

Application: Brooklyn Urban Garden Charter School (BUGS)

Susan Tenner - susan.tenner@bugsbrooklyn.org
2022-2023 Annual Report

Summary

ID: 0000000079

Last submitted: Nov 1 2023 10:02 AM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Nov 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 URBAN GARDEN CHARTER SCHOOL 800000071074

a1. Popular School Name

BUGS

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.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

e. Date of Approved Initial Charter

Sep 30 2011

f. Date School First Opened for Instruction

Aug 21 2013

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

The mission of BUGS is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental, social, and economic sustainability. BUGS students will excel in the core academic subjects and become engaged community members who are critical thinkers prepared to achieve excellence in high school and beyond.

These elements were key to the design of BUGS in its founding charter and continue to guide our approach:

Inquiry-Based Study of the Science of Sustainability BUGS will be a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.

Extended Time for Learning Longer blocks of class time, a longer school day and a longer school year will provide additional time to: maximize learning opportunities; implement innovative, cross-disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.

A Positive and Inclusive School Climate BUGS will create a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world.

A Professional Learning Community A learning-focused, collaborative culture will be based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and on-going professional development will enhance teachers' collective focus on student learning.

Authentic Assessments and Individualization Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students' individual needs and is facilitated by trained and supported teachers.

Use of Technology Computer-based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.

h. School Website Address

www.bugsbrooklyn.org

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

300

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

299

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:

6

7

8

I. Charter Management Organization

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

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	500 19th Street Brooklyn, NY 11215	(718) 280-9556	NYC CSD 15	6,7,8	6,7,8	7,8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Susan Tenner	Executive Director	718-280-9556		susan.tenner@BUGSbrooklyn.org
Operational Leader	Cay Tolson	Director of Operations	718-280-9556		cay.tolson@BUGSbrooklyn.org
Compliance Contact	Susan Tenner	Executive Director	718-280-9556		susan.tenner@BUGSbrooklyn.org
Complaint Contact	Susan Tenner	Executive Director	718-280-9556		susan.tenner@BUGSbrooklyn.org
DASA Coordinator	Primos Cobb	Dean of Students	718-280-9556		primos.cobb@BUGSbrooklyn.org
Phone Contact for After Hours Emergencies	917-566-7682				

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)

[Attachment M. Certificate of Occupancy.pdf](#)

Filename: Attachment M. Certificate of Occupancy.pdf **Size:** 275.5 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[BUGS 2022-23 Fire Inspection Report.pdf](#)

Filename: BUGS 2022-23 Fire Inspection Report.pdf **Size:** 189.8 kB

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

Separate by semi-colon (;)

N/A

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

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

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

Yes

o2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in admissions/enrollment policy	BUGS amended its enrollment policy to include an admission preference for English language learner students and economically disadvantaged students beginning in the 2023-2024 school year, and amended its charter language to include the increased program offerings to support ED/ELL students and families.	11/28/2023	4/17/2023
2				
3				
4				
5				

More revisions to add?

No

ATTESTATIONS

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

Name	Susan Tenner
Position	Executive Director
Phone/Extension	917-566-7682
Email	susan.tenner@BUGSbrooklyn.org

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

Responses Selected:

Yes

As outlined in ENTRY 10:

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

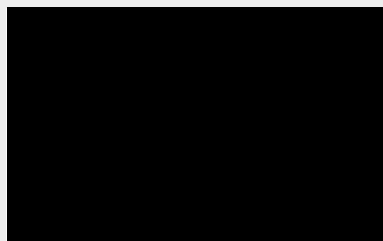
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Aug 1 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Nov 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., Repost when financials have been submitted in November.)

Form for Entry 2 Links to Critical Documents on School Website

School Name: Brooklyn Urban Garden Charter School (BUGS)

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)	<u>https://www.bugsbrooklyn.org/governance</u>
2. Board meeting notices, agendas and documents	<u>https://www.bugsbrooklyn.org/governance</u>
3. New York State School Report Card	<u>https://www.bugsbrooklyn.org/governance</u>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u>https://www.bugsbrooklyn.org/bugs-policies/2020/7/21/family-handbook-amp-student-code-of-conduct</u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u>https://www.bugsbrooklyn.org/bugs-policies/2020/7/21/school-safety-plan</u>
6. Authorizer-approved FOIL Policy	<u>https://www.bugsbrooklyn.org/bugs-policies/2020/7/22/freedom-of-information-law-foil-policy</u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u>https://www.bugsbrooklyn.org/bugs-policies/2020/7/22/freedom-of-information-law-foil-policy</u>



Thank you.

Entry 3 Progress Toward Goals

Completed - Nov 1 2023

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	Accountability: Each year, the school will be designated as in "good standing" in the ESEA Accountability Designations.	ESEA Accountability Designations	Met	
Academic Goal 2	School Level ELA: Each year, the percent of students who score proficiently on 6-8 ELA state assessments for all students at the school level will meet or exceed the district and state average.	NYS ELA Exam	Met	
Academic Goal 3	School Level Math: Each year, the percent of students who score proficiently on 6-8 math assessments for all students at the school level will meet or exceed the district and state average.	NYS Math Exam	Met	
Academic Goal 4	NYC DOE School Quality Guide Goal: Closing the Achievement Gap	NYC DOE School Quality Guide Goal: Closing the	Unable to Assess	

	<p>ELA Growth: Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in ELA.</p>	<p>Achievement Gap ELA Growth</p>		
Academic Goal 5	<p>NYC DOE School Quality Guide Goal: Closing the Achievement Gap math Growth: Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students¹ in math.</p>	<p>NYC DOE School Quality Guide Goal: Closing the Achievement Gap Math Growth</p>	Unable to Assess	
Academic Goal 6	<p>NYC DOE School Quality Guide Goal: Comparison Group ELA: Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in ELA.</p>	<p>NYC DOE School Quality Guide Goal: Comparison Group ELA</p>	Unable to Assess	

Academic Goal 7	<p>NYC DOE School Quality Guide Goal: Comparison Group math: Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group"2 in math.</p>	<p>NYC DOE School Quality Guide Goal: Comparison Group Math</p>	Unable to Assess	
Academic Goal 8	<p>Growth ELA: The school will maintain or increase the percent of students in the school testing at a proficient level for ELA or trending toward proficiency for ELA from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population who: a) moved from level 1 to 2, 3, or 4; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level</p>	<p>Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population who: a) moved from level 1 to 2; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 3 to 4; e) remained at level 4.</p>	Unable to Assess	

	3 to 4; or e) remained at level 4.			
Academic Goal 9	Growth Math: The school will maintain or increase the percent of students in the school testing at a proficient level for math or trending toward proficiency for math from one year's test administration to the next. Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population who: a) moved from level 1 to 2, 3, or 4; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 3 to 4; or e) remained at level 4.	Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population who: a) moved from level 1 to 2; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 3 to 4; e) remained at level 4.	Unable to Assess	
Academic Goal 10				

2. Do have more academic goals to add?

No

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	Parent Satisfaction: In each year of the charter term, parents will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more parents participate in the survey.	DOE and/or school's internal surveys	Met	
Org Goal 2	Teacher Satisfaction: In each year of the charter term, teachers will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more teachers participate in the survey.	DOE and/or school's internal surveys	Met	

Org Goal 3	<p>Student Satisfaction:</p> <p>In each year of the charter term, students will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more students participate in the survey.</p>	DOE and/or school's internal surveys	Met	
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

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 Health: Each year, the school will maintain financial stability, with total revenue meeting or exceeding total expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.	Each year the school maintain financial stability, with total revenue meeting or exceeding expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete - Hidden from applicant

Instructions

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the 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

Completed - Oct 31 2023

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.

1

Filename: 1_BUGS_Fin_Stmts_-_6-30-2023_FINAL.pdf Size: 702.9 kB

Entry 4a – Audited Financial Report Template (SUNY)

Incomplete - Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial 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)

Completed - Nov 1 2023

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.

2

Filename: 2_BUGS_FY23_NYSED_Audited_Financ_Gl88JF4.xlsx Size: 77.6 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

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.

Advisory and or Management Letter (1)

Filename: Advisory_and_or_Management_Letter_1.docx Size: 12.2 kB

Corrective Action Plan (1)

Filename: Corrective_Action_Plan_1.docx Size: 12.3 kB

CSP Agreed-Upon Procedure Report (1)

Filename: CSP_Agreed-Upon_Procedure_Report_1.docx Size: 12.3 kB

Evidence of Required Escrow Account - BUGS 23

Filename: Evidence_of_Required_Escrow_Account_EhQ6egZ.pdf Size: 68.2 kB

Federal Single Audit (1)

Filename: Federal_Single_Audit_1.docx Size: 12.3 kB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

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
	Susan Tenner	susan.tenner@BUGSbrooklyn.org	917-566-7682

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	SAX LLP Joseph Albano	Jalbano@saxllp.com	212-268-2802	5

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
	ASNY	Usman Chaudhary	241 West37th Suite 1207 NY, NY 10018	uchaudhary@asnyinc.com	347-561-0932	8

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Nov 1 2023

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.

