegel, COO; Jonathan Macintosh, CAO; Shai Lamdan, Director of Development.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:01 pm.

Review of Mission

Maya read aloud the Mission. Gravelle reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the April 27 Board meeting that were circulated to the Board in advance. After an opportunity to discuss them, Michael motioned to approve Board minutes from April 27. Joanne seconded the motion. The motion was unanimously approved.

Facilities

Hillary provided an update on the 39th Street Building project to house Windsor Terrace Elementary where we have received BSA approval to begin using the building in the 22-23 school year. Hillary also provided a brief update on the 17th St project. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.



School Operations

Yoni provided an update on our school security, health and safety measures relating to COVID, as well as student recruitment. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Academics

Jon provided an update on college access and the recent college application results for our High School seniors. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School & Network Updates

Tresha provided updates on planning for 22-23. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Jill asks Tinnæ to share details about the structure of public comment. Tinnæ provides instructions for public comment. Several members of the public provided comments.

The meeting was officially adjourned at 1:00pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

PS Board Meeting

May 16, 2022

12:00pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, April 27, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

- Jill Inbar
- Gravelle Pierre
- Angela Kurzawa
- Ahmed Haque
- Sara Keenan
- Michael Echenberg
- Michelle Ramirez
- Sam Koch
- Maya Petrocelli
- Joanne Garce-Rodriguez

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO;; Paul Astuto, Chief of Staff and Strategy,, Tinnæe Hamilton, Special Assistant to CEO;

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:01 pm.

Facilities Updates

Hillary provided updates and details relating to amendments to existing sublease agreements. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Jill asked if the Board was prepared to vote to approve the revised sublease agreements

Gravelle moved to vote on the 17th St approval and Michael seconded the motion. The motion to approve the sublease agreements on 17th St was unanimously approved.

Sara moved to vote on the 80 Willoughby St approval and Michael seconded the motion. The motion to approve the sublease agreements on 80 Willoughby St was unanimously approved.

Angela moved to vote on the Fulton St approval and Joanne seconded the motion. The motion to approve the sublease agreements on Fulton St was unanimously approved.



Board of Trustees

Michael moved to vote on the Fort Hamilton Parkway approval and Ahmd seconded the motion. The motion to approve the sublease agreements on Fort Hamilton Parkway was unanimously approved.

Michael moved to vote on the 39th St approval and Gravelle seconded the motion. The motion to approve the sublease agreements on 39th St was unanimously approved.

The meeting was officially adjourned at 12:18pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Joint BPCS and PS Board Meeting

Jun 29, 2022

3:00pm

Minutes

A meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, June 29, 2022 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Michael Echenberg
Gravelle Pierre
Ahmed Haque
Angela Kurzawa
Sam Koch
Maya Petrocelli

In addition, several members of the Prospect Schools Board were in attendance:

Kate Eberle Walker
Kevin Mole
Elizabeth Camp
Penny Marzulli
Stephen Bailey

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy; Yoni Samuel-Siegel, COO; Jonathan Macintosh, CASO, Shai Lamdan, Director of Development.

Several members of the public also attended.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 3:05 pm.

Governance

Jill began the meeting discussing the meeting minutes for May 16 and May 25 which were circulated in advance. Jill requested a motion to approve the meeting minutes. There was a motion and a second after which the Board voted unanimously to approve these minutes.

Jill then paused to recognize Board members who will be rolling off the BPCS and PS Boards including Christine Burke, Kevin Mole, Elizabeth Camp, and Jill Inbar.



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Jill then discussed a proposal to renew the Board terms for three (3) BPCS Board members including Sara Keenan, Gravelle Pierre, and Ahmed Haque. Jill also introduced Juliet Cullen-Cheung who is a proposed new Board member for the BPCS Board. Sam spoke to Juliet's background and qualifications for the Board. He also informed the Board that Juliet previously met with members of the Governance Committee and with Tresha per our recruiting process and that the Governance Committee recommended her election as a Trustee. Jill then asked for a motion to approve Juliet's addition to the Board and renewal of the Board terms for Gravelle, Sara, and Ahmed. There was a motion and a second after which the Board voted unanimously to approve these positions.

Jill also discussed the need to qualify the number of Board members for the 2022-2023 school year as ten (10). Jill asked for a motion to ratify ten (10) as the number of BPCS Board members. There was a motion and a second after which the Board voted unanimously to certify ten (10) as the number of trustees for the 2022-2023 school year.

Jill then raised the proposed slate of officers for the BPCS Board in 2022-2023 including Gravelle Pierre as Chair, Michael Echenberg as Treasurer, and Maya Petrocelli as Secretary. There was a motion to approve these positions and it was seconded. The Board voted unanimously to approve this slate of officers.

Jill then asked Paul to share context on the Family and Parent Engagement policy. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues. Jill asked for a motion to approve this policy as an addition to the family handbook. There was a motion and a second after which the Board voted unanimously to approve the Family and Parent Engagement Policy as part of the Family Handbook.

Jill then asked Lisa to share context on the changes to the Employee Handbook. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues. Jill asked for a motion to approve these changes. There was a motion and a second after which the Board voted unanimously to approve these changes to the employee handbook.

