

Application: Brooklyn Prospect Charter School - CSD 13.2

- WHargett@prospectschools.org
2022-2023 Annual Report

Summary

ID: 0000000283
Last submitted: Nov 1 2023 05:38 PM (EDT)
Labels: SUNY Trustees

Entry 1 School Info and Cover Page

Completed - Aug 1 2023

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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN PROSPECT CHARTER SCHOOL ? CSD 13.2 800000083989

a1. Popular School Name

Brooklyn Prospect International Elementary School

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

e. Date of Approved Initial Charter

Feb 5 2019

f. Date School First Opened for Instruction

Sep 5 2019

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

N/A

h. School Website Address

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

i. Total Approved Charter Enrollment for 2022-2023 School Year

454

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

385

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

| |
|---|
| k |
| 1 |
| 2 |
| 3 |
| 4 |
| 5 |

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

Yes

I1. Charter Management Organization Name

Prospect Schools, Inc

I2. Charter Management Organization Email Address

info@prospectschools.org

I3. Charter Management Organization Email Phone Number

718-643-1086

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

| | Physical Address | Phone Number | District/CSD | Grades to be Served at Site for previous year (K-5, 6-9, etc.) | 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 | 272 Macon Street, Brooklyn, NY 11216 | 718-682-3101 | NYC CSD 13 | K-5 | K-5 | K-5 |

m1a. Please provide the contact information for Site 1.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|-------------------------|--|--------------|-----------------|--|
| School Leader | Emily Carroll-Chocolaad | Elementary School Principal | 718-682-3101 | | echocolaad@prospectschools.org |
| Operational Leader | Shavonne Marshall-Wells | Elementary School Director of School Operations | 718-682-3101 | | smarshall-wells@prospectschools.org |
| Compliance Contact | William Hargett | Director of Network Operations and Compliance | 718-643-1086 | | whargett@prospectschools.org |
| Complaint Contact | Tresha Ward | Chief Executive Officer | 718-643-1086 | | tward@prospectschools.org |
| DASA Coordinator | Dwight Thomas | Network Director of Student Experience and Support | 718-643-1086 | | dthomas@prospectschools.org |
| Phone Contact for After Hours Emergencies | Emily Carroll-Chocolaad | Elementary School Principal | 718-682-3101 | | echocolaad@prospectschools.org |

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

[230728-272Macon_TCO-01.pdf](#)

Filename: 230728-272Macon_TCO-01.pdf **Size:** 52.2 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

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 previous year (K-5, 6-9, etc.) | 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 | 341 39th Street, Brooklyn, NY 11232 | 929-474-6170 | NYC CSD 15 | - | 6 | 6 |

m2a. Please provide the contact information for Site 2.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|-------------------|---|--------------|-----------------|--|
| School Leader | Cyana Rahming | Middle School Principal | 929-474-6170 | | crahming@prospectschools.org . |
| Operational Leader | Elizabeth Monahan | Middle School Director of School Operations | 929-474-6170 | | emonahan@prospectschools.org |
| Compliance Contact | William Hargett | Director of Network Operations and Compliance | 718-643-1086 | | whargett@prospectschools.org . |
| Complaint Contact | Tresha Ward | Chief Executive Officer | 718-643-1086 | | tward@prospectschools.org . |
| DASA Coordinator | Dwight Thomas | Director of Student Experience and Support | 718-643-1086 | | dthomas@prospectschools.org . |
| Phone Contact for After Hours Emergencies | Cyana Rahming | Middle School Principal | 929-474-6170 | | crahming@prospectschools.org . |

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

Private Space

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

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2023.

- Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.
- 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, 2023.

Site 1 Certificate of Occupancy (COO)

[230417-SYES_341_39thSt-TCOPhII \(2\) \(1\).pdf](#)

Filename: 230417-SYES_341_39thSt-TCOPhII (2) (1).pdf Size: 77.6 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school's charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

| | Category (Select Best Description) | Specific Revision (150 word limit) | Date Approved by BOT (if applicable) | Date Approved by Authorizer (if applicable) |
|---|---------------------------------------|--|--------------------------------------|---|
| 1 | Change in Maximum Approved Enrollment | <p>When we merged with ICS, we observed uneven enrollment across multiple grades and set them on a path to align with our elementary model of 55 students per grade. Further, we expected a larger than experienced attrition rate of students in several grades as a result of the merger.</p> <p>Fortunately, did not see as much attrition as we had anticipated resulting in larger enrollment numbers in grades 2-5, ranging between 70-85. This total results in higher enrollment than our charter allows. As we have now decided to expand all of our elementary schools, we would like to increase our incoming K cohorts to 85 to align to our revised growth model while retaining the families we have in grades 2-5. This will allow us the</p> | | |

| | | | | |
|---|--|---|--|--|
| | | opportunity to thoughtfully and gradually right-size this school to align with the BPCS elementary growth model, ultimately serving 510 students when at the correct scale. | | |
| 2 | | | | |
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| 5 | | | | |

More revisions to add?

No

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 | Director of Network Operations and Compliance |
| Phone/Extension | 718-643-1086 |
| Email | whargett@prospectschools.org |

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

As outlined in ENTRY 10:

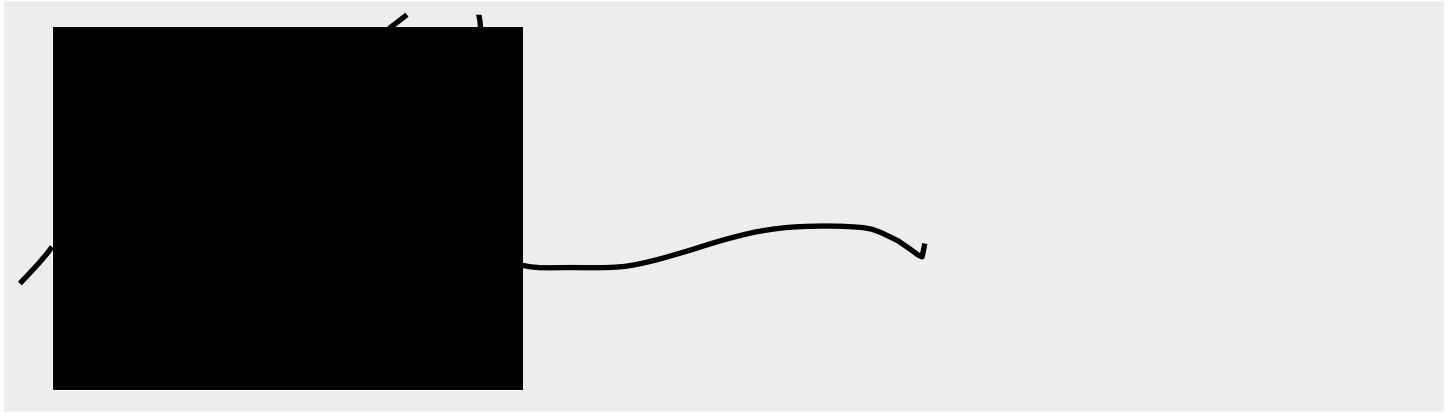
Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#).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

Responses Selected:

Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees



Date

Aug 1 2023



Thank you.