[2023 - BUGS - Annual Financial Interest Disclosure - Don Mabrey Jr](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_IC5DH95.pdf Size: 710.6 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Adam Drucker - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_ShCahzN.pdf Size: 707.7 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Ana Maria Bast - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_6UuKhX2.pdf Size: 715.0 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Christine Kang - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_yRHx4pu.pdf Size: 712.0 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Erin Walker - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_Y9EBR3R.pdf Size: 710.9 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Felice Ekelman - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_nQoWAFV.pdf Size: 712.8 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Hallie Iannoli - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_QsXMZsX.pdf Size: 718.3 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Jackie Piccolo - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_MqcwmG1.pdf Size: 712.8 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Jamal Deek- Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_MvQ4hUf.pdf Size: 713.4 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Louis Green - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_PdtltzMb.pdf Size: 706.4 kB

[2023 - BUGS - Annual Financial Interest Disclosure - Regina Fechter - Signed](#)

Filename: 2023_-_BUGS_-_Annual_Financial_Int_bf5SgOA.pdf Size: 710.0 kB

Entry 7 BOT Membership Table

Completed - Nov 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?

Board of Regents

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	Ana Bast	[REDACTED]	Trustee/Member	Governance and Nominating	Yes	1	09/27/2022	06/30/2025	11
2	Jamal Deek	[REDACTED]	Treasurer	Finance, Education & Accountability	Yes	1	7/1/2022	6/30/2025	13 or more
3	Adam Drucker	[REDACTED]	Trustee/Member	Finance	Yes	1	7/1/2020	6/30/2023	6
4	Felice Ekelman	[REDACTED]	Chair	Education & Accountability, Finance, Governance & Nominating	Yes	1	7/1/2020	6/30/2023	13 or more
5	Regina Fechter	[REDACTED]	Trustee/Member	Governance and Nominating Committee	Yes	2	7/1/2022	6/30/2025	11
6	Louis Green	[REDACTED]	Trustee/Member	Finance	Yes	1	7/1/2022	6/30/2025	9

7	Hallie Iannoli	[REDACTED]	Trustee/Member	Education and Accountability	Yes	2	7/1/2020	6/30/2023	11
8	Christine Kang	[REDACTED]	Trustee/Member	Finance	Yes	2	7/1/2022	6/30/2025	10
9	Don Mabrey	[REDACTED]	Trustee/Member	Education and Accountability	Yes	1	7/1/2020	6/30/2023	5 or less

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

Yes

1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2022-2023
10	Jacqueline Piccolo	[REDACTED]	Chair	Governance and Nominating	Yes	1	7/1/2021	6/30/2024	12
11	Erin Walker	[REDACTED]	Trustee/Member	Education & Accountability	Yes	3	7/1/2020	6/30/2023	12
12	Tara Lindis Corbell	[REDACTED]	Parent Rep		No	1	7/1/2022	6/30/2023	5 or less
13	John Johnston	[REDACTED]	Parent Rep		No	1	7/1/2022	6/30/2023	6
14									
15									

1c. Are there more than 15 members of the Board of Trustees?

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2023	11
b.Total Number of Members Added During 2022-2023	1
c. Total Number of Members who Departed during 2022-2023	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	11

3. Number of Board meetings held during 2022-2023

13

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

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

1

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

0

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

11

Total number of Non-Voting Members on June 30, 2023:

2

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

2

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

0

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

2

Board members attending 8 or fewer meetings during 2022-2023

2

Thank you.

Entry 8 Board Meeting Minutes

Completed - Nov 1 2023

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**.

BUGS board meeting minutes 2022-23

Filename: BUGS_board_meeting_minutes_2022-23.pdf Size: 1.3 MB

Entry 9 Enrollment & Retention

Completed - Nov 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>Completed application to NYSED (and was approved post-lottery deadline) to offer a FRPL lottery preference allowing us to make more first-round seat offers to ED families.</p> <p>Connected with community-based organizations that serve economically disadvantaged families and provided information to increase awareness of BUGS and ensure families of all backgrounds know about our school and FRPL lottery weighting (before we were approved for the lottery preference).</p> <p>Partnered with elementary schools with high percentage FRPL populations for info tables and information for families and also reaching out through social media as well. Hosted The New American Academy Charter School for an onsite school day session tour.</p> <p>Attended community street fairs and provided information about BUGS to economically disadvantaged families at food pantries and clothing distribution centers at local community and family services organizations.</p> <p>Volunteer parent team focused grassroots weekend flier distribution in high FRPL neighborhoods handing out fliers and talking to families and also posting fliers in grocery stores, health care facilities,</p>	<p>With the FRPL lottery preference approved, we will promote applications to target elementary schools with high ED populations within and outside of CSD 15 (highlighting the improved chances of admissions for out of district families).</p> <p>Invite parent coordinators and guidance counselors of schools with high FRPL populations from outside CSD 15 who may not know about BUGS because we historically were not able to offer their students seats before the preference was approved.</p> <p>Invite families of target schools to come for school tours in the fall scheduled to accommodate working families, including providing small tours as requested by community partners.</p> <p>Invite families of target schools to come for school special events including our 10th anniversary celebration in October.</p> <p>Design and record virtual sessions to encourage easier attendance and make recordings available for families who are not able to attend because of work or other responsibilities.</p> <p>Focus grassroots outreach on high ED communities with easy public transportation to BUGS.</p>

	<p>parks, and other high trafficked by family sites.</p> <p>Targeted student recruitment mailer to high ED neighborhoods.</p> <p>Offered four virtual info sessions and made recordings available on our website to increase access for families.</p>	<p>Continue to engage with community organizations serving ED populations and attend holiday and other family focused special events.</p> <p>Target student recruitment mailer to high ED neighborhoods and emphasize lottery preference.</p> <p>Re-start the family outreach team for grassroots fliers, street fairs, and posting.</p>
English Language Learners	<p>Engaged new ENL coordinator in outreach efforts, school tours, and virtual info sessions helping to increase awareness about our program.</p> <p>Designed and created multilingual recruitment outreach materials in Spanish, Mandarin, Bangla/Urdu, and Haitian-Creole.</p> <p>Created multi-lingual social media recruitment posts and online ads.</p> <p>Offered a multi-lingual virtual info session with simultaneous interpretation.</p> <p>Provided materials to organizations that serve recent immigrants.</p> <p>Distributed materials to elementary schools with high ELL populations.</p> <p>Produced direct mail flier in English and Spanish for in-district and out-of-district families.</p> <p>Contacted parent coordinators at</p>	<p>BUGS will employ many of the same strategies for the 2023-24 school year with the extra benefit of being able to promote our ELL lottery preference.</p> <p>BUGS will continue to participate in events including Street Fairs, with our partner Mixteca, while developing additional relationships with community-based organizations that serve non-English speaking families.</p> <p>We will continue to have our application in multiple languages by using the Charter Center Application in addition to our own application.</p> <p>Distribute multilingual materials in person to elementary schools with high ELL populations in CSD 15 and nearby districts, and also offer a multi-language on-site info session.</p> <p>Provide information about our ELL program and how to apply online to our current BUGS ELL and former ELL families to share with their</p>

	<p>elementary schools in CSD 15 and in nearby districts to let them know about our bi-lingual and multilingual info sessions and support programs for ELL/MLL learners.</p> <p>BUGS family coordinator and ENL coordinator called MLL families who were offered seats for 2023-24 to support enrollment.</p> <p>Continued to recruit multilingual staff.</p> <p>Continued ELL instructional strategy for all staff and participation in the ELL consortium via the NYC Charter Center.</p> <p>Installed multilingual internal signage, as well as garden signage, to ensure school is welcoming to all families.</p>	<p>friends and families.</p> <p>Continue to recruit multilingual staff, and continue ELL instructional strategy training for all staff.</p> <p>Identify ELL families early in the enrollment process and follow-up with families and applicants to encourage interest in attending BUGS.</p> <p>Reach MLL families by distributing and posting info about BUGS in stories and community-based organizations. Also, set up outreach tables in parks and playing fields in Sunset Park, Sunset Terminal Park and Prospect Park.</p>
Students with Disabilities	<p>BUGS is well-known among our feeder schools for having a strong inclusion program, which helps us meet our targets.</p> <p>We also provided bilingual Student Academic Support Services information for families that was available at virtual info sessions and provided to community-based organizations with a focus on students with disabilities.</p> <p>The Director of Inclusion participated in virtual info sessions and was available to questions from new families.</p> <p>BUGS regularly communicated with Special Education coordinators at CSD 15 elementary schools with</p>	<p>BUGS recently hired a new Director of Inclusion who brings strategies and insights into ways we can deepen our efforts to recruit students with disabilities and provide information about our inclusion model and special education services with feeder schools, community-based organizations, and prospective families.</p> <p>Our Director of Inclusion will continue to participate in recruitment activities for our future and incoming families as well as cultivate relationships with the Committee on Special Education (CSE) and middle schools in the community.</p> <p>BUGS will continue to highlight our ICT model in student recruitment materials and at info sessions.</p>

	updates about programs and services.	
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Good Faith Efforts To Meet Enrollment Retention Targets