Finance and Facilities

Jill, Tresha, and Ahmed provided updates on proposed changes to the Education Services Agreement between PS and BPCS. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues. Jill asked for a motion to approve the Education Services Agreement. Gravelle moved to approve the policy, Ahmed seconded. The Board voted unanimously to approve the Education Services Agreement pending SUNY's final approval. As part of this agreement Jill asked for a motion to approve appointing Ahmed Haque to the Prospect Schools Board as a BPCS representative. Gravelle motioned to add Ahmed as one of two BPCS representatives on the PS Board and Sam seconded the motion. The Board unanimously approved this motion. The second BPCS representative on the Prospect Schools Board will be determined at a later date.

Hillary next provided updates and details about the FY23 budget. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues. Jill asked for a



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

motion to approve the FY23 budget. There was a motion and a second after which the Board voted unanimously to approve the FY23 Budget.

Following this, Hillary provided updates on a potential investment opportunity as well as updates on our facility projects at 39th St and 17th St. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School Operations

Yoni provided an update on student enrollment. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

Academics

Jon provided an update from the most recent academic oversight committee meeting including end of year assessments, our leadership pipeline, and our Teaching & Learning Priority for 2022-2023. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School & Network Updates

Paul provided updates on Prospect Schools' DEI efforts and Tresha provided updates on the senior leadership team's goal setting process for the 2022-2023 school year. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

In order to discuss confidential information related to a potential real estate lease, Gravelle motioned for the Board to enter executive session. Ahmed seconded the motion and the Board unanimously voted to enter executive session. At this point, the Board entered executive session.

At the conclusion of executive session, Gravelle motioned to exit executive session. Angela seconded the motion and the Board unanimously approved. The Board exited the executive session.

Jill asked for a motion to approve in substance the proposed lease for International Elementary School ("IES"). There was a motion and a second after which the Board voted unanimously to approve in substance the proposed lease for IES with the caveat that if there were material changes to the terms of the lease the Board would have an opportunity to revisit the issue.

The meeting was officially adjourned at 5:38 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

Brooklyn Prospect Charter Schools Board Minutes

January 19, 2022

12 pm

A quarterly meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, January 19, 2022 at 12:00 PM EST taking place both in-person and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Michael Eichenberg
Ahmed Haque
Gravelle Pierre
Maya Petrocelli
Joanne Garce-Rodriguez
Michelle Ramirez
Sam Koch
Christine Burke

By invitation of the Board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Paul Astuto, Chief of Staff and Strategy, Tinnæ Hamilton, Special Assistant to CEO; Yoni Samuel-Siegel, COO; Jonathan Macintosh, CAO; Shai Lamden, Director of Development. Several members of the public also attended.

Jill Inbar served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:04 pm.

Review of Mission

Joanne Garce-Rodriguez read aloud the Mission and Gravelle Pierre read aloud the Prospect Schools Core Values.

Jill Inbar welcomed Yoni Samuel-Siegel, Prospect Schools’ new Chief Operating Officer. Jill requested that Trustees reply to scheduling emails as soon as possible.

Governance

Jill asked if there were any questions or comments about the minutes from the December meeting which were circulated in advance. After an opportunity to discuss them, Ahmed motioned to approve the draft minutes. Joanne seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

Jill explained the approach to filling the Board’s ex-officio seat since the ex-officio Trustee resigned at the end of 2021. Jill reported that the Governance Committee met and recommended that the



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

ex-officio seat rotate to Angela Kurzawa, PTSO President at Windsor Terrace Elementary School. After that Jill shared the process under which the Board votes to approve the ex officio member nomination and appointment to the Board but that before an new Board member is officially a Trustee SUNY must approve that member. After an opportunity for questions, Gravelle motioned to approve Angela as the new ex-officio board member. Ahmed seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

School Operations Update:

Yoni provided an update on Prospect Schools' approach to navigating the COVID-19 pandemic. He reported to the Board the structure of our layered approach to keeping our schools safe while operating in-person learning. In particular, Yoni shared Prospect Schools' "Test-To-Stay" protocol as well as shifting quarantine requirements. He also shared data on the percentage of vaccinated students. Following his report, the Board had an opportunity to discuss it and ask questions about details and related issues.

Academic Updates:

Jon Macintosh provided an academic update focused on Prospect Schools' effort to meet student needs by aligning instruction across schools using data, our upcoming assessment window, and our afterschool programming. Following his report, the Board had an opportunity to discuss it and ask questions about it and certain related protocols and measures.

Facilities Updates:

Hillary provided a facilities update on projects including the approval and execution of the lease extension at 40 Flatbush Avenue Extension for Windsor Terrace Middle School, the status of the process for the land use committee approval for our 39th Street location for Windsor Terrace Elementary School, and positive developments on the 17th St construction for permanent location of Windsor Terrace Middle School.

School and Network Updates

Tresha provided updates on navigation of the last several weeks of school as well as our participation in the Promise 54 DEI Accelerator program to refresh our DEI strategic approach. Paul shared an update on the formation of the Prospect Schools steering committee to help broaden input from multiple stakeholders on Prospect Schools' key strategic questions.

Public Comment

After the conclusion of business, there was an opportunity for public comment. Several members of the BPCS school community attended the meeting and commented.

