

Application: Brooklyn Prospect Charter School - CSD 15.2

- WHargett@prospectschools.org
2022-2023 Annual Report

Summary

ID: 0000000285
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 15.2 800000090775



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

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

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

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.



Board of Trustees

The meeting was officially adjourned at 5:06 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

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



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

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



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.

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

a1. Popular School Name

Brooklyn Prospect Sunset Yards Elementary School; Brooklyn Prospect Windsor Terrace Middle School; Brooklyn Prospect High 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 #15 - BROOKLYN

e. Date of Approved Initial Charter

Feb 1 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

1210

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

1102

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
6
7
8
9
10
11
12

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, 3 sites
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School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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	3002 Fort Hamilton Parkway, Brooklyn, NY 11218	347-889-7041	NYC CSD 15	9-12	9-12	9-11

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Wendell Cheung	High School Principal	347-889-7041		wcheung@prospectschools.org
Operational Leader	Ferrugia Sonthonax	High School Director of School Operations	347-889-7041		fsonthonax@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	Wendell Cheung	High School Principal	347-889-7041		wcheung@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)

[WT Certificate of Occupancy.pdf](#)

Filename: WT Certificate of Occupancy.pdf **Size:** 36.1 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	80 Willoughby Street, Brooklyn, NY	347-889-7041	NYC CSD 13	6-8	6-8	6-8

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Amos Ryan	Interim Middle School Principal	347-889-7041		aryan@prospectschools.org
Operational Leader	Nicholas Fenik	Middle School Director of School Operations	347-889-7041		nfenik@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	Amos Ryan	Interim Middle School Principal	347-889-7041		aryan@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)

[DTES Certificate of Occupancy \(1\).PDF](#)

Filename: DTES Certificate of Occupancy (1).PDF **Size:** 206.7 kB

Site 2 Fire Inspection Report

This is required, marked optional for administrative purposes.

School Site 3

m3. SCHOOL SITES

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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 3	341 39th Street, Brooklyn, NY 11232	929-474-6170	NYC CSD 15	K-2	K-3	K-3

m3a. Please provide the contact information for Site 3.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Dana Mulwanda	Elementary School Principal	929-474-6170		dmulwanda@prospectschools.org
Operational Leader	Jocelyn Rodriguez	Elementary School Director of School Operations	929-474-6170		jocelynrodriguez@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	Dana Mulwanda	Elementary School Principal	929-474-6170		dmulwanda@prospectschools.org

m3b. Is site 3 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 3 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 3 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.

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.

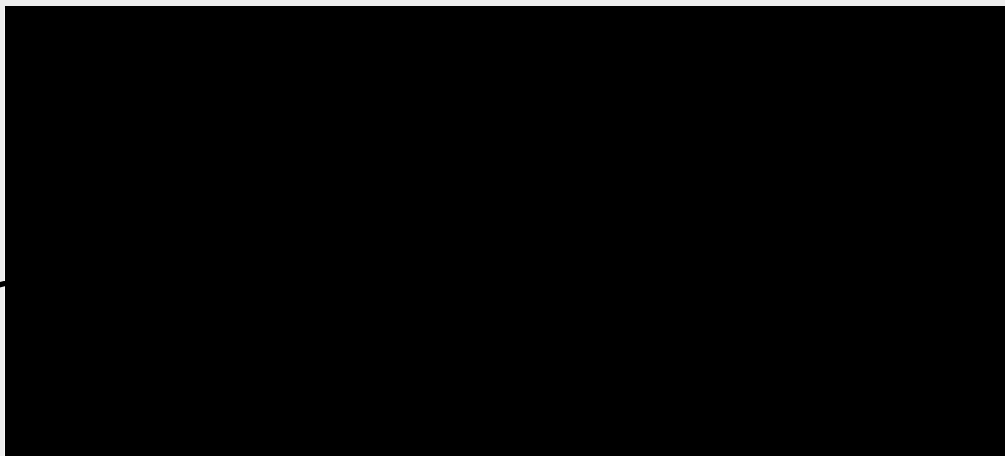
Responses Selected:

Yes

Signature, Head of Charter School

A large black rectangular redaction box covers the signature area. A small, faint, curved line is visible on the right side of the redaction, possibly indicating a signature or a UI element.

Signature, President of the Board of Trustees

A large black rectangular redaction box covers the signature area. A small, faint, curved line is visible on the left side of the redaction, possibly indicating a signature or a UI element.

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 15.2

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				

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 60				
Academic Goal 61				
Academic Goal 62				
Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				

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
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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 - Angela](#)

Filename: Disclosure_of_Financial_Interest_F_4EQ7Amc.pdf Size: 625.8 kB

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

Filename: Disclosure_of_Financial_Interest_F_jnoUrpV.pdf Size: 340.1 kB

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

Filename: Disclosure_of_Financial_Interest_F_Nq766GH.pdf Size: 443.4 kB

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

Filename: Disclosure_of_Financial_Interest_F_nqyZRmO.pdf Size: 1.4 MB

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

Filename: Disclosure_of_Financial_Interest_F_so6klaB.pdf Size: 431.9 kB

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

Filename: Disclosure_of_Financial_Interest_F_vIRjVfY.pdf Size: 323.5 kB

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

Filename: Disclosure_of_Financial_Interest_F_yTIfAzK.pdf Size: 571.5 kB

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

Filename: Sara_Keenan__Disclosure_of_Financi_KLm0ysP.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	Jg4968@nyu.edu	Trustee/Member	Facilities	Yes	1	09/23/2023	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	Michelle.ramirez@nyulango ne.org	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
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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**.