	Describe Retention Efforts in 2022-2023	Describe Retention Plans in 2023-2024
Economically Disadvantaged	<p>BUGS retained Economically Disadvantaged families through regular and focused check-in calls from school counselors, parent coordinator, grade teams, and references to the culture team to identify families who may be in distress through change in attendance or behavior.</p> <p>BUGS provided 1:1 laptops to all families and offered to secure hotspots for economically disadvantaged families to enable tech access.</p> <p>BUGS also offered to support families who were experiencing financial hardship with free school supplies and uniforms.</p> <p>Surveys to students and families were also reviewed to detect ways to better support ED families.</p> <p>The implementation of Standards-Based Learning helped to provide a more equitable response to projects and classwork, more parent communication on student progress, and reduced unconscious bias in grading from teachers.</p> <p>The Learning Specialist is also able to provide students who need extra support targeted learning support in small groups.</p>	<p>BUGS will continue to provide an open space for families to voice their concerns and be involved in the community. The Leadership Team will continue to offer monthly coffee gatherings to connect with families, conduct surveys, and use other communications to be awareness of student needs.</p> <p>BUGS will continue to waive tech and field studies fees as well as supply free uniforms and supplies for ED families. This year we are reducing obstacles further by giving more uniforms directly to families, versus coupons for free uniforms that families must still order through the uniform vendor.</p> <p>BUGS will continue to offer a free after-school program with free holiday camp.</p> <p>The school leadership team will continue to hold workshops about standards-based learning, accessing BUGS online tools, and strategies to support students' mental health. The workshops will be recorded and made available to families.</p> <p>The parent coordinator, counselors, and dean of students will continue to make personal and direct contact (usually by phone) with families and students most in need.</p> <p>BUGS will continue to use a</p>

		<p>restorative approach that helps to build a strong and inclusive community.</p> <p>Teaching teams meet regularly to discuss how best to reach out and support students.</p> <p>By continuing the school's commitment to Standards-Based Learning, equitable grading practices that are more accurate, and bias resistant are leading to stronger teacher-student relationships, less grade inflation, less focus on homework inequities, and grades that are more closely correlated to student learning.</p>
English Language Learners	<p>By hiring an ENL coordinator, BUGS was able to build on our commitment to, and experience with, a highly diverse student population.</p> <p>The bi-lingual ENL coordinator and family coordinator helped to build strong relationships with multilingual families to keep them up-to-date with school programs and policies and how to use school technology. They also increased the frequency of check-ins with ELL/MLL families.</p> <p>BUGS also trained all teachers to embed supports in their classroom as part of their Standards-Based Learning approach and to recognize that it is a community responsibility to support all learners.</p> <p>The family coordinator made sure that school communications were available in Spanish and provided translation services at school and PTA events.</p>	<p>BUGS strives to meet ELL/MLL retention efforts by continuing our strategy of training all teachers to integrate supports in their classroom and bringing in the ENL coordinator and learning specialist for individual and small group attention.</p> <p>BUGS also will continue to provide online resources to support ELLS including Achieve 3000 and Learning Ally.</p> <p>The bi-lingual ENL coordinator and family coordinator will continue to work together to check in with multilingual families to keep them up-to-date with school programs and policies and how to use school technology.</p> <p>The family coordinator will continue have school materials be available in Spanish and provided translation services at school and PTA events.</p> <p>BUGS will also continue to</p>

		customize its feedback gathering by using multilingual surveys and direct calls to families.
Students with Disabilities	<p>BUGS retains students classified with disabilities through the scope of services we offer to serve a variety of student needs. For example, We offer ICT core content classes in each grade and special education services, such as speech and language therapy, occupational therapy, hearing services, and counseling.</p> <p>Direct and continued support for students with special needs has been intentionally designed in our school model. Our team teaching and grade level coordination and data assessment supervised by the Director of Inclusion ensures we are able to meet learning goals for our students.</p> <p>The Director of Inclusion also provided professional development on a regular basis for ICT teachers.</p>	<p>BUGS will continue to provide all our families with the services they need including IEP meetings, speech/language therapy, hearing services, counseling, and physical therapy.</p> <p>The school design will also continue to include time for one-on-one and small group intervention, as well as a formal intervention period.</p> <p>The Director of Inclusion will continue to coordinate co-teaching training and trauma-informed professional development for teachers and school teams.</p> <p>The Director of Inclusion is also invited to access and receive support from the Inclusion Collaborative at the NYC Charter Center.</p> <p>The Learning Specialist will continue to provide support to small groups of 5 or less.</p>

Entry 10 – Teacher and Administrator Attrition

Completed - Nov 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/employeeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Nov 1 2023

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

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023)	2
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	2.0

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	12

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	1

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	28

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	41

Thank you.



Entry 12 Organization Chart

Completed - Nov 1 2023

[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.

[BUGS Org Chart - SY22-23](#)

Filename: BUGS_Org_Chart_-_SY22-23.pdf Size: 119.5 kB

Entry 13 School Calendar

Completed - Nov 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.

[English - NYSED calendar](#)

Filename: English_-_NYSED_calendar.pdf Size: 344.3 kB

Entry 14 Staff Roster

Completed - Nov 1 2023

[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

[faculty-staff-roster-template-2023 Brooklyn Urban Garden Charter School \(1\)](#)

Filename: faculty-staff-roster-template-202_qOOBLQ7.xlsx **Size:** 22.9 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Brooklyn Urban Garden Charter School

Audited Financial Statements

In Accordance with *Government Auditing Standards*

June 30, 2023

Brooklyn Urban Garden Charter School

Audited Financial Statements

June 30, 2023

CONTENTS

	Page
Independent Auditor's Report	1-2
Financial Statements	
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7-15
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	16-17
Schedule of Findings and Questioned Costs	18

Independent Auditor's Report

To the Board of Trustees of
Brooklyn Urban Garden Charter School

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Brooklyn Urban Garden Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statement of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the School as of June 30, 2023, and the changes in net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audit in accordance with auditing standards generally accepted in the United States of America ("GAAS") and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States ("*Government Auditing Standards*"). Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are issued or available to be issued.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

Report on Summarized Comparative Information

The financial statements of the School as of and for the year ended June 30, 2022, were audited by other auditors whose report dated October 19, 2022, expressed an unmodified opinion on those statements. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2022, is consistent, in all material respects with the audited financial statement from which it was derived.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.

[REDACTED]
New York, NY
October 24, 2023

Brooklyn Urban Garden Charter School

Statement of Financial Position

At June 30, 2023
(With comparative totals at June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22*</u>
ASSETS		
Cash and cash equivalents	\$ 4,518,060	\$ 1,138,650
Investments	-	2,816,456
Government grants receivable - per pupil funding	4,606	8,277
Government grants receivable - other	104,304	183,274
Prepaid expenses and other assets	25,362	116,909
Fixed assets, net	86,126	81,258
Security deposit	58,208	58,808
Operating lease right-of-use asset	15,268,851	-
Restricted cash	<u>100,288</u>	<u>100,268</u>
TOTAL ASSETS	<u>\$ 20,165,805</u>	<u>\$ 4,503,900</u>
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable and accrued expenses	\$ 947,852	\$ 760,751
Operating lease liability	<u>15,533,753</u>	<u>-</u>
Total liabilities	<u>16,481,605</u>	<u>760,751</u>
NET ASSETS		
Without donor restrictions	3,664,350	3,726,008
With donor restrictions	<u>19,850</u>	<u>17,141</u>
Total net assets	<u>3,684,200</u>	<u>3,743,149</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 20,165,805</u>	<u>\$ 4,503,900</u>

* Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements

Brooklyn Urban Garden Charter School

Statement of Activities

For the Year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Without Donor Restrictions	With Donor Restrictions	Total 6/30/23	Total 6/30/22
PUBLIC SUPPORT AND REVENUE:				
Public school district revenue:				
Resident student enrollment	\$ 5,287,712	\$ -	\$ 5,287,712	\$ 5,053,200
Student with special education services	1,067,585	-	1,067,585	1,053,148
Subtotal public school district revenue	6,355,297	-	6,355,297	6,106,348
New York City rental assistance	1,035,727	-	1,035,727	963,171
Other government grants	471,466	-	471,466	530,056
Contributions	147,011	19,850	166,861	131,039
Program fees and other income	48,558	-	48,558	34,658
Interest income	109,464	-	109,464	10,799
Net assets released from restrictions	17,141	(17,141)	-	-
Total public support and revenue	8,184,664	2,709	8,187,373	7,776,071
 Program services:				
Regular education	5,035,874	-	5,035,874	4,641,907
Special education	1,593,193	-	1,593,193	1,125,921
Total program services	6,629,067	-	6,629,067	5,767,828
Supporting services:				
Management and general	1,495,658	-	1,495,658	1,362,134
Fundraising	121,597	-	121,597	50,864
Total supporting services	1,617,255	-	1,617,255	1,412,998
 Total expenses	8,246,322	-	8,246,322	7,180,826
 Change in net assets	(61,658)	2,709	(58,949)	595,245
 NET ASSETS, <i>beginning of year</i>	3,726,008	17,141	3,743,149	3,147,904
 NET ASSETS, <i>end of year</i>	\$ 3,664,350	\$ 19,850	\$ 3,684,200	\$ 3,743,149