The meeting was adjourned at 1:00 PM

Respectfully submitted:
Paul Astuto, Acting Secretary
Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Monthly Meeting
August 25th, 2021
12:00 pm
Minutes

The meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, August 25th at 12:00 pm EST. The following Trustees were present via video conference, satisfying quorum:

Jill Inbar
Christine Burke
Sam Koch
Joanne Garce-Rodriguez
Michael Echenberg
Maya Petrocelli
Jordan Garba

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; Elaine Perez, COO; Jennifer Perkins, Chief of Staff. Shai Lamdan, Director of Development; Tinnæ Hamilton, Special Assistant to CEO. Also present were several members of the public.

Jill Inbar served as Chairperson and Sam Koch served as Secretary of the meeting. The meeting was called to order at 12:02 pm.

Review of Mission

The mission and Prospect Schools Core Values were read aloud.

Governance:

Jill welcomed new board members Jordan and Maya and a new member of the network team, Tinnæ.

Jill asked if there were any questions or comments about the minutes from the June 29th, 2021 meeting -- circulated to the Board in advance. After an opportunity to discuss them, Michael motioned to approve Board minutes from the June 29th meeting. Christine seconded the motion. All members voted in the affirmative and the motion was unanimously approved.



Academics/Operations

Annual Approvals of Policy Handbooks:

Tresha provided discussion of updates on the policy handbook, including regarding Homebound instruction; new bathroom policy and Records Access Officer Update. Elaine provided discussion on updates to the employee handbook. Both of these documents were provided to board members in advance and board members were given an opportunity to discuss and ask questions.

Approval of Policy Handbook and Employee Handbook – MOTION to approve by Michael; SECONDED by Joanne; Handbooks unanimously APPROVED.

Reopening:

Tresha and Elaine provided the board with updates on Reopening schools, including vaccination rates, risk mitigation strategies; other health and safety protocols, shifts in response to the Delta Variant, etc.; discussion ensued and the board was given an opportunity to ask questions.

Jonathan provided and facilitated an update on Academics, with a particular focus on how it relates to re-opening. Discussion ensued and the board was given an opportunity to discuss and ask questions.

School & Network Updates

Tresha was given an opportunity to provide any additional School/Network Updates. Discussion and opportunity for questions followed.

Community Comments

Several members of the BPCS school community attended today's meeting and had an opportunity to comment.

At the end of the public comment period, the meeting adjourned at 1:01 pm

Respectfully submitted:

Sara Keenan, Secretary and Sam Koch (substitute Secretary)

Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Meeting

September 10th, 2021

Zoom

12:30 pm

Minutes

The meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Friday, September 10th at 12:30 pm EST via video conference. The following Trustees were present via video conference, satisfying quorum:

Jill Inbar
Sam Koch
Gravelle Pierre
Sara Keenan
Michelle Ramirez
Jordan Garba
Michael Echenberg

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Jennifer Perkins, Director of Network Operations; Shai Lamdan, Director of Development and Tinnæ Hamilton, Special Assistant to CEO. Trustee Maya Petrocelli also joined the meeting but did so after the vote. Several members of the public were in attendance.

Jill Inbar served as Chairperson and Gravelle Pierre served as Secretary of the meeting. The meeting was called to order at 12:31 pm.

Voting Matters

40 Flatbush Facility: Hillary discussed a proposed change to our existing 40 Flatbush facility lease agreement. BPCS is seeking to use additional space on the 10th floor at the same rate it is currently paying for use of other space at the facility. The school intends to begin use of additional space starting September 13th, 2021.

After the Board engaged in a discussion, Michael moved to approve the amendment barring any substantive changes to the draft agreement. Sara seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

The meeting adjourned at 12:41 pm.

Respectfully submitted:
Gravelle Pierre
Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Monthly Meeting

September 22, 2021

3:00 pm

[Agenda](#)

Minutes

The meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, September 22nd at 3:00 pm EST. The following Trustees were present via video conference, satisfying quorum:

Jill Inbar
Christine Burke
Sam Koch
Joanne Garce-Rodriguez
Michael Echenberg
Maya Petrocelli
Gravelle Pierre
Sara Keenan
Michelle Ramirez

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; Elaine Perez, COO; Jennifer Perkins, Chief of Staff. Shai Lamdan, Director of Development; Tinnæ Hamilton, Special Assistant to CEO. Also present were several members of the public.

Jill Inbar served as Chairperson and Sara Keenan served as Secretary of the meeting. The meeting was called to order at 3:09 pm.

Review of Mission

Kevin read aloud the mission and Ahmed read aloud the Prospect Schools Core Values.

Governance:

Gravelle moved and Stephen seconded the motion to approve the minutes from August 25th and September 10th.



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Academics/Operations

Academic Update:

Jonathan McIntosh shared that in our normal Arc of the Year for the Academic Oversight Committee, we would be reviewing end of year data and state test data from the year before. Last year was a unique testing year due to Covid and only 30% of students took the state assessment, and those results were only received on Monday and will be discussed at a future date. The AOC committee has discussed the significant progress we made toward the Prospects '23 vision that 100% of 10th grade students will be "IB ready," and discussed how to engage on continuing to strengthen the IB experience/participation beyond being ready and attending the classes.