Entry 2 Links to Critical Documents on School Website

Completed - Aug 1 2023

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (**For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**);
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 2 Links to Critical Documents on School Website

School Name: Brooklyn Prospect Charter School - CSD 13.2

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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

| | Link to Documents |
|---|---|
| 1. Current Annual Report (i.e., 2022-2023 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://www.brooklynprospect.org/about-us/governance/ |
| 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/1epLJKZckwZhymwnrhODnhHs-6GJpzEqz/edit#heading=h.gjdgxs |
| 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/1epLJKZckwZhymwnrhODnhHs-6GJpzEqz/edit#heading=h.gjdgxs |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List) | https://docs.google.com/document/d/1epLJKZckwZhymwnrhODnhHs-6GJpzEqz/edit#heading=h.gjdgxs |

Thank you.



Entry 3 Progress Toward Goals

Incomplete - Hidden from applicant

Instructions

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 1, 2023.

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2023**.

2022-2023 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Not Met or Unable to Assess | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|------------------|--------------------------------------|--|--|--|
| Academic Goal 1 | | | | |
| Academic Goal 2 | | | | |
| Academic Goal 3 | | | | |
| Academic Goal 4 | | | | |
| Academic Goal 5 | | | | |
| Academic Goal 6 | | | | |
| Academic Goal 7 | | | | |
| Academic Goal 8 | | | | |
| Academic Goal 9 | | | | |
| Academic Goal 10 | | | | |

2. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Not Met or Unable to Meet | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|------------------|--------------------------------------|--|--|--|
| Academic Goal 21 | | | | |
| Academic Goal 22 | | | | |
| Academic Goal 23 | | | | |
| Academic Goal 24 | | | | |
| Academic Goal 25 | | | | |
| Academic Goal 26 | | | | |
| Academic Goal 27 | | | | |
| Academic Goal 28 | | | | |
| Academic Goal 29 | | | | |
| Academic Goal 30 | | | | |
| Academic Goal 31 | | | | |
| Academic Goal 32 | | | | |
| Academic Goal 33 | | | | |
| Academic Goal 34 | | | | |
| Academic Goal 35 | | | | |
| Academic Goal 36 | | | | |
| Academic Goal 37 | | | | |
| Academic Goal 38 | | | | |
| Academic Goal 39 | | | | |
| Academic Goal 40 | | | | |
| Academic Goal 41 | | | | |

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|------------------|--|--|--|--|
| Academic Goal 42 | | | | |
| Academic Goal 43 | | | | |
| Academic Goal 44 | | | | |
| Academic Goal 45 | | | | |
| Academic Goal 46 | | | | |
| Academic Goal 47 | | | | |
| Academic Goal 48 | | | | |
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| Academic Goal 64 | | | | |
| Academic Goal 65 | | | | |
| Academic Goal 66 | | | | |
| Academic Goal 67 | | | | |
| Academic Goal 59 | | | | |

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|------------------|--|--|--|--|
| Academic Goal 60 | | | | |
| Academic Goal 61 | | | | |
| Academic Goal 62 | | | | |

4. ORGANIZATION GOALS

For the 2022-2023 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2022-2023 Progress Toward Attainment of Organization Goals

| | Organizational Goal | Measure Used to Evaluate Progress | Goal - Met, Not Met, or Unable to Assess | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|-------------|---------------------|-----------------------------------|--|---|
| Org Goal 1 | | | | |
| Org Goal 2 | | | | |
| Org Goal 3 | | | | |
| Org Goal 4 | | | | |
| Org Goal 5 | | | | |
| Org Goal 6 | | | | |
| Org Goal 7 | | | | |
| Org Goal 8 | | | | |
| Org Goal 9 | | | | |
| Org Goal 10 | | | | |
| Org Goal 11 | | | | |
| Org Goal 12 | | | | |
| Org Goal 13 | | | | |
| Org Goal 14 | | | | |
| Org Goal 15 | | | | |
| Org Goal 16 | | | | |
| Org Goal 17 | | | | |
| Org Goal 18 | | | | |
| Org Goal 19 | | | | |
| Org Goal 20 | | | | |

5. Do have more organizational goals to add?

(No response)

6. FINANCIAL GOALS

2022-2023 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

| | Financial Goals | Measure Used to Evaluate Progress | Goal - Met, Not Met, or Partially Met | If not met, describe efforts the school will take to meet goal. |
|-------------------|-----------------|-----------------------------------|---------------------------------------|---|
| Financial Goal 6 | | | | |
| Financial Goal 7 | | | | |
| Financial Goal 8 | | | | |
| Financial Goal 9 | | | | |
| Financial Goal 10 | | | | |

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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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 [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2023 but will be identified as a required task thereafter and due on November 1, 2023. 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 Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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

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

Incomplete - Hidden from applicant

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled “Audited Financial Report Template” from the online portal or the [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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

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

Entry 4c – Additional Financial Documents

Incomplete - Hidden from applicant

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a “federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold.”

1. Advisory and/or Management letter
2. Federal Single Audit
3. 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 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, 2023**.