The attached notes and auditor's report are an integral part of these financial statements

Brooklyn Urban Garden Charter School

Statement of Functional Expenses

For the Year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	Program Services			Supporting Services				
	Regular Education	Special Education	Total Program Services	Management and General	Fundraising	Total Supporting Services	Total Expenses 6/30/23	Total Expenses 6/30/22
Salaries	\$ 3,082,495	\$ 969,241	\$ 4,051,736	\$ 780,410	\$ 63,072	\$ 843,482	\$ 4,895,218	\$ 4,228,283
Payroll taxes and employee benefits	688,999	216,644	905,643	174,438	14,097	188,535	1,094,178	959,037
Total personnel costs	3,771,494	1,185,885	4,957,379	954,848	77,169	1,032,017	5,989,396	5,187,320
Professional fees	133,855	51,833	185,688	247,422	18,442	265,864	451,552	634,274
Occupancy and facility costs	863,082	271,383	1,134,465	218,509	17,660	236,169	1,370,634	937,188
Student and staff recruitment	34,260	10,772	45,032	-	-	-	45,032	61,074
Curriculum & classroom expenses	21,130	6,644	27,774	-	-	-	27,774	35,520
Supplies and equipment	16,840	5,295	22,135	2,590	209	2,799	24,934	98,370
Food services	15,792	4,966	20,758	3,998	323	4,321	25,079	25,264
Board & staff development	63,429	19,944	83,373	17,774	1,870	19,644	103,017	47,025
Insurance	37,779	11,879	49,658	9,565	773	10,338	59,996	54,000
Telephone & technology	33,518	10,539	44,057	8,486	686	9,172	53,229	30,035
Depreciation	29,280	9,207	38,487	7,412	599	8,011	46,498	42,965
Other	15,415	4,846	20,261	25,054	3,866	28,920	49,181	27,791
Total other than personnel costs	1,264,380	407,308	1,671,688	540,810	44,428	585,238	2,256,926	1,993,506
Total expenses	\$ 5,035,874	\$ 1,593,193	\$ 6,629,067	\$ 1,495,658	\$ 121,597	\$ 1,617,255	\$ 8,246,322	\$ 7,180,826

The attached notes and auditor's report are an integral part of these financial statements

Brooklyn Urban Garden Charter School

Statement of Cash Flows

For the Year ended June 30, 2023
(With comparative totals for the year ended June 30, 2022)

	<u>6/30/23</u>	<u>6/30/22*</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ (58,949)	\$ 595,245
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation	46,498	42,965
Changes in assets and liabilities		
Government grants receivable - per pupil funding	3,671	(6,014)
Government grants receivable - other	78,970	(112,693)
Prepaid expenses and other assets	91,547	(17,466)
Security deposit	600	44,400
Operating lease right-of-use asset and liability	264,902	-
Accounts payable and accrued expenses	187,101	18,962
Deferred revenue	-	(2,745)
Deferred rent	-	(27,493)
Total adjustments	<u>673,289</u>	<u>(60,084)</u>
Net cash provided by operating activities	<u>614,340</u>	<u>535,161</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of fixed assets	(51,366)	(45,143)
Purchase of investments (including reinvested interest)	(1,807)	(17,005)
Proceeds from maturities	2,818,263	-
Net cash provided by/(used for) investing activities	<u>2,765,090</u>	<u>(62,148)</u>
Net increase in cash and cash equivalents, and restricted cash	3,379,430	473,013
Cash, cash equivalents and restricted cash, <i>beginning of year</i>	<u>1,238,918</u>	<u>765,905</u>
Cash, cash equivalents and restricted cash, <i>end of year</i>	<u><u>\$ 4,618,348</u></u>	<u><u>\$ 1,238,918</u></u>
Cash, cash equivalents and restricted cash consists of:		
Cash and cash equivalents	\$ 4,518,060	\$ 1,138,650
Restricted cash	100,288	100,268
Total cash, cash equivalents and restricted cash	<u><u>\$ 4,618,348</u></u>	<u><u>\$ 1,238,918</u></u>
SUPPLEMENTAL CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ -	\$ -
Cash paid during the year for taxes	\$ -	\$ -

*Reclassified for comparative purposes

The attached notes and auditor's report are an integral part of these financial statements

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 1 - Organization

Brooklyn Urban Garden Charter School (the "School") is an educational corporation that operates as a charter school in Brooklyn, New York. The mission of the School is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental sustainability. The School provides a full range of educational services appropriate for the sixth, seventh and eighth grade levels. The School completed the 2022-2023 fiscal year with an average enrollment of approximately 300 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education ("NYCDOE").

On March 12, 2018, the Board of Regents and the Board of Trustees of the University of the State of New York, for and on behalf of the State Education Department, granted the School a renewal of their original charter valid through June 30, 2022. On May 16, 2022, the School's charter was renewed again through June 30, 2026.

The School has the following programs:

- Regular Education – Instruction provided to all students.
- Special Education – Instruction that is specially designed to meet the unique needs of students with disabilities.

The School has been notified by the Internal Revenue Service that it is a not-for-profit organization exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code and has not been determined to be a private foundation. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. The School's main source of revenue is public school district revenue and government grants.

The School is affiliated with Friends of Brooklyn Urban Garden Charter School ("Friends") through the use of shared members of their respective Boards of Directors. Friends is a not-for-profit corporation established to support the School and function as the fundraising arm of the School. Friends does not meet the requirements for consolidation because the School does not exercise control over them.

Note 2 - Significant Accounting Policies

a. Basis of Accounting

The financial statements have been prepared using the accrual basis of accounting, which is the process of recognizing revenue and expenses when earned or incurred rather than received or paid.

b. Recently Adopted Accounting Standards

Effective July 1, 2022, the School adopted the Financial Accounting Standards Board's ("FASB") Accounting Standards Update ("ASU") No. 2016-02, *Leases*, which requires lessees to recognize leases on the statement of financial position and disclose key information about leasing arrangements. The School elected transition relief that allows entities, in the period of adoption, to present the current period under FASB's Accounting Standards Codification ("ASC") 842 and the comparative period under FASB ASC 840. It also elected not to reassess at adoption (i) expired or existing contracts to determine whether they are or contain a lease, (ii) the lease classification of any existing leases, or (iii) initial direct costs for existing leases.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies - Continued

b. Recently Adopted Accounting Standards - Continued

As a result of implementing FASB ASU No. 2016-02, the School recognized right-of-use ("ROU") assets of \$16,151,654 and lease liabilities totaling \$16,151,654 in its statement of financial position as of the July 1, 2022 commencement date of their lease for space. The School does not report a ROU asset or lease liability for its equipment leases due to the immaterial nature of the ROU asset and lease liability as of June 30, 2023. The adoption did not result in a significant effect on amounts reported in the statement of activities for the year ended June 30, 2023.

c. Basis of Presentation

The School reports information regarding their financial position and activities according to the following classes of net assets:

- *Net Assets Without Donor Restrictions* - represents those resources for which there are no restrictions by donors as to their use.
- *Net Assets With Donor Restrictions* - represents those resources, the uses of which have been restricted by donors for a specific purpose or the passage of time.

d. Revenue Recognition

The School follows the requirements of the FASB's ASC 958-605 for recording contributions, which are recognized when a contribution becomes unconditional in nature. Contributions are recorded in the net asset classes referred to above depending on the existence and/or nature of any donor-imposed restriction. When a restriction expires, that is, when a stipulated time restriction ends, or purpose restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions. If donor restricted contributions are satisfied in the same period they were received, they are classified as without donor restrictions.

The School evaluates whether contributions are conditional or unconditional. Contributions are considered to be conditional when both a barrier must be overcome for the School to be entitled to the revenue and a right of return of the asset or right of release from the obligation exists. Conditional grants that have not been recognized amounted to \$228,000 and \$535,000 at June 30, 2023 and June 30, 2022, respectively. The grants are conditional upon achieving certain performance goals and incurring qualifying expenditures.