Operations Update:

Elaine shared that we welcomed 2200 students across our buildings and recognized the significant preparation with construction, school set up, and health and safety planning. We are testing 20% of our unvaccinated students each week. Looking ahead, we are looking to outline the future vision of our operations.

Finance and Facilities

Finance:

Gravelle shared that the audit committee has been meeting and Hilary shared that our cash position is stronger than it has been in years, reaching 90 days of cash on hand.

Facilities:

Hilary shared updates on the three buildings that are currently in process of renovations, building and permitting.

School & Network Updates

Tresha shared that overall, schools have experienced a strong start of the school year. Staff is at 98% vaccination and we've only had 3-4 Covid cases. While we have some staff openings, we are in a much better position than many peer networks.

Community Comments

Several members of the BPCS school community attended today's meeting and had an opportunity to comment.



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Executive Session

Michael made a motion to move into executive session and Christine seconded, and the board voted unanimously. Michael made a motion to leave executive session and Ahmed seconded and all voted in favour.

At the end of the public comment period, the meeting adjourned at 4:20 pm.

Respectfully submitted:

Sara Keenan, Secretary and Sam Koch (substitute Secretary)
Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Monthly Meeting
October 20, 2021
12:00pm

Minutes

A monthly meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, October 20, 2021 at 12:00 PM EST via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Sam Koch
Gravelle Pierre
Michelle Ramirez
Michael Echenberg
Joanne Garce-Rodriguez
Maya Petrocelli
Jordan Garba

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Jennifer Perkins, Director of Network Operations and Tinnæe Hamilton, Special Assistant to CEO; Shai Lamdan, Director of Development; Adele McConnel, Director of Communications. Several members of the public were in attendance.

Jill Inbar served as Chairperson and Gravelle Pierre served as Secretary of the meeting. The meeting was called to order at 12:06 pm.

Review of Mission

Maya read aloud the Mission. Joanne reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the September 22nd meeting--circulated to the Board in advance. After an opportunity to discuss them, Gravelle motioned to approve Board minutes. Joanne seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

School and Network Updates

School leaders provided a detailed update of teaching and learning initiatives designed to ensure strong academic outcomes as the network emerges from 2020 COVID restrictions. Literacy and math were identified as tier-1 focus areas and efforts are being made to ensure dissemination of



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

best-practices across schools and grade levels. A major skills assessment cycle for grades 3-8 in coming weeks will provide greater visibility on challenge areas.

School leaders next updated the Board on the ongoing integration of International Elementary School (previously ICS) and noted specific efforts to ensure the successful inclusion of the IES community into the Network. Coaching, professional development and observation/feedback have each been well received by IES faculty.

Finance

School leadership briefly discussed enrollment trends for the new academic year in comparison to previous years.

Facilities

Network leaders updated the Board on plans for WTMS and WTES facilities. It was noted that contingencies are in discussion for WTMS should the 17th Street development encounter further delays. Progress at the WTES site on 39th Street remains on schedule.

Public Comment

Several members of the BPCS school community attended today's meeting and had an opportunity to comment on subjects pertaining to school leader communication, COVID protocols and the success of BPCS community town halls.

At the end of the public comment period, Michael moved to enter into Executive Session to discuss a personnel issue. Sam seconded the motion. All members voted in the affirmative and the motion was unanimously approved. Upon the conclusion of the discussion, Michael moved to exit Executive Session. Gravelle seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

The meeting was adjourned at 1:12.

Respectfully submitted:
Gravelle Pierre
Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting

November 17, 2021

12:00 pm

[Agenda](#)

Minutes

The meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Wednesday, November 17th at 3:00 pm EST. The following Trustees were present via video conference, satisfying quorum:

Jill Inbar
Ahmed Haque
Christine Burke
Sam Koch
Michael Echenberg
Maya Petrocelli
Gravelle Pierre
Sara Keenan
Jordan Garba

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; Lisa Chen, Deputy COO; Shai Lamdan, Director of Development; Tinnæ Hamilton, Special Assistant to CEO. Also present were several members of the public.

Jill Inbar served as Chairperson and Sara Keenan served as Secretary of the meeting. The meeting was called to order at 12:02 pm.

Review of Mission

Christine read aloud the mission and Ahmed read aloud the Prospect Schools Core Values.

Governance:

Ahmed moved and Sara seconded the motion to approve the minutes from October 20th. Board minutes were unanimously approved.



BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Academics/Operations

Operations Update

Tresha Ward introduced our new Deputy COO - Lisa Chen, and she was able to share more about herself with the board.

Academic Update

Jonathan McIntosh shared updates on teaching and learning, reviewing the progress on Universal Learning Design priority through the aligned walkthroughs. We were able to successfully relaunch our elementary school after school program. We will be diving deeper into our academic data at the December board meeting. The board had time to ask questions of Jon. One person asked about investing in after school offerings at the high school. Another asked about progress in our middle schools, so all students are ready for the IB program.

Jon also shared updates on Covid cases and on efforts to get kids vaccinated.

Finance and Facilities

Finance:

Gravelle shared that the BPCS is in the best financial position it's been in over the last 6 years and we had a clean audit. Hillary shared that we're no longer working to proactively recruit to backfill spaces at schools in the current year. Similar to what was shared in October, we are 3.5% under our enrollment targets and are focusing on generating applications for next year.