Form for "Financial 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 2023-2024 Budget

Incomplete

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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 - Nov 1 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Disclosure of Financial Interest Form - Juliet](#)

Filename: Disclosure_of_Financial_Interest_F_koEiXil.pdf **Size:** 340.1 kB

[Disclosure of Financial Interest Form - Angela](#)

Filename: Disclosure_of_Financial_Interest_F_mJNyFws.pdf **Size:** 625.8kB

[Disclosure of Financial Interest Form - Sagar](#)

Filename: Disclosure_of_Financial_Interest_F_uWc2TEp.pdf **Size:** 443.4 kB

[Disclosure of Financial Interest Form - Michelle](#)

Filename: Disclosure_of_Financial_Interest_F_vzXY7tH.pdf **Size:** 431.9 kB

[Disclosure of Financial Interest Form - Gravelle](#)

Filename: Disclosure_of_Financial_Interest_F_9HKy77U.pdf **Size:** 1.4 MB

[Disclosure of Financial Interest Form - Maya](#)

Filename: Disclosure_of_Financial_Interest_F_Oxx98st.pdf **Size:** 323.5 kB

[Disclosure of Financial Interest Form - Sam](#)

Filename: Disclosure_of_Financial_Interest_F_goXExrM.pdf **Size:** 571.5 kB

[Sara Keenan Disclosure of Financial Interest Form](#)

Filename: Sara_Keenan_Disclosure_of_Financi_28ODhKz.pdf **Size:** 591.3 kB

Entry 7 BOT Membership Table

Completed - Aug 1 2023

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.

Authorizer:

Who is the authorizer of your charter school?

SUNY

1. 2022-2023 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 Completed Terms Served | Start Date of Current Term (MM/DD/YYYY) | End Date of Current Term (MM/DD/YYYY) | Board Meetings Attended During 2022-2023 |
|---|------------------------|-----------------------|-----------------------|------------------------|---------------------------------|----------------------------------|---|---------------------------------------|--|
| 1 | Juliet Cullen-Cheung | [REDACTED] | Trustee/Member | Facilities | Yes | 1 | 07/28/2022 | 07/28/2025 | 11 |
| 2 | Gravelle Pierre | [REDACTED] | Chair | Finance and Audit | Yes | 1 | 06/30/2022 | 06/30/2025 | 11 |
| 3 | Joanne Grace-Rodriguez | [REDACTED] | Trustee/Member | Facilities | Yes | 1 | 09/23/2020 | 09/23/2023 | 5 or less |
| 4 | Maya Petrocelli | [REDACTED] | Trustee/Member | Academic Oversight | Yes | 1 | 01/19/2021 | 07/01/2023 | 8 |
| 5 | Michelle Ramirez | [REDACTED] | Trustee/Member | Academic Oversight | Yes | 1 | 09/23/2020 | 09/23/2023 | 5 or less |
| 6 | Sam Koch | [REDACTED] | Trustee/Member | Finance; Governance | Yes | 4 | 06/30/2021 | 06/30/2024 | 7 |
| 7 | Sara Keenan | [REDACTED] | Trustee/Member | Academic Oversight | Yes | 2 | 01/14/2023 | 06/30/2024 | 9 |
| 8 | Angela Kurzawa | [REDACTED] | Parent Rep | Academic Oversight | Yes | 1 | 01/19/2022 | 01/19/2025 | 9 |

| | | | | | | | | | |
|---|-------------|------------|----------------|--------------------|-----|---|------------|------------|-----------|
| 9 | Sagar Desai | [REDACTED] | Trustee/Member | Academic Oversight | Yes | 1 | 01/10/2023 | 01/10/2026 | 5 or less |
|---|-------------|------------|----------------|--------------------|-----|---|------------|------------|-----------|

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

| | |
|--|----|
| a. Total Number of BOT Members on June 30, 2023 | 7 |
| b.Total Number of Members Added During 2022-2023 | 2 |
| c. Total Number of Members who Departed during 2022-2023 | 2 |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 10 |

3. Number of Board meetings held during 2022-2023

11

4. Number of Board meetings scheduled for 2023-2024

11

Total number of Voting Members on June 30, 2023:

7

Total number of Voting Members added during the 2022-2023 school year:

2

Total number of Voting Members who departed during the 2022-2023 school year:

2

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

10

Thank you.

Entry 8 Board Meeting Minutes

Completed - Aug 1 2023 - Hidden from applicant

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

4

Filename: 4.25.2023_BPCS_Board_Meeting_Minut_Qesafw5.pdf **Size:** 218.5 kB

3

Filename: 3.21.2023_BPCS_Board_Meeting_Minut_fk9X5WT.pdf **Size:** 219.4 kB

5

Filename: 5.24.2023_BPCS_Board_Meeting_Minut_Br4YKkd.pdf **Size:** 216.5 kB

1

Filename: 1.24.2023_BPCS_Board_Meeting_Minut_tAFA3Tf.pdf **Size:** 217.0 kB

[09](#)

Filename: 09.28.2022_BPCS_Board_Meeting_Minu_Q9XgvZa.pdf **Size:** 220.2 kB

[10](#)

Filename: 10.27.2022_BPCS_Board_Meeting_Minu_eqQoD4Z.pdf **Size:** 220.8 kB

[2](#)

Filename: 2.28.2023_BPCS_Board_Meeting_Minut_oQbMGzD.pdf **Size:** 219.9 kB

[11](#)

Filename: 11.29.2022_BPCS_Board_Meeting_Minu_VfC7bIR.pdf **Size:** 218.2 kB

[12](#)

Filename: 12.20.2022_BPCS_Board_Meeting_Minu_L713DMw.pdf **Size:** 219.4 kB

[6](#)

Filename: 6.27.2023_BPCS_Board_Meeting_Minut_FXowuTL.pdf **Size:** 224.3 kB

Entry 9 Enrollment & Retention

Completed - Aug 1 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

*SUNY-authorized charter schools

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

| | Describe Recruitment Efforts in 2022-2023 | Describe Recruitment Plans in 2023-2024 |
|----------------------------|--|--|
| Economically Disadvantaged | <p>Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open seats for economically disadvantaged applicants.</p> <p>Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</p> <p>We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</p> | <p>Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open lottery seats for economically disadvantaged applicants.</p> <p>Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</p> <p>We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</p> |
| English Language Learners | <p>Our application is available in multiple languages (English and Spanish). Spanish translation is offered at our admissions information sessions.</p> <p>Mandarin translation is provided, as needed, by staff.</p> <p>Brochures are distributed in Spanish and English. We provide outreach by multi-lingual staff and in immigrant communities.</p> <p>Advertising and school materials and communications are translated frequently, as needed. Admissions</p> | <p>Our application is available in multiple languages (English and Spanish). Spanish translation is offered at our admissions information sessions.</p> <p>Mandarin translation is provided, as needed, by staff.</p> <p>Brochures and Fliers are distributed in Spanish, Mandarin and English. We provide outreach by multi-lingual staff and in immigrant communities.</p> <p>Advertising and school materials and communications are translated frequently, as needed. Admissions</p> |