The School's public-school district revenue and other government grants are primarily conditional, non-exchange transactions and fall under FASB ASC 958-605. Revenue from these transactions is recognized based on rates established by the School's funding sources and when performance related outcomes are achieved, or qualifying expenditures are incurred as well as other conditions under the agreements are met.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies - Continued

d. Revenue Recognition - Continued

Contributions and grants expected to be received within one year are recorded at net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discounted rate. As of June 30, 2023 and June 30, 2022, all unconditional promises to give are due within one year. Pledges are reviewed for collectability. Based on knowledge of specific donors and factoring in historical experience, no allowance for doubtful accounts exists as of June 30, 2023 or June 30, 2022.

The School also follows the requirements of FASB ASC 606 for recognizing revenue from contracts with customers. The School receives program fees from students for school activities, such as field trips. This is classified as program fee income and recognized as revenue when the activity takes place, and the performance obligation is considered to be met. Fees that have not been collected at year end are reflected as fees receivable. Amounts collected in advance are recognized as deferred revenue.

e. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents for purposes of the accompanying statement of cash flows. Cash maintained in escrow per requirements of the NYCDOE are treated as restricted cash.

f. Concentration of Credit Risk

Financial instruments which potentially subject the School to a concentration of credit risk consist of checking, savings money market accounts, and investment securities which have been placed with financial institutions that management deems to be creditworthy. From time-to-time, cash balances may be in excess of insurance levels. At year end and at various times throughout the year, balances were in excess of insured amounts. The School has not suffered any losses due to bank failure.

g. Fair Value Measurement

Fair value refers to the price that would be received to sell an asset in an orderly transaction between market participants at the measurement date. Accounting standards have established a fair value hierarchy giving the highest priority to quoted market prices in active markets and the lowest priority to unobservable data.

The fair value hierarchy is categorized into three levels based on the inputs as follows:

Level 1 - Valuations based on unadjusted quoted prices in active markets for identical assets or liabilities that the School has the ability to access.

Level 2 - Valuations based on quoted prices in markets that are not active or for which all significant inputs are not observable, either directly or indirectly.

Level 3 - Valuations based on inputs that are unobservable and significance to the overall fair value measurement.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

h. Investments

Investments have been recorded at fair value. Interest earned on investments is included in interest income on the statement of activities. All investments were liquidated during 2023.

i. Fixed Assets

Fixed assets that the School retains title to that exceed a dollar threshold of \$1,000, and which benefit future periods are capitalized at cost or at the fair value at the date of gift, if donated. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets as follows:

Computers and equipment - *3-year life*

Furniture and fixtures - *5-year life*

Leasehold improvements - *lower of useful life of asset and life of lease*

j. Leases

The School determines if an arrangement is or contains a lease at inception. Leases are included in ROU assets and lease liabilities in the statement of financial position. ROU assets and lease liabilities reflect the present value of the future minimum lease payments over the lease term, and ROU assets also include prepaid or accrued rent. Operating lease expense is recognized on a straight-line basis over the lease term. The School does not report ROU assets and lease liabilities for its short-term leases (leases with a term of 12 months or less). Instead, the lease payments of those leases are reported as lease expense on a straight-line basis over the lease term. Lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option.

k. In-kind Contributions

Donated goods and services that create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided in-kind, are recognized at fair value.

Board members and other individuals volunteer their time and perform a variety of services that assists the School. These services do not meet the criteria of in-kind services and have not been recorded in the financial statements.

l. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the financial statements. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Management and general expenses include those expenses that are not directly identifiable with any other specific function but provide for the overall support and direction of the School.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

l. Functional Allocation of Expenses - Continued

Salaries were allocated using time and effort as the basis. The following costs were allocated using the salary allocation as the basis:

- Payroll taxes and employee benefits
- Occupancy and facility costs
- Supplies and equipment
- Food services
- Board & staff development
- Insurance
- Telephone & technology
- Depreciation

Certain program expenses have been allocated between Regular Education and Special Education based on student FTE rates. All other expenses have been charged directly to the applicable program or supporting services.

m. Advertising costs

Advertising costs are expensed as incurred.

n. Use of Estimates

The preparation of financial statements in accordance with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Actual results could differ from those estimates.

o. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

p. Accounting for Uncertainty of Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. Tax filings for periods ending June 30, 2020 and later are subject to examination by applicable taxing authorities.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 2 - Significant Accounting Policies – Continued

q. Summarized Comparative Financial Information

The financial statements include certain prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the School's financial statements for the year-ended June 30, 2022 from which the summarized information was derived. Certain reclassifications of amounts previously reported have been made to the accompanying financial statements to maintain consistency between periods presented. The reclassifications had no impact on previously reported net assets.

Note 3 - Investments

Investments at June 30, 2022 consisted of certificates of deposit, which were considered to be level 2 as described in Note 2g. The certificates of deposit were valued at the original cost-plus accrued interest, which approximated fair value. During the year ended June 30, 2023, these certificates of deposit matured, and the proceeds were transferred to the School's cash accounts.

Note 4 - Government Grants Receivable – Per Pupil Funding

Activity related to the contract with the NYCDOE can be summarized as follows:

	<u>6/30/23</u>	<u>6/30/22</u>
Beginning grants receivable	\$ 8,277	\$ 2,263
Funding based on allowance FTE's	6,355,297	6,106,348
Advances receivable	<u>(6,358,968)</u>	<u>(6,100,334)</u>
Ending grants receivable	<u>\$ 4,606</u>	<u>\$ 8,277</u>

In addition to per pupil funding, the School was entitled to receive a rent subsidy that is calculated at the lower of 30% of the per pupil amount or actual lease costs as approved by the NYCDOE. The School recognized revenue of \$1,035,727 and \$963,171 during the years ended June 30, 2023 and 2022, respectively as a subsidy for payments made to Friends, a related party, under the sublease agreement referred to in Note 6.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 5 - Fixed Assets

Fixed assets consist of the following:

	6/30/23	6/30/22
Computers and equipment	\$ 419,555	\$ 395,120
Furniture and fixtures	148,411	121,480
Leasehold improvements	316,405	316,405
	884,371	833,005
Less: accumulated depreciation	(798,245)	(751,747)
Total fixed assets, net	\$ 86,126	\$ 81,258

Note 6 - Operating Lease Right-of-Use Asset and Operating Lease Liability

The School evaluated current contracts to determine which met the criteria of a lease under FASB ASC 842. Starting July 1, 2022, the School entered into a non-cancelable sublease agreement with Friends for space, which expires on June 30, 2037. The lease term includes a five-year extension, available at the School's option, which is reasonably certain to be exercised. Therefore, the payments associated with the extension are included in the ROU asset and the lease liability recognized as of June 30, 2023. In addition, the School guaranteed the original underlying lease between Friends and the landlord. The maximum potential amount that the School can be required to pay on this lease is \$9,500,000 at June 30, 2023. The School's sublease with Friends has been determined to be an operating lease.

The ROU asset represents the School's right to use the underlying asset for the lease term, and the lease liabilities represent the School's obligation to make lease payments arising from this lease. The ROU asset and lease liability were calculated based on the present value of future lease payments over the lease terms. As of June 30, 2023, the weighted-average remaining lease term for the School's operating leases was approximately 14 years. The School has made an accounting policy election to use a risk-free rate in lieu of its incremental borrowing rate to discount future lease payments. The weighted-average discount rate applied to calculate lease liabilities as of June 30, 2023 was 3.12%.

For the year ended June 30, 2023, total operating lease cost was \$1,368,995. Cash paid for operating leases for the year ended June 30, 2023 was \$1,104,093. There were no noncash investing and financing transactions related to leasing other than the right-of-use asset obtained in exchange for the lease liability recorded at the date of commencement.

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 6 - Operating Lease Right-of-Use Asset and Operating Lease Liability - Continued

Future maturities of lease liabilities are presented in the following table:

Year ending:	
June 30, 2024	\$ 1,137,216
June 30, 2025	1,171,332
June 30, 2026	1,206,472
June 30, 2027	1,242,666
June 30, 2028	1,279,946
Thereafter	13,393,206
Total lease payments	19,430,838
Less present value discount	(3,897,085)
Total lease obligations	<u>\$ 15,533,753</u>

Note 7 - Restricted Cash - Escrow

An escrow account has been established to meet the requirement of the NYCDOE. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 8 - Net Assets With Donor Restrictions

The following summarizes the changes in net assets with donor restrictions:

	June 30, 2023			
	Balance 7/1/22	Contributions	Released from Restrictions	Balance 6/30/23
Watershed education project	\$ -	\$ 9,850	\$ -	\$ 9,850
School furnishings	12,000	10,000	(12,000)	10,000
Sustainability project	5,141	-	(5,141)	-
Total	<u>\$ 17,141</u>	<u>\$ 19,850</u>	<u>\$ (17,141)</u>	<u>\$ 19,850</u>

	June 30, 2022			
	Balance 7/1/21	Contributions	Released from Restrictions	Balance 6/30/22
Gardening program	\$ 7,378	\$ -	\$ (7,378)	\$ -
School furnishings	-	22,000	(10,000)	12,000
Sustainability project	36,577	10,141	(41,577)	5,141
Total	<u>\$ 43,955</u>	<u>\$ 32,141</u>	<u>\$ (58,955)</u>	<u>\$ 17,141</u>

Brooklyn Urban Garden Charter School

Notes to Financial Statements

June 30, 2023

Note 9 - Significant Concentrations

The School is dependent upon grants from the NYCDOE to carry out its operations. Approximately 91% and 92% of the School's total public support and revenue was received from the NYCDOE for the years ended June 30, 2023 and 2022, respectively. If the NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

Note 10 - 401(K) Plan

The School has a retirement plan under IRS Section 401(k). All employees aged 21 or older are eligible to participate. Eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts. For each pay period, the School matches 100% of eligible compensation contributed into the plan, up to the first 3%. The School contributed \$84,613 and \$91,604 toward the plan for the years ended June 30, 2023 and 2022, respectively.