School & Network Updates

Tresha reconnected to the theme of the year: Emerge, Connect, Grow. Acknowledging we are still in a pandemic, we are working on how to continue holding the instructional bar and supporting teachers, knowing how challenging the year has continued to be. We've added some additional time off to the calendar.

There have been a couple safety concerns in our communities that have caused us to do lockdowns. We're working on building stronger relationships with local precincts to ensure open communication.

We had a finalist day for an COO this week and are looking to strengthen our operations outcomes.



Public Comment

Several members of the BPCS school community attended today's meeting and had an opportunity to comment.

Executive Session

Michael made a motion to move into executive session to discuss matters related to the lease of real property, and Ahmed seconded, and the board voted unanimously. Christine made a motion to leave executive session and Gravelle seconded and all voted in favour.

At the end of the public comment period, the meeting adjourned at 1:02 pm.

Respectfully submitted:

Sara Keenan, Secretary Brooklyn Prospect Charter School



BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Brooklyn Prospect Charter Schools

Board Meeting

January 11, 2022

4pm

Virtual/In Person

Minutes

An off-cycle meeting of the Board of Trustees (the “Board”) of Brooklyn Prospect Charter School (“BPCS”) was held on Tuesday, January 11, 2022 at 4:00 PM EST taking place both in-person and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Sam Koch
Ahmed Haque
Gravelle Pierre
Maya Petrocelli
Christine Burke
Michelle Ramirez

By invitation of the board, the following persons representing Prospect Schools (“PS”) participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFO; Lisa Chen, Deputy COO; Tinnæ Hamilton, Special Assistant to CEO; and Yoni Samuel-Siegel, COO.

Jill Inbar served as Chairperson and Tinnæ Hamilton served as Secretary of the meeting. The meeting was called to order at 4:03 pm.

Governance

Jill asked if there were any questions or comments about the 40 Flatbush Avenue Lease Extension that Hillary, CFO, circulated to the board for review in advance. After an opportunity to discuss them, Jill called for a vote and Christine motioned to approve the lease extension. Gravelle seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

The meeting was adjourned at 4:15pm.

Respectfully Submitted,

Tinnæ Hamilton, Acting Secretary

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

Trustee Name:

Ahmed Haque

Name of Charter School Education Corporation:

Prospect Schools / Brooklyn Prospect Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

Business Telephone:

Business Address:



Home Address:

DocuSigned by:
Alimed Haque
7E97940CDB9460...

6/16/2022

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:

Angela Kurwaza

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

Parent of Michael Kurzawa - Grade 1 (WTES)

Parent of Cooper Kurzawa - Grade 8 (WTMS)

Parent of Henry Kurzawa - Grade 11 (BPHS)

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.

Brooklyn Prospect Charter School

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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 |
|---|------------------------------|---|---|---|
| | | | | |

Brooklyn Prospect Charter School

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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 Address:

DocuSigned by:
Angela Kurwaza 06/01/22

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:

Christine Burke

Name of Charter School Education Corporation:

Prospect 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 of Trustees

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 the Founding Director of Finance and Operations of Brooklyn Prospect Charter School from March 2009 - October 2010. No other business affiliation past, present or prospective.

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

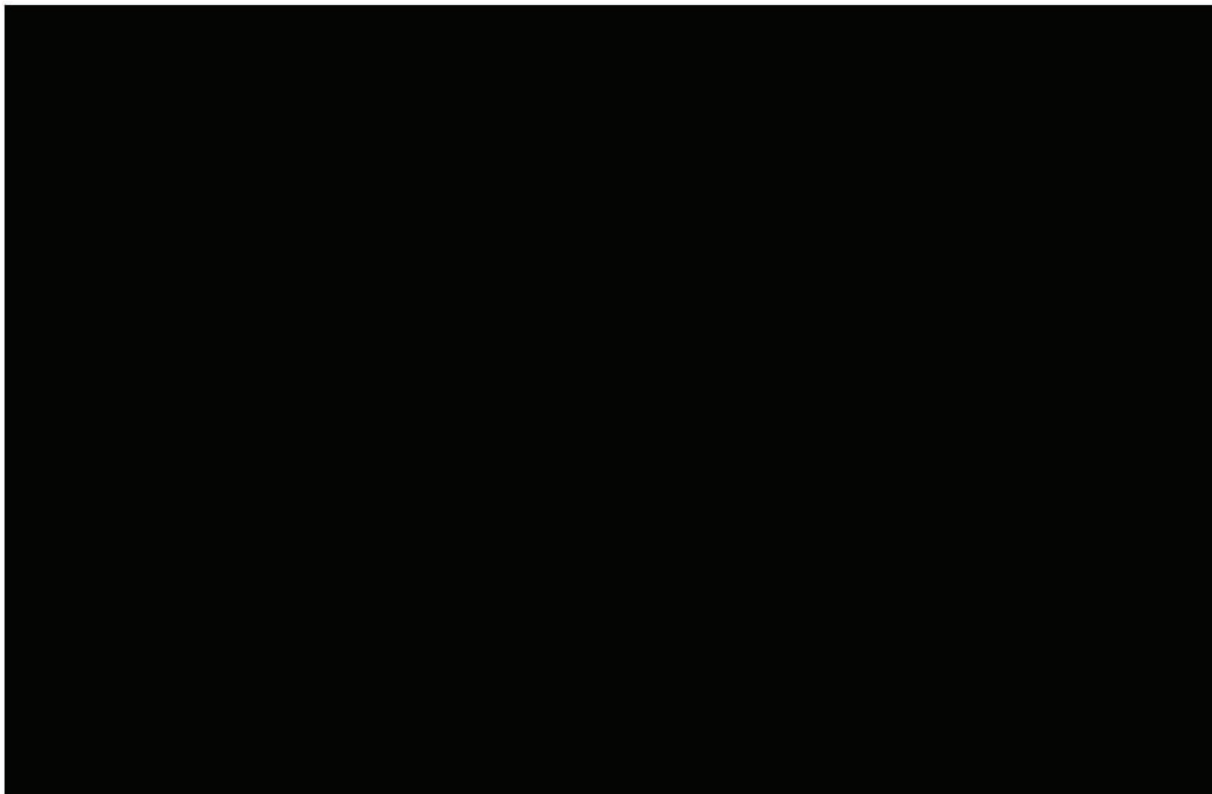
| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
| | | | |