| | | |
|----------------------------|---|---|
| | policy includes preferences for transient students who are new to NYC and qualify as ELLs. | policy includes preferences for transient students who are new to NYC and qualify as ELLs. |
| Students with Disabilities | <p>Admissions information sessions are held, including a presentation on our robust Special Education program and Collaborative Team Teaching model.</p> <p>We have a full special education department ('Student Support Services') which is advertised on our website, along with team bios.</p> <p>Our percentage of students with IEPs is on par with the district average and has grown based primarily on word of mouth and the quality of our program.</p> | <p>Admissions information sessions are held, including a presentation on our robust Special Education program and Collaborative Team Teaching model.</p> <p>We have a full special education department ('Student Support Services') which is advertised on our website, along with team bios.</p> <p>Our percentage of students with IEPs is on par with the districts' average and has grown based primarily on word of mouth and the quality of our program.</p> |

Good Faith Efforts To Meet Enrollment Retention Targets

| | Describe Retention Efforts in 2022-2023 | Describe Retention Plans in 2023-2024 |
|----------------------------|---|---|
| Economically Disadvantaged | <p>Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled.</p> <p>We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, after-school programming, and other programs that have fees.</p> | <p>Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled.</p> <p>We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, after-school programming, and other programs that have fees.</p> |
| English Language Learners | <p>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full-time ELL specialist is on staff to work with teachers and families.</p> <p>Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.</p> | <p>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full-time MLL/ELL Associate Director is on staff to work with teachers and families.</p> <p>Recruitment of staff dedicated to supporting MLL/ELL families by ensuring that the families are supported once the student is enrolled.</p> |
| Students with Disabilities | <p>We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website.</p> <p>Further, we offer a range of services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</p> | <p>We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website.</p> <p>Further, we offer a range of services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</p> |

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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. 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](#).

^[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/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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

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

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, 2023) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | |
| 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 | |
| iv. Technology | |
| v. 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, 2023) | |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | |
| 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 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

Entry 13 School Calendar

Completed - Aug 1 2023

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2023 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

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

2023-24 Calendar of Important Dates

Filename: 2023-24_Calendar_of_Important_Date_BkEx799.pdf Size: 196.8 kB

Entry 14 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 (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

| Roster Data Elements | Explanations |
|---------------------------------|---|
| Authorizer | Select your school's authorizer from the drop-down list first , before completing the roster. |
| NOTE: MUST BE DONE FIRST | |
| School Name and Institution ID | Select your school's name from the drop-down list . |
| Faculty/Staff First Name | Enter the first name of the Faculty/Staff person. |
| Faculty/Staff Last Name | Enter the last name of the Faculty/Staff person. |
| TEACH ID | Enter the 7 digit TEACH ID for the Faculty/Staff person. |
| Role in School | Select the best choice of role of the Faculty/Staff person from the drop-down list . |

| | |
|--------------------------------------|--|
| CPR/AED Certification Status | Select the appropriate choice from the drop-down list . |
| Hire Date | Enter the date that the Faculty/Staff person was hired. |
| Start Date | Enter the date that the Faculty/Staff person actually began employment in this school. |
| Total Years' Experience in this Role | Enter Total Years of Experience that the Faculty/Staff person has in their current role. |
| Total Years at this School | Enter the Total Years that the Faculty/Staff person has been employed in this school. |
| Out-of-Certification Justification | Select the appropriate choice from the drop-down list . |
| Subject Taught | Select the appropriate choice from the drop-down list . |
| Notes | Optional |

Optional Additional Documents to Upload (BOR)

Incomplete

| |
|--|
| Disclosure of Financial Interest by a Current or Former Trustee |
|--|

Trustee Name:

Juliet Cullen-Cheung

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.

My children, Juno and Shiloh Boyes, attend IES.

My children would only benefit tangentially and not specifically to the extent that my service on the board as a trustee helps to bring general improvements to the school's performance along its target metrics.

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.

- ☐
- None

Page 3 of 5

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

☒ **None**

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

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

Business Telephone:**Business Address:****E-mail Address:****Home Telephone:****Home Address:**

Digitally signed by Juliet Cullen-Cheung

Date: 2023.06.26 10:00:16 -04'00' 6/26/23

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 Kurzawa

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 position

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 the mother of a student at SYES.

-
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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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:

[REDACTED]

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

| |
|--|
| Disclosure of Financial Interest by a Current or Former Trustee |
|--|

Trustee Name:

Sagar Desai

Name of Charter School Education Corporation:

Brooklyn Propsect Charter Schools

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

Chair, Finance 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.

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**

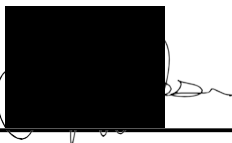
| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|----------------|---|---|---|
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7. 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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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:**Business Address:****E-mail Address:****Home Telephone:****Home Address:**

July 25, 2023

Signature**Date**

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

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| |
|--|
| Disclosure of Financial Interest by a Current or Former Trustee |
|--|

Trustee Name:

Michelle Ramirez

Name of Charter School Education Corporation:

Brooklyn Prospect Charter

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.

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:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

Signature

[REDACTED]

7/24/2023

Date

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

Trustee Name:

G-r<>-.v'e \le 'Piet-re

Name of Charter School Education Corporation:

Br''o l''' p.: 5pec-l Ch'''-rte\'" .)e,hool

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

t3'ca. l"<.(C\-\G.ir

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

D 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?

0Yes (i]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:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 2 Aug 23
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:

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.).

Secretary (2022/2023 School Year)

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:****E-mail Address:****Home Telephone:****Home Address:**

Digitally signed by Maya Petrocelli
Date: 2023.08.29 14:05:56 -04'00'

8/29/23

Signature**Date**

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

last revised 04/2022

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| Disclosure of Financial Interest by a Current or Former Trustee |
|--|

Trustee Name:

Sam Koch

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.).

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.

NONE

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.

NONE

-
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.

NONE

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.

NONE

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 |
|----------------|---|---|---|
| NONE | NONE | NONE | NONE |

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 |
|---|------------------------------|---|---|---|
| NONE | NONE | NONE | NONE | NONE |

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Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

| | |
|------------------|-------------|
| [REDACTED] | 2023-08-25 |
| Signature | Date |

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last revised 04/2022

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| 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.).