Note 11 - Availability and Liquidity

The following reflects the School's financial assets at June 30, 2023 that are available to meet cash needs for general expenditures within one year:

Financial assets at year-end:		
Cash and cash equivalent	\$ 4,518,060	
Government grants receivable - per pupil funding	4,606	
Government grants receivable - other	<u>104,304</u>	
Total financial assets		\$ 4,626,970
Less amounts not available for general expenditures:		
Donor contributions restricted to specific purposes		<u>(19,850)</u>
Financial assets available to meet cash needs for general expenditures within one year		<u>\$ 4,607,120</u>

The School maintains cash on hand to be available for its general expenditures, liabilities, and other obligations for on-going operations. As part of its liquidity management, the School operates its programs within a board approved budget and relies on grants to fund its operations and program activities.

Note 12 - Subsequent Events

Subsequent events have been evaluated through October 24, 2023, the date the financial statements were available to be issued. There were no material events that have occurred that require adjustment to or disclosure to the financial statements.

**Report on Internal Control Over Financial Reporting and on Compliance and Other
Matters Based on an Audit of Financial Statements Performed in Accordance with
GOVERNMENT AUDITING STANDARDS**

Independent Auditor's Report

To the Board of Trustees of
Brooklyn Urban Garden Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Urban Garden Charter School (the "School"), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that have not been identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

[REDACTED]

New York, NY
October 24, 2023

Brooklyn Urban Garden Charter School

Schedule of Findings and Questioned Costs

June 30, 2023

Current Year:

None

Prior Year:

None



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

June 01, 2023 through June 30, 2023

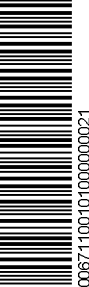
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
Service Center: **1-800-242-7338**
Para Espanol: **1-888-622-4273**
International Calls: **1-713-262-1679**
We accept operator relay calls

00067110 DRE 802 219 18723 NNNNNNNNNN 1 000000000 D2 0000

BROOKLYN URBAN GARDEN CHARTER SCHOOL
DISSOLUTION ESCROW ACCOUNT
500 19TH ST
BROOKLYN NY 11215



00671100101000000021

SAVINGS SUMMARY

Chase Business Select High Yield Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,286.43
Deposits and Additions	1	1.62
Ending Balance	1	\$100,288.05
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.62
Interest Paid Year-to-Date		\$9.86

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,286.43
06/30	Interest Payment	1.62	100,288.05
	Ending Balance		\$100,288.05

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.



June 01, 2023 through June 30, 2023

Account Number:



IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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

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

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS: Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC

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

Trustee Name:

Don Mabrey Jr.

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Trustee, Committee Chair of Ed & Acct

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☒ **None**

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

-

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

☒ **None**

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

-

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

6/19/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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Signatures: 1

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Certificate Pages: 5

Initials: 0

Joshua Altamirano

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500 19th Street, BUGS Brooklyn

Enveloped Stamping: Enabled

BUGS Brooklyn

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Brooklyn, NY 11215-6299

bugorders@bugsbrooklyn.org

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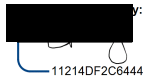
6/15/2023 11:06:22 AM

bugorders@bugsbrooklyn.org

Signer Events

Don Mabrey Jr.

don.mabrey@gmail.com

Security Level: Email, Account Authentication
(None)**Signature**
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Signature Adoption: Drawn on Device

Using IP Address: 74.102.114.241

Signed using mobile

Timestamp

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Viewed: 6/19/2023 4:41:22 PM

Signed: 6/19/2023 4:47:47 PM

Electronic Record and Signature Disclosure:

Accepted: 6/19/2023 4:41:22 PM

ID: d9a6d22e-e80b-46c9-b8f9-78bc8d804daf

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 6/19/2023 4:47:48 PM

Electronic Record and Signature Disclosure:

Accepted: 6/16/2023 7:31:27 AM

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Hashed/Encrypted

6/15/2023 11:06:36 AM

Certified Delivered

Security Checked

6/19/2023 4:41:22 PM

Signing Complete

Security Checked

6/19/2023 4:47:47 PM

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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Brooklyn Urban Garden Charter School (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Brooklyn Urban Garden Charter School:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Brooklyn Urban Garden Charter School

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Brooklyn Urban Garden Charter School

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Brooklyn Urban Garden Charter School as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Brooklyn Urban Garden Charter School during the course of your relationship with Brooklyn Urban Garden Charter School.

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

Trustee Name:

Adam Drucker

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

-

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

6/15/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Certificate Of Completion

Envelope Id: B8DC23A2395E4B32908C81F20E20441A

Status: Completed

Subject: Please DocuSign: 2022-23 Annual Report - Current-Former Trustee Financial Disclosure Form.pdf

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Signatures: 1

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Initials: 0

Joshua Altamirano

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500 19th Street, BUGS Brooklyn

Enveloped Stamping: Enabled

BUGS Brooklyn

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Signer Events

Adam Drucker

adrucker@hotmail.com

Security Level: Email, Account Authentication
(None)**Signature**

Signature Adoption: Drawn on Device

Using IP Address: 73.17.121.34

Signed using mobile

Timestamp

Sent: 6/15/2023 11:05:04 AM

Viewed: 6/15/2023 11:13:57 AM

Signed: 6/15/2023 11:17:14 AM

Electronic Record and Signature Disclosure:

Accepted: 6/15/2023 11:13:57 AM

ID: 29c48bc8-3338-4520-87e5-1ff0ef38938c

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication
(None)**COPIED**

Sent: 6/15/2023 11:17:16 AM

Electronic Record and Signature Disclosure:

Accepted: 7/25/2022 11:57:05 AM

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

Envelope Sent

Hashed/Encrypted

6/15/2023 11:05:05 AM

Certified Delivered

Security Checked

6/15/2023 11:13:57 AM

Signing Complete

Security Checked

6/15/2023 11:17:14 AM

Envelope Summary Events	Status	Timestamps
Completed	Security Checked	6/15/2023 11:17:16 AM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Brooklyn Urban Garden Charter School (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Brooklyn Urban Garden Charter School:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

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

Trustee Name:

Ana Maria Bast

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Trustee

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

My son, Adrian Bast, is a student at Brooklyn Urban Garden charter school. He receives no special benefits other than general benefits all students receive.

-

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.

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Not provided

Business Address:

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E-mail Address:

[REDACTED]

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[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:

[REDACTED]

6/18/2023

Signature

Date

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Ana Maria Bast

anabermeo@hotmail.com

Security Level: Email, Account Authentication
(None)**Signature**

Signature Adoption: Drawn on Device

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Timestamp

Sent: 6/15/2023 11:12:02 AM

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Signed: 6/18/2023 12:39:42 PM

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ID: aed44130-3f35-45cc-af35-c49978e02410

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication
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Sent: 6/18/2023 12:39:44 PM

Electronic Record and Signature Disclosure:

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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6/18/2023 12:31:32 PM

Signing Complete

Security Checked

6/18/2023 12:39:42 PM

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From time to time, Brooklyn Urban Garden Charter School (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

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To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

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

Trustee Name:

Christine Kang

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ Yes ☒ No

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

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

☒ Yes ☐ No

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

Former BUGS Director of Operations, 2013-2016

-

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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[REDACTED]

Home Address:

[REDACTED]

[REDACTED]	6/19/2023
Signature	Date

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last revised 04/2022

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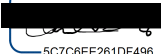
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Christine Kang

kangakarma@gmail.com

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Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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6/19/2023 4:13:13 PM

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All notices and disclosures will be sent to you electronically

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- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- Until or unless you notify Brooklyn Urban Garden Charter School as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Brooklyn Urban Garden Charter School during the course of your relationship with Brooklyn Urban Garden Charter School.

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

Trustee Name:

Erin walker

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Member. Previously parent representative.

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

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12155761-1000492...