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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12 June 2022

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

Gravelle Pierre

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

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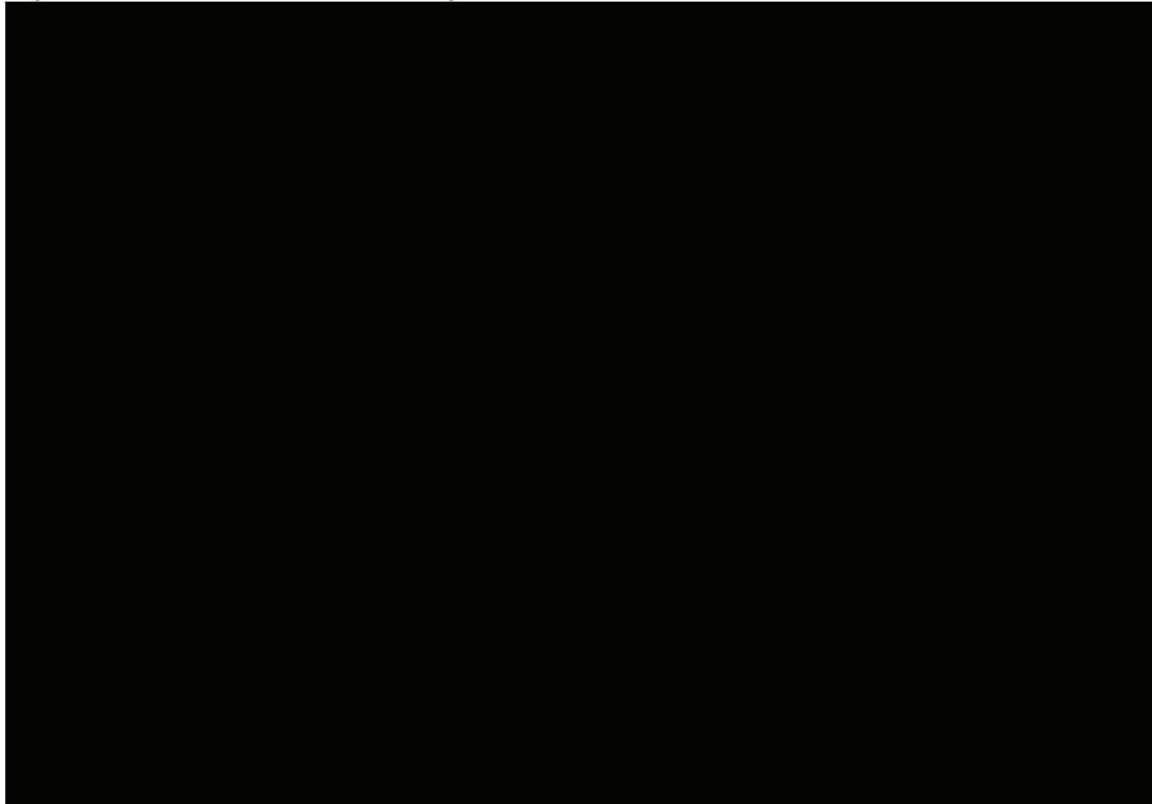
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

-

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DocuSigned by:
Gravelle Pierre
76548FDB9BFB411...

6/24/2022

Signature

Date

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- 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:

Jill Inbar

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

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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Business Telephone:

Business Address:



Home Telephone:

Home Address:

DocuSigned by:
Jill Inbar
36369957921410...