Chair, 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.

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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Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED] 8/3/22

Signature **Date**

Acceptable signature formats include:

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- Print form, manually sign, scan to PDF

last revised 04/2022



Board of Trustees

BPCS Board Meeting

April 25, 2023

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, April 25, 2023 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Juliet Cullen-Cheung
Sara Keenan
Michelle Ramirez
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, CFGO; Paul Astuto, Chief of Staff and Strategy, Lisa Chen, Chief People Officer; Yoni Samuel-Siegel, COO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:06 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for March 23 which were circulated in advance. Gravelle 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.

Enrollment Updates

First, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss with a specific desire to understand the economic diversity of applicants to schools.

Executive Session

Gravelle requested that the Board enter executive session to discuss a real estate matter impacting a current transaction. There was a motion and a second after which the Board voted unanimously to enter executive session. The Board entered executive session at 4:33 PM.

Gravelle asked the Board for a vote to exit the executive session. There was a motion and a second after which the Board voted unanimously to exit the executive session. The Board exited the executive session at 4:48 PM.

After the executive session, there was a brief opportunity for public comment.



The meeting was officially adjourned at 5:06 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

March 21, 2023

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, March 21, 2023 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Juliet Cullen-Cheung
Sara Keenan
Joanne Garce-Rodriguez
Sagar Desai
Maya Petrocelli

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy, Yoni Samuel-Siegel, COO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:06 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for February 28 which were circulated in advance. Gravelle 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.

Facilities Loan

Hillary provided an update to the Board on a loan from Charter School Growth Fund. After this presentation, the Board had an opportunity to ask questions and discuss. Gravelle requested a motion to approve the loan. There was a motion and a second after which the Board voted unanimously to approve the loan.

Enrollment Updates

First, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss with a specific desire to understand the economic diversity of applicants to schools.

Executive Session

Gravelle requested that the Board enter executive session to discuss a personnel matter. There was a motion and a second after which the Board voted unanimously to enter executive session. The Board entered executive session at 4:31 PM.



Gravelle asked the Board for a vote to exit the executive session. There was a motion and a second after which the Board voted unanimously to exit the executive session. The Board exited the executive session at 4:47 PM.

After executive session, Gravelle asked for a motion to approve the 23-24 school-based compensation system. There was a motion and a second after which the Board voted unanimously to approve the compensation system.

The meeting was officially adjourned at 4:49 pm.

Respectfully submitted:

Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

May 24, 2023

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, April 25, 2023 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Juliet Cullen-Cheung
Sam Koch
Maya Petrocelli
Angela Kurzawa

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy, Lisa Chen, Chief People Officer; Yoni Samuel-Siegel, COO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:11 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for April 25 which were circulated in advance. Gravelle 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.

Enrollment Updates

Next, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss with a specific desire to understand the economic diversity of applicants to schools.

School and Network Updates

Next, the Board has an opportunity to ask questions about and celebrate some of the School and Network updates shared prior to the meeting as part of the executive summary.

After the school and network updates, there was a brief opportunity for public comment.

The meeting was officially adjourned at 5:03 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

January 24, 2022

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, January 24, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Maya Petrocelli
Juliet Cullen-Cheung
Sara Keenan
Sam Koch
Sagar Desai
Michelle Ramirez
Joanne Garce-Rodriguez

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy; Jonathan MacIntosh, CASO; Yoni Samuel-Siegel, COO, Lisa Chen, Chief People Officer.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:02 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for December 20 which were circulated in advance. Gravelle 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.

Enrollment Updates

First, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss.

School and Network Updates

Gravelle framed up our structure for School and Network Updates where Board members will have an opportunity to ask questions based on the previously shared executive summary. The Board members had an opportunity to share what updates they were excited to see as well as what they are curious to learn more about.

The meeting was officially adjourned at 5:00 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

September 28, 2022

12:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, September 28, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Maya Petrocelli
Juliet Cullen-Cheung
Sara Keenan

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Lisa Chen, Interim Chief People Officer; Paul Astuto, Chief of Staff and Strategy; Jonathan Macintosh, CASO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 12:10 pm.

Governance

Gravelle began by encouraging the Board to take part in the Diverse Charter School Coalition governance training.

Gravelle began the meeting discussing the meeting minutes for August 24 which were circulated in advance. Gravelle 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.

Gravelle then discussed a proposal to adjust the BPCS Board size to be 8 members which would result in 5 members being necessary to reach quorum. Gravelle requested a motion to approve the change in Board size to 8. There was a motion and a second after which the Board voted unanimously to approve the change to Board size.

Gravelle also let the Board know that Ahmed Haque will be rolling off the BPCS Board and moving to the Prospect Schools Board.

Gravelle then asked Tresha Ward to explain the district-wide safety and emergency plan. Gravelle requested a motion to approve the safety plan. There was a motion and a second after which the Board voted unanimously to approve the safety plan.

Academics



Board of Trustees

Jon provided an in-depth update from the most recent administration of the NYS Exam in Grades 3-8. Jon also provided an update on our academic strategy for the 22-23 school year. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.

School Operations

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

Executive Session

Gravelle requested that the Board enter executive session to discuss pending real estate transactions. There was a motion and a second after which the Board voted unanimously to enter executive session. The Board entered executive session at 12:53 PM.

Gravelle asked the Board for a vote to exit the executive session. There was a motion and a second after which the Board voted unanimously to exit executive session. The Board exited executive session at 1:10 PM.

The meeting was officially adjourned at 1:10 pm.

Respectfully submitted:

Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

October 27, 2022

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Thursday, October 27, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Michele Ramirez
Sam Koch
Joanne Garce-Rodriguez
Juliet Cullen-Cheung
Sara Keenan

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Lisa Chen, Interim Chief People Officer; Paul Astuto, Chief of Staff and Strategy; Yoni Samuel-Siegel, COO; Jonathan Macintosh, CASO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:02 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for September 28 which were circulated in advance. Gravelle 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.

Gravelle then discussed an investment proposal for BPCS reserves to invest in a CD. There was a motion and a second after which the Board voted unanimously to approve this proposed CD investment strategy.

Gravelle also provided an update on a potential additional Board member to be added to the Board.

School and Network Updates

Tresha framed up our new structure for School and Network Updates where Board members will have an opportunity to ask questions based on the previously shared executive summary. The Board members had an opportunity to share what updates they were excited to see as well as what they are curious to learn more about.