[2](#)

Filename: 2.28.2023_BPCS_Board_Meeting_Minut_sWUW41v.pdf Size: 219.9 kB

[5](#)

Filename: 5.24.2023_BPCS_Board_Meeting_Minut_eZawt5H.pdf Size: 216.5 kB

[1](#)

Filename: 1.24.2023_BPCS_Board_Meeting_Minut_WzcZTpM.pdf Size: 217.0 kB

[09](#)

Filename: 09.28.2022_BPCS_Board_Meeting_Minu_crYxu71.pdf Size: 220.2 kB

[3](#)

Filename: 3.21.2023_BPCS_Board_Meeting_Minut_krYfC1l.pdf **Size:** 219.4 kB

[11](#)

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

[10](#)

Filename: 10.27.2022_BPCS_Board_Meeting_Minu_ISbx9ZO.pdf **Size:** 220.8 kB

[4](#)

Filename: 4.25.2023_BPCS_Board_Meeting_Minut_VxQ4U7W.pdf **Size:** 218.5 kB

[12](#)

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

[6](#)

Filename: 6.27.2023_BPCS_Board_Meeting_Minut_Wy4rnPl.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 policy includes preferences for</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 policy includes preferences for</p>

	transient students who are new to NYC and qualify as ELLs.	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/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Incomplete - Hidden from applicant

Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, 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_ILLYaN7.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 NOTE: MUST BE DONE FIRST	Select your school's authorizer from the drop-down list first , before completing the roster.
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

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

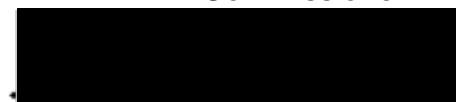
This certifies that the premises described herein conforms substantially to the approved plans and specifications and to the requirements of all applicable laws, rules and regulations for the uses and occupancies specified.No change of use or occupancy shall be made unless a new Certificate of Occupancy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

A.	Borough: BROOKLYN	Block Number: 704	Full Building Certificate Type: Temporary Date Issued: 04/17/2023
	Address: 341 39 STREET	Lot Number(s): 54	
	Building Identification	Additional Lot Number(s):	
	Number(BIN): 3010432	Application Type: Alteration CO	
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		
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: 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



Commissioner



Acting Commissioner of Buildings

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

Trustee Name:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

-

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

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:

Name of Charter School Education Corporation:

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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


-

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

Business Telephone:

Business Address:

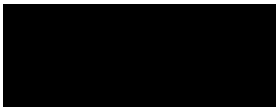
E-mail Address:



Home Telephone:

Home Address:





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:

Gravelle Pierre

Name of Charter School Education Corporation:

Brooklyn Prospect Charter School

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

Board Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

☒ 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.

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:

Signature **Date**

2 Aug 23

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last revised 04/2022

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

Trustee Name:

Name of Charter School Education Corporation:

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

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:





Signature

Date

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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:

212.338.3472

Business Address:

90 Park Ave, New York, NY 10016

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

<hr/> <div style="display: flex; align-items: center;"><div style="width: 100px; height: 30px; background-color: black; margin-right: 10px;"></div><div style="border-bottom: 1px solid black; width: 100%;"></div></div>	<div style="border-bottom: 1px solid black; width: 100%;"></div> <div style="display: flex; justify-content: space-between;"><div>Signature</div><div>Date</div></div>
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2023-08-25

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last revised 04/2022

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

Trustee Name:

Sara Keenan

Name of Charter School Education Corporation:

Brooklyn Prospect

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

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

-
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

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last revised 04/2022

Certificate of Occupancy

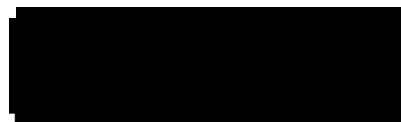
CO Number: 320862526F

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: 3002 FORT HAMILTON PARKWAY Building Identification Number (BIN): 3123973	Block Number: 05316 Lot Number(s): 1 Building Type: Altered	Certificate Type: Final Effective Date: 07/21/2015
This building is subject to this Building Code: Prior to 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1 (Prior to 1968 Code designation) Building Occupancy Group classification: E (2008 Code) Multiple Dwelling Law Classification: None		
No. of stories: 4 Height in feet: 41 No. of dwelling units: 8			
C.	Fire Protection Equipment: Fire alarm system		
D.	Type and number of open spaces: Parking spaces (34), Parking (13580 square feet)		
E.	This Certificate is issued with the following legal limitations: None		
Borough Comments: None			



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

Certificate of Occupancy

CO Number: 320862526F

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
CEL	180	OG	E F-1 S-1		3	LOCKER ROOM, BOILER ROOM, INCINERATOR ROOM, STORAGE, TOLIETS, CLASSROOMS, ACCESSORY OFFICES
CEL	430	OG	A-2		3	CAFETERIA, KITCHEN
OS P		OG	U			OPEN SPACE OFF STREET PARKING FOR THIRTY FOUR (34) VEHICLES
001	315	60	E S-1		3	CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES
001	430	100	A-3		3	MULTI-PURPOSE ROOM
002	450	60	E S-1		3	CLASSROOMS, LIBRARY, ACCESSORY OFFICES AND FACILITIES
003	450	60	E S-1		3	CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES
004	9	40	R-3 S-1		3	RELIGIOUS CONVENT USAGE AREAS, EIGHT (8) CELLS (SLEEPING ROOMS) WITH ASSOCIATED KITCHEN, REFECTIONARY, LAUNDRY, STORAGE, CLOISTER
004	122	40	E S-1		3	CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES
TOTAL: ELEMENTRARY SCHOOL, COMMUNITY FACILITY & CONVENT (U.G. 3)						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

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