06/13/2022

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:

Joanne Garce

Name of Charter School Education Corporation:

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

Board

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 |
|---|------------------------------|---|---|---|
| | | | | |

- Joanne Garce

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

| | |
|---|-------------|
| DocuSigned by:  | 6/23/2022 |
| Signature | Date |

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last revised 04/2022

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

Trustee Name:

Maya Petrocelli

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

Currently 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

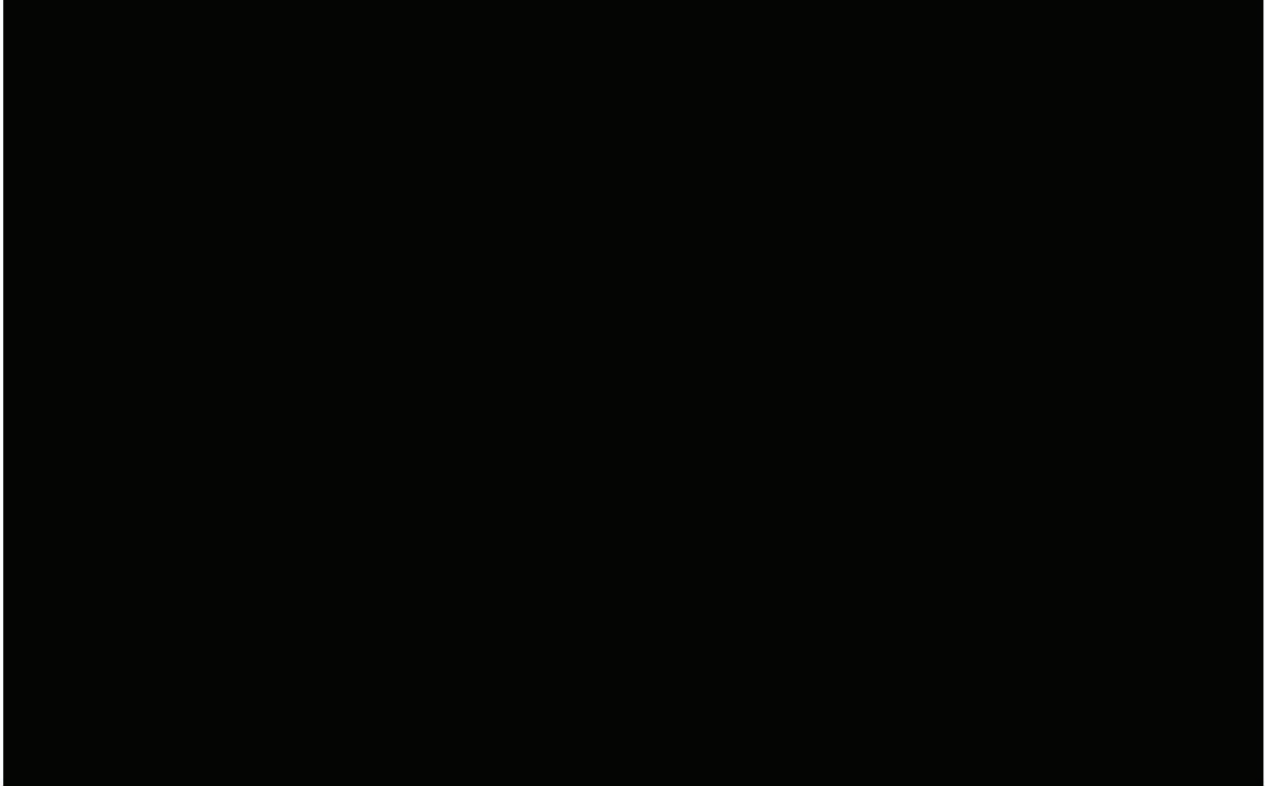
| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
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| |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

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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Signature

Date

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last revised 04/2022

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

Trustee Name:

Michael Echenberg

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

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

Yes No

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

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

Yes No

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

I am a parent to two students, one enrolled at Downtown Elementary School and the other enrolled at Clinton Hill Middle School. These students could not benefit from my 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 |
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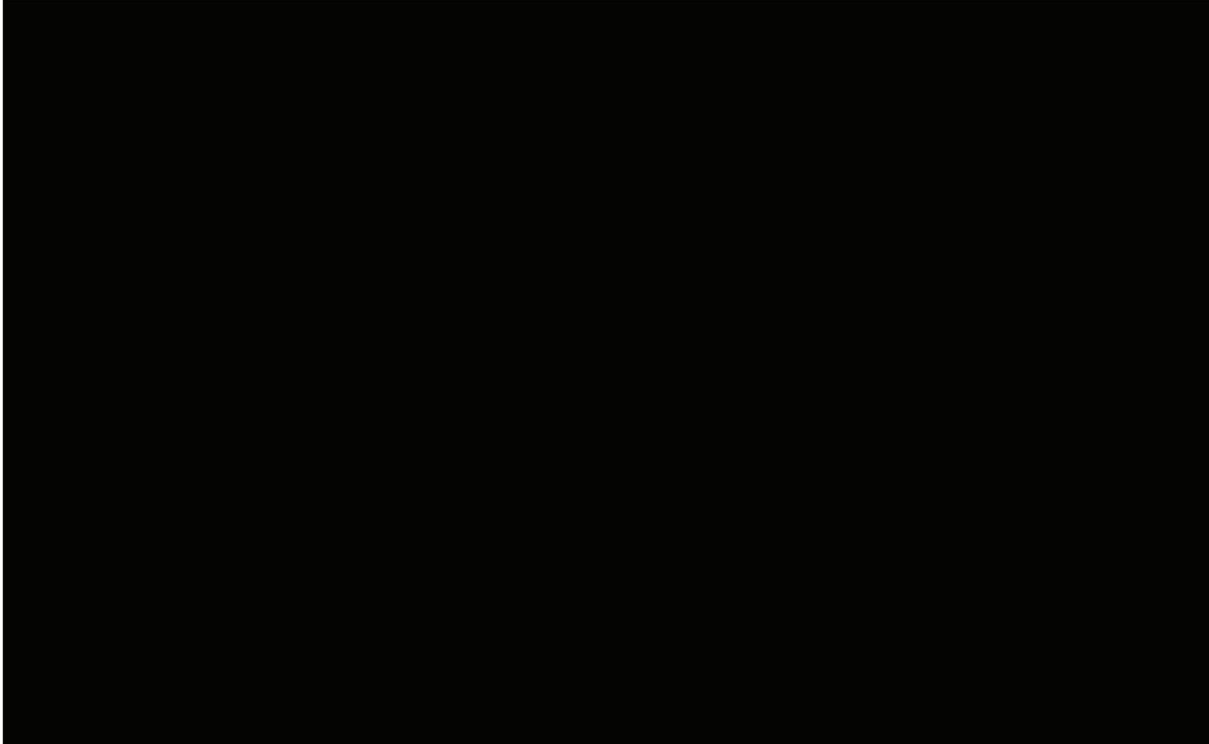
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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-