Compensation Update

Lisa provided an update on our compensation design process. Following these updates, the Board had an opportunity to discuss and ask questions about details and related issues.



External Engagement

Yoni and Paul facilitated a conversation with the Board re: how BPCS can best position itself with important external stakeholders. Through this activity, the Board had an opportunity to discuss and ask questions about details and related issues.

Executive Session

Gravelle requested that the Board enter executive session to discuss a pending real estate transaction. There was a motion and a second after which the Board voted unanimously to enter executive session. The Board entered executive session at 5:16 PM.

Gravelle asked the Board for a vote to exit the executive session. There was a motion and a second after which the Board voted unanimously to exit the executive session. The Board exited the executive session at 5:30 PM.

The meeting was officially adjourned at 5:31 pm.

Respectfully submitted:

Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

February 28, 2022

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, February 28, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Juliet Cullen-Cheung
Sara Keenan
Sagar Desai
Sam Koch
Michelle Ramirez

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy, Yoni Samuel-Siegel, COO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:07 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for January 24 which were circulated in advance. Gravelle 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.

Principal Selection

Tresha provided the Board with an update on principal selection for Sunset Yards Middle School and Wendell Cheung as principal of Brooklyn Prospect High School. After this presentation, the Board had an opportunity to ask questions and discuss, particularly around the Board's governance role as it relates to principal selection.

Gravelle requested a motion to approve Cyana Rahming as principal of Sunset Yards Middle School. There was a motion and a second after which the Board voted unanimously to approve Cyana Rahming as principal of Sunset Yards Middle School.

Gravelle requested a motion to approve Wendell Cheung as principal of Brooklyn Prospect High School. There was a motion and a second after which the Board voted unanimously to approve Wendell Cheung as principal of Brooklyn Prospect High School.

SYMS Growth



Board of Trustees

Gravelle provided some context on the decisions relating to opening Sunset Yards Middle School. Tresha provided some additional context and information. After this presentation, the Board had an opportunity to ask questions and discuss. Gravelle requested a motion to approve the opening grade configuration for Sunset Yards Middle School. There was a motion and a second after which the Board voted unanimously to approve the opening grade configuration for Sunset Yards Middle School.

Enrollment Updates

First, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss with a specific desire to understand the economic diversity of applicants to schools.

The meeting was officially adjourned at 5:00 pm.

Respectfully submitted:

Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

November 29, 2022

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Thursday, October 27, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Michele Ramirez
Maya Petrocelli
Sam Koch
Juliet Cullen-Cheung
Sara Keenan

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Lisa Chen, Interim Chief People Officer; Paul Astuto, Chief of Staff and Strategy; Yoni Samuel-Siegel, COO

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:03 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for October 27 which were circulated in advance. Gravelle 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.

Gravelle then discussed the approval of Sagar Desai as the 9th Board member of Brooklyn Prospect Charter School. Gravelle shared further details on Sagar's background and the Board process to vet him to join the Board. There was a motion and a second after which the Board voted unanimously to add Sagar Desai to the Board.

Hillary then discussed the Macon St. sublease. The Board raised a specific question around a one way indemnification provision. There was a motion and a second after which the Board voted unanimously to approve the Macon St. sublease agreement pending the resolution of the question relating to indemnification.

School and Network Updates

Gravelle framed up our structure for School and Network Updates where Board members will have an opportunity to ask questions based on the previously shared executive summary. The Board members



Board of Trustees

had an opportunity to share what updates they were excited to see as well as what they are curious to learn more about.

The meeting was officially adjourned at 4:59 pm.

Respectfully submitted:

Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

December 20, 2022

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, December 20, 2022 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Angela Kurzawa
Maya Petrocelli
Juliet Cullen-Cheung
Sara Keenan
Sam Koch

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy; Jonathan MacIntosh, CASO; Yoni Samuel-Siegel, COO

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:02 pm.

Governance

Gravelle began the meeting discussing the meeting minutes for November 29 which were circulated in advance. Gravelle 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.

Hillary then discussed the Macon St. facility sublicense agreement. There was a motion and a second after which the Board voted unanimously to approve the Macon St. sublicense agreement.

Hillary then discussed the Macon St. facility loan guarantee. There was a motion and a second after which the Board voted unanimously to approve the Macon St. loan guarantee.

School and Network Updates

First, Paul Astuto provided an update on Prospect Schools' compensation design work. After this presentation, the Board had an opportunity to ask questions and discuss.

Second, Yoni Samuel-Siegel provided an update on Prospect Schools' enrollment work. After this presentation, the Board had an opportunity to ask questions and discuss.

Gravelle framed up our structure for School and Network Updates where Board members will have an opportunity to ask questions based on the previously shared executive summary. The Board members



had an opportunity to share what updates they were excited to see as well as what they are curious to learn more about.

Executive Session

Gravelle requested that the Board enter executive session to discuss a pending real estate transaction. There was a motion and a second after which the Board voted unanimously to enter executive session. The Board entered executive session at 5:17 PM.

Gravelle asked the Board for a vote to exit the executive session. There was a motion and a second after which the Board voted unanimously to exit the executive session. The Board exited the executive session at 5:46 PM.

The meeting was officially adjourned at 5:47 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary



Board of Trustees

BPCS Board Meeting

DRAFT June 27, 2023

4:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, April 25, 2023 at Brooklyn Prospect, 397 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Gravelle Pierre
Juliet Cullen-Cheung
Sara Keenan
Sagar Desai

By invitation of the Board, the following persons representing Prospect Schools ("PS") participated in the meeting: Tresha Ward, CEO; Hillary Prince, CFGO; Paul Astuto, Chief of Staff and Strategy, Lisa Chen, Chief People Officer; Yoni Samuel-Siegel, COO.

Gravelle Pierre served as Chairperson and Paul Astuto served as Secretary of the meeting. The meeting was called to order at 4:07 pm.

Governance

Gravelle noted that Sam Koch, Michelle Ramirez, and Angela Kurzawa would be leaving the Board and thanked them for their service.

Gravelle began the meeting discussing the meeting minutes for May 24 which were circulated in advance. Gravelle 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.

Finance and Facilities Updates

Next, Hillary Prince provided an update on Brooklyn Prospect Charter School's budget and financial policies and procedures which were shared in advance and discussed in the Finance committee. After this presentation, the Board had an opportunity to ask questions and discuss. There was a motion and a second after which the Board voted unanimously to approve the 23-24 budget.