6/19/2023

Signature

Date

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Accepted: 6/19/2023 11:47:26 AM

ID: 6e382989-4163-47a4-8c01-143bf4496914

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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ID: 625d2f9c-b3eb-4c19-a478-8f8dd5bcba98

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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6/19/2023 11:50:38 AM

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Completed	Security Checked	6/19/2023 11:50:40 AM
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Electronic Record and Signature Disclosure		

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Brooklyn Urban Garden Charter School:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Brooklyn Urban Garden Charter School

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Brooklyn Urban Garden Charter School

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Brooklyn Urban Garden Charter School as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Brooklyn Urban Garden Charter School during the course of your relationship with Brooklyn Urban Garden Charter School.

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

Trustee Name:

Felice Ekelman

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Co-Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☒ **None**

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

-

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

☒ **None**

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

-

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Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

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3F0796BA20F54FD...

6/19/2023

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Date

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- Print form, manually sign, scan to PDF

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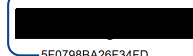
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Felice Ekelman

feliceekelman@gmail.com

Security Level: Email, Account Authentication
(None)**Signature**

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Signed: 6/19/2023 10:55:01 AM

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Accepted: 6/19/2023 10:53:39 AM

ID: a4e5b79c-5ba5-4bc3-b4ea-ab23601d4fd5

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Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication
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Electronic Record and Signature Disclosure:

Accepted: 6/16/2023 7:31:27 AM

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Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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All notices and disclosures will be sent to you electronically

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To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

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- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Brooklyn Urban Garden Charter School as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Brooklyn Urban Garden Charter School during the course of your relationship with Brooklyn Urban Garden Charter School.

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

Trustee Name:

Hallie Iannoli

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Trustee

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☐ **None**

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

-

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[REDACTED]

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[REDACTED]

E-mail Address:

[REDACTED]

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Home Address:

[REDACTED]

[REDACTED]

6/28/2023

Signature

Date

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- Print form, manually sign, scan to PDF

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Joshua Altamirano

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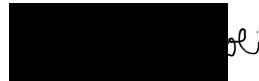
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Signer Events**Signature****Timestamp**

Hallie Iannoli

hiannoli@communityroots.org

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(None)

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Resent: 6/15/2023 11:09:01 AM

Viewed: 6/28/2023 4:38:00 AM

Signed: 6/28/2023 4:41:14 AM

Signature Adoption: Drawn on Device

Using IP Address: 66.108.59.124

Electronic Record and Signature Disclosure:

Accepted: 6/28/2023 4:38:00 AM

ID: 2f3ed072-424a-44e7-8873-fc2d368c7ea3

In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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ID: 9562d83c-1966-4ae8-9007-3b0d454ba11f

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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Signing Complete	Security Checked	6/28/2023 4:41:14 AM
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At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

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Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Brooklyn Urban Garden Charter School:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

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- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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

Trustee Name:

Jackie Piccolo

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Co-Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

DocuSigned by:
[REDACTED]
A0B071A000E042...

6/23/2023

Signature

Date

Acceptable signature formats include:

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Jackie Piccolo

jmpiccolo01@gmail.com

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Accepted: 6/23/2023 6:16:26 AM

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In Person Signer Events**Signature****Timestamp****Editor Delivery Events****Status****Timestamp****Agent Delivery Events****Status****Timestamp****Intermediary Delivery Events****Status****Timestamp****Certified Delivery Events****Status****Timestamp****Carbon Copy Events****Status****Timestamp**

Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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ID: 9562d83c-1966-4ae8-9007-3b0d454ba11f

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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6/15/2023 11:14:03 AM

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Security Checked

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Payment Events	Status	Timestamps
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To advise Brooklyn Urban Garden Charter School of your new email address

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- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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Acknowledging your access and consent to receive and sign documents electronically

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

Trustee Name:

Jama'l Deek

Name of Charter School Education Corporation:

Brooklyn Urban Garden 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.).

Finance Chair

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

-

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

☒ **None**

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

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[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

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Home Address:

[REDACTED]

[REDACTED]

6/27/2023

Signature

Date

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Joshua Altamirano

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Jamal Deek

jamal.deek@gmail.com

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Signed: 6/27/2023 1:42:27 PM

Signature Adoption: Pre-selected Style

Using IP Address: 38.108.203.130

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Accepted: 6/27/2023 1:41:15 PM

ID: 31b2630d-fb9b-4dad-a41a-b0284a063d10

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Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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ID: 9562d83c-1966-4ae8-9007-3b0d454ba11f

Witness Events**Signature****Timestamp****Notary Events****Signature****Timestamp****Envelope Summary Events****Status****Timestamps**

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6/15/2023 11:03:52 AM

Certified Delivered

Security Checked

6/27/2023 1:41:15 PM

Signing Complete

Security Checked

6/27/2023 1:42:27 PM

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If you created a DocuSign account, you may update it with your new email address through your account preferences.

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

Trustee Name:

Louis Green

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Board member

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

☐ Yes ☒ No

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

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

☐ Yes ☒ No

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

-

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

☐ **Yes** ☒ **No**

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

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

☐ **Yes** ☒ **No**

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

-

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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Susan Tenner

susan.tenner@bugsbrooklyn.org

Brooklyn Urban Garden Charter School

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To contact us by email send messages to: bugorders@bugsbrooklyn.org

To advise Brooklyn Urban Garden Charter School of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at bugorders@bugsbrooklyn.org and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

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- ii. send us an email to bugorders@bugsbrooklyn.org and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

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

Trustee Name:

Regina Fechter

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Secretary (chair of the Governing & Nominating 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.

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☐ **Yes** ☒ **No**

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

-

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

☒ **None**

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

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☒ **None**

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n/a

Business Address:

n/a

E-mail Address:

[REDACTED]

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Home Address:

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[REDACTED]

6/26/2023

Signature

Date

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Susan Tenner

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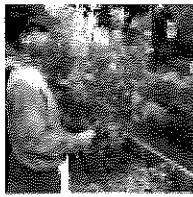
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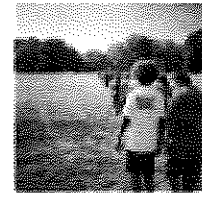
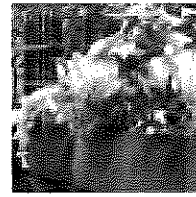
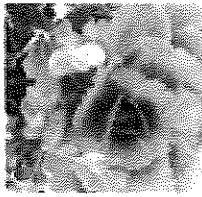
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BROOKLYN URBAN GARDEN CHARTER SCHOOL



Brooklyn Urban Garden Charter School

Board of Trustees Annual Meeting

July 26, 2022

6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY (VIRTUAL)

<https://meet.google.com/iww-pkee-pye> +1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Hallie Iannoli, Jackie Piccolo, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (Director of Marketing and Outreach), Ana Bast ((potential board member), Tara Lindis-Corbell (PTA President)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:36pm.
- B. Felice Ekelman made a motion to approve the June minutes, Regina Fechter seconded, and all approved.
- C. The Mission Moment focused on board responses to two questions: as you face another year of board membership, what do you want to get out of the experience? What do you want to put into the board membership experience to improve the school? Susan Tenner also provided an update about the BUGS mindfulness program for 2022-23.

II. Education & Accountability Committee

Erin Walker presented on behalf of the committee about the school's shift to Standards-Based Grading (SBG).

- A. The board was informed that this is a significant switch that requires a great deal of alignment of curriculum and assessments.
- B. When fully implemented, SBG will provide a good picture of students who are meeting and not meeting standards and also provides a platform of how to help those students meet or exceed standards.
- C. The committee is discussing how best to capture the impact of the shift to SBG in reports to the board and how to best support leadership in implementation.

III. Finance Committee

Jamal Deek reported on the Finance Committee meeting.

- A. The lease is now fully executed for 10 years with a 5 year renewal option.
- B. BUGS received 16 applications for the class of 2018 College Scholarship.
- C. The committee is looking at options for the next set of low-risk, liquid investments for the CD's that are coming due soon.
- D. BUGS has renewed its contract with ASNY and Jamal praised the positive working relationship.
- E. The team is getting up to speed on the audit process. Key highlights include a strong cash position, strong key ratios, and a buildup of extra liquidity that can be deployed in the future.
- F. The board is committed to support BUGS needs to ensure a strong implementation of SBG.

IV. Governance and Nominating Committee

Regina Fecher reported on behalf of the committee.

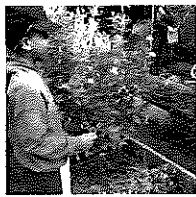
- A. The committee is exploring meeting options now that the virtual meeting extension of the Open Meeting Law concludes mid-August.
- B. Susan Tenner's review is almost completed. Regina will share it with the board to review and provide additional input.
- C. Charles Hertzog has moved back to Australia and officially submitted his resignation to the board.
- D. The committee will follow up with William Romney and Jenara Prieto about their board packages.
- E. The committee will discuss the setting of board goals at its next meeting.
- F. Regina read the resolution to add Ana Bast to the board.
 - o Jackie Piccolo made a motion to approve the resolution, Adam Drucker seconded, and all approved.