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DocuSigned by:
Michael Echenberg
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6/23/2022

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

Michelle Ramirez

Name of Charter School Education Corporation:

Prospect Charter school

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

Board 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.

Prospect Charter school

Michelle Ramirez

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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Prospect Charter school

- Michelle Ramirez

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Business Telephone:

Business Address:



Home Telephone:

Home Address:

DocuSigned by:

Michelle Ramirez

6/13/2022

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:

Sam Koch

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

Chair of the Governance Committee

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.

Brooklyn Prospect Charter School

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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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Brooklyn Prospect Charter School

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Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

DocuSigned by:
Sam Koch
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Signature

Date

Acceptable signature formats include:

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last revised 04/2022

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

Trustee Name:

Sara Keenan

Name of Charter School Education Corporation:

Brooklyn Prospect

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

Secretary
Chair of the Academic Oversight Committee

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.

For the 21-22 school year, I was the Managing Director of the Charter Network Accelerator, a leadership development program for system-level leaders of small networks of charter schools. My salary was \$170,000. I started in that role in January of 2014 and will be moving on from the role on July 1st, 2022. We offer coaching to leaders of networks who are alumni of our program and two Prospect Schools staff have contracted with the Accelerator program (other coaches on my team) for coaching.

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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 |
|---------|--|--|--|
| | | | |

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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

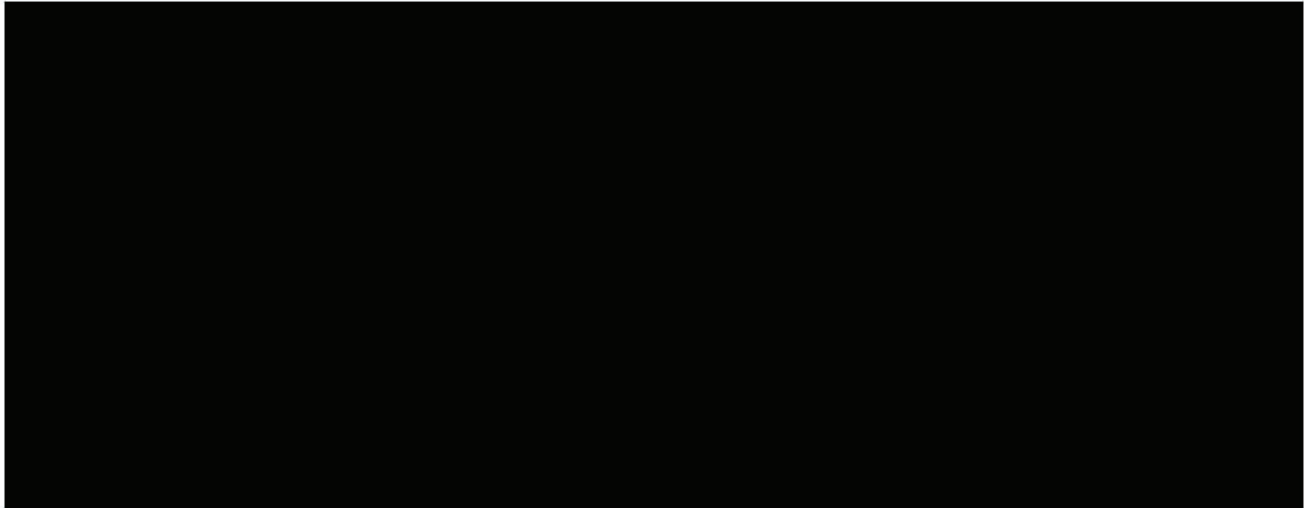
| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|---|---|---|---|
| Charter Network Accelerator | Two Leadership coaching contracts with Prospect Schools staff | \$15,000 | Sara Keenan - employee of Charter Network Accelerator during the 21-22 school year. | Sara was not the coach for staff. Another Accelerator team member was direct contact in scoping coaching engagements. |

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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:



Sara M Keenan

June 26, 2022

Signature

Date

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