Additionally, there was a motion and a second after which the Board voted unanimously to approve the revised financial policies and procedures.

Next, Hillary Prince provided an update on revised sublease amendments for BPCS facilities. After this presentation, the Board had an opportunity to ask questions and discuss. There was a motion and a second after which the Board voted unanimously to approve the revised sublease amendments.

Talent Updates



Board of Trustees

Next, Lisa Chen provided an update on Brooklyn Prospect Charter School's revised employee handbook which was shared in advance. After this presentation, the Board had an opportunity to ask questions and discuss. There was a motion and a second after which the Board voted unanimously to approve the revised employee handbook.

Academic Updates

Next, Tresha Ward provided an update on a revised middle school grading policy for 23-24. After this presentation, the Board had an opportunity to ask questions and discuss. There was a motion and a second after which the Board voted (with 1 abstention) to directionally support the revised grading policy for middle schools in 23-24.

Governance

Paul Astuto then shared a number of governance related matters. First, the Board discussed the proposed slate of Officers and Committee Chairs for the 23-24 year with Gravelle Pierre serving as Chair, Sagar Desai serving as Treasurer and Chair of the Finance and Audit Committee, Maya Petrocelli serving as Secretary, Juliet Cullen-Cheung serving as chair of the Facilities Committee, and Sara Keenan serving as Chair of the Academic Oversight and Discipline Committee. After this proposal, the Board had an opportunity to ask questions and discuss. There was a motion and a second after which the Board voted unanimously to approve the proposed officers and chairs for 23-24.

Next, the Board discussed the renewal of Maya Petrocelli's term which is set to expire during the 23-24 school year. There was a motion and a second after which the Board voted unanimously to approve the renewal of Maya's Board tenure.

Next, the Board discussed the addition of Theresa Sanchez, Co-President of the PTSO at Brooklyn Prospect High School, as the Board's next ex-officio Board member. There was a motion and a second after which the Board voted unanimously to approve the addition of Theresa Sanchez as the ex-officio member of the Board.

Finally, based on these additions and the aforementioned departures, the Board discussed its size for next year. Given these shifts, the Board size would shift to 7 members, thus meaning that 4 members are required for quorum. There was a motion and a second after which the Board voted unanimously to approve the setting of the Board size at 7 members.

School and Network Updates

Next, the Board has an opportunity to ask questions about and celebrate some of the School and Network updates shared prior to the meeting as part of the executive summary.

Given time constraints,, there was no opportunity for public comment.

The meeting was officially adjourned at 5:02 pm.

Respectfully submitted:
Paul Astuto, Acting Secretary

2023 - 24 CALENDAR OF IMPORTANT DATES

| | | SCHOOL STATUS | SCHOOL STAFF STATUS | TREEHOUSE STATUS |
|-----------------------|--|---------------|---------------------|------------------|
| SEP 4 | Labor Day | CLOSED | | CLOSED |
| SEP 5 | Advisory Conferences | OPEN | Staff in Attendance | OPEN |
| SEP 6 | First Day of School / Orientation | OPEN | Staff in Attendance | OPEN |
| SEP 11 | First Day of Afterschool Program | | | |
| SEP 25 | Yom Kippur Observed | CLOSED | | OPEN |
| OCT 9 | Indigenous Peoples' Day | CLOSED | | CLOSED |
| NOV 7 | Data Day 1 / Election Day | CLOSED | Staff in Attendance | OPEN |
| NOV 10 | Veterans' Day | CLOSED | | CLOSED |
| NOV 20 - 24 | Thanksgiving Recess | CLOSED | | CLOSED |
| DEC 25 - JAN 1 | Winter Break | CLOSED | | CLOSED |
| JAN 2 | Staff PD Day | CLOSED | Staff in Attendance | OPEN |
| JAN 15 | Dr. Martin Luther King Jr. Day | CLOSED | | CLOSED |
| JAN 22 - 26 | NYS Regents & Final Exams (High School) | | | |
| FEB 8 | Data Day 2 | CLOSED | Staff in Attendance | OPEN |
| FEB 19 | Presidents' Day | CLOSED | | CLOSED |
| FEB 20 - 23 | Mid-Winter Break | CLOSED | | OPEN |
| MAR 29 | Good Friday Observed | CLOSED | | OPEN |
| APR 10 | Eid-al-Fitr Observed | CLOSED | | OPEN |
| APR 22 - 26 | Spring Break (includes Passover) (*IB Diploma Programme exams may be scheduled during this break) | CLOSED | | OPEN |
| MAY 27 | Memorial Day | CLOSED | | CLOSED |
| JUN 10 | Last Day of Instruction (High School) | | | |
| JUN 14 - 26 | Regents & Final Exams (High School) | | | |
| JUN 17 | Eid-al-Adha Observed * | OPEN | Staff in Attendance | OPEN |
| JUN 19 | Juneteenth | CLOSED | | CLOSED |
| JUN 26 | Last Day of School (Elementary & Middle Schools) | OPEN | Staff in Attendance | OPEN |
| JUN 27 | Staff Closeout Day | OPEN | Staff in Attendance | OPEN |

**Schools are open but no After-School activities on this date*
(Updated on 6/23/23)



Certificate of Occupancy

CO Number: 3010432-0000004

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

| | | | |
|---|--|--|---|
| A. | Borough: BROOKLYN Address: 341 39 STREET Building Identification Number(BIN): 3010432 | Block Number: 704 Lot Number(s): 54 Additional Lot Number(s): Application Type: Alteration CO | Full Building Certificate Type: Temporary Date Issued: 04/17/2023 |
| | This building is subject to this Building Code: 2014 | | |
| This Certificate of Occupancy is associated with job# B00496744-I1 | | | |
| B. | Construction Classification: II-B Unprotected (Non-Combustible) Building Occupancy Group classification: E-Educational Multiple Dwelling Law Classification: Class A-HAEA-Hereafter Erected | | |
| | No. of stories: 10 | Height in feet: 128 | No. of dwelling units: 0 |
| C. | Fire Protection Equipment: Fire Alarm System, Sprinkler System | | |
| D. | Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available | | |
| | This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None | | |
| Borough Comments: All existing floors must be added prior to next TCO renewal. | | | |

Borough Commissioner



Commissioner



Acting Commissioner of Buildings



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|---|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Cellar | E | 48 | OG | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools CLASSROOM SPECIAL MUSIC | | | | | | Exceptions: | | |
| Cellar | A-3 | 192 | OG | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Recreation MULTIPURPOSE ROOM/GYMNASIUM | | | | | | Exceptions: | | |
| Cellar | F-2 | NA | OG | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Mechanical and/or electrical equipment rooms EQUIPMENT STORAGE ROOM, KITCHEN STORAGE | | | | | | Exceptions: | | |
| Cellar | E | 2 | OG | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools KITCHEN/OFFICE | | | | | | Exceptions: | | |
| Cellar | A-3 | 176 | OG | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Cafeteria - school up to grade 12 EDU Cafeteria | | | | | | Exceptions: | | |



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 1 | E | 33 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools CLASSROOM SPECIAL SCIENCE | | | | | | Exceptions: | | |
| Floor 1 | E | NA | 100 | 3b | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools maintenance rooms | | | | | | Exceptions: | | |
| Floor 1 | E | 196 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools 6 CLASSROOM | | | | | | Exceptions: | | |
| Floor 1 | E | 11 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools SOCIAL WORKER/SSS COUNSELING ROOMS | | | | | | Exceptions: | | |
| Floor 1 | S-2 | NA | 100 | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Storage of non combustible Materials BOOK STORAGE, ADMIN STORAGE ROOM | | | | | | Exceptions: | | |



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|---|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 1 | B | 2 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Educational OFFICE/OPERATIONS ROOM | | | | | | Exceptions: | | |
| Floor 1 | E | 30 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools Administration office | | | | | | Exceptions: | | |
| Floor 1 | E | 3 | 100 | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools IT SERVER ROOM, OFFICES | | | | | | Exceptions: | | |
| Floor 2 | E | 38 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools READING ROOMS | | | | | | Exceptions: | | |
| Floor 2 | E | 109 | 100 | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools SPECIAL CLASSROOMS | | | | | | Exceptions: | | |



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 2 | E | 180 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools 6 SIX CLASSROOMS | | | | | | Exceptions: | | |
| Floor 2 | E | 10 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools OFFICES | | | | | | Exceptions: | | |
| Floor 2 | E | NA | 100 | 3B | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools LIBRARY STORAGE | | | | | | Exceptions: | | |
| Floor 2 | E | 70 | 100 | 3A | | B00496744 | Temporary | 07/16/2023 |
| Description of Use: Academies and schools LIBRARY | | | | | | Exceptions: | | |
| Floor 6 | B | 128 | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: Business and Service BUSINESS (OFFICE); | | | | | | Exceptions: | | |



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|---------------------|--|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 6 | F-2 | N/A | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: | Mechanical and/or electrical equipment rooms MECHANICAL, ELECTRICAL, AND TELECOM ROOMS. | | | | | Exceptions: | | |
| Floor 7 | B | 123 | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: | Business and Service BUSINESS (OFFICE) | | | | | Exceptions: | | |
| Floor 8 | B | 94 | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: | Business and Service BUSINESS (OFFICE) | | | | | Exceptions: | | |
| Floor 8 | F-2 | N/A | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: | Mechanical and/or electrical equipment rooms MECHANICAL, ELECTRICAL, AND TELECOM ROOMS._AND EMERGENCYGENERATOR | | | | | Exceptions: | | |
| Floor 10 | B | 88 | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: | Business and Service BUSINESS (OFFICE) | | | | | Exceptions: | | |

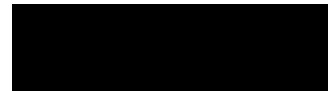


Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 10 | F-2 | N/A | 100 | 6 | | 321432972-01 | Final | |
| Description of Use: Mechanical and/or electrical equipment rooms MECHANICAL, ELECTRICAL, AND TELECOM ROOMS. | | | | | | Exceptions: | | |

CofO Comments: THESE PREMISES HAVE BEEN DECLARED TO BE SUBJECT OF THE PROVISIONS OF SECTION 12-10 ZONING RESOLUTION AS TO ZONING LOT OWNERSHIP AS FILED WITH THE CITY REGISTER OFFICE EXHIBIT I CRFN# , EXHIBIT III CRFN#

Borough Commissioner



Acting Commissioner of Buildings



Certificate of Occupancy

CO Number: 3335289-0000001

This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified. No change of use or occupancy shall be made unless a new Certificate of Occupancy is issued. *This document or a copy shall be available for inspection at the building at all reasonable times.*

| | | | |
|---|--|--|---|
| A. | Borough: BROOKLYN Address: 272 MACON STREET Building Identification Number(BIN): 3335289 | Block Number: 1853 Lot Number(s): 1 Additional Lot Number(s): Application Type: Alteration CO | Full Building Certificate Type: Temporary Date Issued: 07/28/2023 |
| This building is subject to this Building Code: Prior to 1968 | | | |
| This Certificate of Occupancy is associated with job# B08024130-I1 | | | |
| B. | Construction Classification: 2 Fire-protected Structures (Old Code) Building Occupancy Group classification: PUB-Old Code-Public Buildings Multiple Dwelling Law Classification: Not Applicable | | |
| | No. of stories: 3 | Height in feet: 50 | No. of dwelling units: 0 |
| C. | Fire Protection Equipment: Fire Alarm System, Sprinkler System, Standpipe System | | |
| D. | Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available | | |
| E. | This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None | | |
| Borough Comments: Fireguards are required for all occupied floors. Update construction inspection status for 1st floor, 'Temp with certifiable objection' prior to next renewal. | | | |

Borough Commissioner



Commissioner





Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Cellar | E | 145 | OG | 3A | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School CLASSROOMS | | | | | | Exceptions: | | |
| Floor 1 | A-3 | 268 | 75 | 3A | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School Auditorium - EDU AUDITORIUM | | | | | | Exceptions: | | |
| Floor 1 | E | 193 | 75 | 3a | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School CLASSROOMS | | | | | | Exceptions: | | |
| Mezzanine - 1 | E | 75 | 40 | 3A | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School CLASSROOMS | | | | | | Exceptions: | | |
| Floor 2 | E | 311 | 75 | 3A | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School CLASSROOMS | | | | | | Exceptions: | | |
| Floor 3 | E | 229 | 75 | 3A | | B08024130 | Temporary | 10/26/2023 |
| Description of Use: School CLASSROOMS | | | | | | Exceptions: | | |

CofO Comments:

Borough Commissioner

Commissioner