V. Executive Director Report

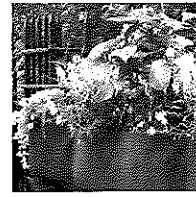
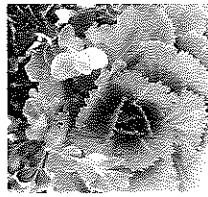
- A. Susan Tenner asked board members to review the format of the dashboard and provide feedback on the usefulness of the info provided and to offer suggestions for additional data to include. She will also reach out to board members to set up one-on-one meetings.
- B. The annual report is in process with section deadlines in August, September, and November.
- C. State test scores will be available in August. BUGS was the only charter school to use computer-based-testing across all grades.

Public Comment - there was no public comment

At 7:53pm, Regina Fechter made a motion to adjourn the meeting, Felice Ekelman seconded, and all approved.



BROOKLYN URBAN GARDEN CHARTER SCHOOL



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

August 23, 2022

6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY (VIRTUAL)

<https://meet.google.com/iww-pkee-pye> +1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek,, Felice Ekelman, Regina Lee Fechter, Hallie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Susan Bakst (Director of Marketing and Outreach), Ana Bast ((potential board member), Tara Lindis-Corbell (PTA President)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:35pm.
- B. Regina Fechter made a motion to approve the July minutes, Felice Ekelman seconded, and all approved.
- C. The Mission Moment focused on the Class of 2018 scholarship program. BUGS received 16 applications and selected a winner to receive the \$1,500 award anda runner-up to receive \$750. Jamal Deek who managed the program shared impactful quotes and thanked the board members who participated on the selection committee.

II. Education & Accountability Committee

Don Mabrey presented on behalf of the committee.

- A. Don updated the board on the school's implementation of standards-based grading (SBG) and the power of the approach to increase student outcomes and meet the diverse needs of our students. He noted that SBG will be critical to meeting the school goal of increasing proficiency in ELA and math by 25%. He praised Principal Wynette for leading the implementation phases, designing professional development, and strong collaboration with teachers.
- B. Susan Tenner shared that SBG also allows parents/guardians to see where their children are, where they are going and how learning will be measured and what those measurements mean.
- C. Principal Wynette discussed the alignment of sustainability standards within BUGS SBG and the board expressed excitement about having these metrics measured.

III. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. Since BUGS is still closing out the audit, there was no finance report this month. The audit is going smoothly.
- B. BUGS will be closing out the year with more savings than expected.
- C. The committee is amenable to using the savings to invest in areas that will accelerate the implementation of SBG and impact student success. Principal Wynette will consider what areas would have the most impact and report back to the committee.

IV. Governance and Nominating Committee

Regina Fecher reported on behalf of the committee.

- A. Board recruiting is moving forward. Ana Bast submitted all her documents and Regina will submit Ana's package with July's approved meeting minutes through the NYSED portal after tonight's meeting. Jenara Prieto and William Romney are still committed to submitting documents with a possible board vote at September's meeting.
- B. Susan Tenner's review is final and Regina will send it out for final feedback after the meeting.
- C. The committee is thinking about board and committee goal setting. They will discuss how it can be part of the annual retreat along with a strategic planning discussion.
- D. The board discussed dates for the annual retreat and agreed on Saturday, November 5 from 9-3pm. The retreat would replace the meeting scheduled for November 22nd.
- E. Regina updated the board about changes to the Open Meeting Law and how the impact on virtual participation and voting. There will be a vote on a resolution to allow a remote board member under an extraordinary circumstance to participate in a vote at the September meeting.
- F. The board discussed moving the December board meeting to the 13th from the 20th. Regina will confirm the policy regarding monthly meetings. Don Mabrey made a motion to approve the revised board calendar, Erin Walker seconded, and all approved.

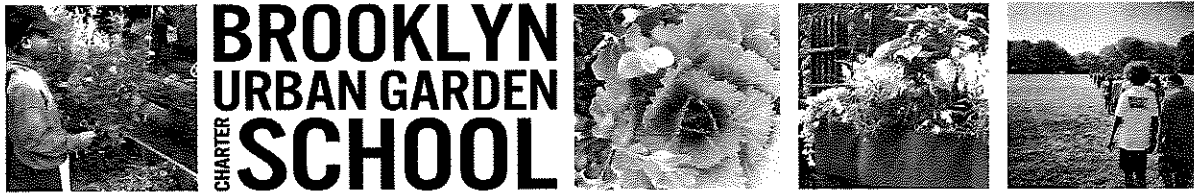
V. Executive Director Report

Susan Tenner provided an update on major indicators:

- A. Student enrollment is strong and a report on demographics will come at the end of September/early October. The school is working to secure a lottery preference for FRPL and ELLs.
- B. Staff retention is strong and recruiting for open positions is almost concluded. Enriched co-teaching is in full throttle.
- C. Susan is continuing to work on final approvals from NYSED on policies and handbooks.
- D. BUGS is partnering with the Goldie Hawn Foundation's MindUp program for a launch of Quiet Time 2.0.

Public Comment - there was no public comment

At 8:06pm, Felice Ekelman made a motion to adjourn the meeting, Don Mabrey seconded, and all approved.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

Sept 27, 2022

6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY (quorum in person, with other members on the phone)

<https://meet.google.com/iww-pkee-pye> +1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Felice Ekelman, Regina Fechter, Christine Kang, Jackie Piccolo, and Erin Walker

Members Remote: Jamal Deek, Hallie Iannoli, Louis Green

Others present: Susan Tenner (BUGS Executive Director) and William Romney (prospective board member), Virginia Almendarez

I. Welcome and Approval of the Minutes

- Jackie Piccolo called the meeting to order at 6:36 pm.
- Felice Ekelman motioned to approve the August minutes and Erin Walker seconded, all members approved.
- Mission moment: the board participated in 3 mins of mindful meditation, as the students do in the morning and after lunch. Susan Tenner explained the new mindfulness training that BUGS is doing with resources from the Goldie Hawn foundation.
 - The board walked around the 7th grade writing classroom to notice what is present and on the walls. Christine commented on how far a writing classroom has come since the founding of the school, demonstrating such growth and organization – focus on the writing community and how we give each other feedback; classroom demonstrates inclusivity and diversity.

II. Ed & Accountability

- Susan Tenner shared that the school leadership is unpacking performance data and will share next month.

- Parents are asking questions around Standards Based Grading (e.g., how it translates to regular grading and whether it will impact high school admission). Curriculum night is tomorrow night, and we expect more questions.
- Team discussed other schools that have implemented SBG and to observe and cull experiences from guidance counselors at SBG schools to understand how it is positioned and received by high schools.

III. Finance Committee: Jamal Deek provided an update.

- BUGS audit and Friends of BUGS audits are in full swing; all materials have been submitted, and we expect to hear a response 6-8 weeks from end of August (so in time for October meeting).
- \$2.8M CD came due last week (9/22); we got a month extension, and are going through process of evaluating the next financial instrument for funds (another CD or Tbills); getting numbers from ASNY.
- There was a discussion around standards based grading and funds allocated to this in particular.
- Jamal Deek reviewed the financial statements. Cash remains strong, but there is a change in accounting standards on how we will reflect rent payments in our financial statements.
- Susan Tenner shared that student enrollment is currently high at 320, and committee is comfortable with our ability to serve this level of enrollment.
- The team discussed how current co-teaching model is set up to support additional students and decided to discuss increasing BUGS impact and strategic use of funds during Annual Board offsite.

IV. Gov Nom reported out by Regina Fechter.

- Regina shared that Ana is now an official board member; William (present) is still very interested.
- Regina gave an update on Open Meeting Law (OML) and the temporary authorization that ran out on Sept 12, 2022.
- Jackie shared the perspective that we could ensure that the meetings in person are more focused on strategic discussion. Board aligned that we should allow more flexibility and that we should hold the public hearing and pass the resolution next month.
- Team discussed potential plans for board retreat and topics to be covered at a high level.

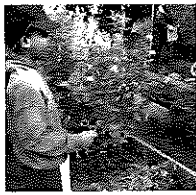
V. Fundraising Report by Virginia Almendarez

- Virginia Almendarez came to speak to the board about the plans for fundraising within the 10th Anniversary campaign, and how the board can support efforts to celebrate and raise funds this year.

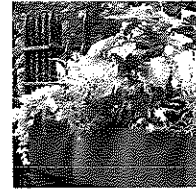
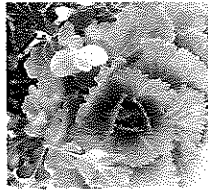
Christine moved to adjourn the meeting, Erin seconded, all in favor.

Public Comment – there was no public comment.

Meeting was adjourned at 8:28.



BROOKLYN URBAN GARDEN CHARTER SCHOOL



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

October 25, 2022

6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY

<https://meet.google.com/iww-pkee-pye> +1 470-250-1672 PIN: 639951412#

Members remote: Ana Bast, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Jackie Piccolo, Erin Walker

Others remote: Wynette Cesar (BUGS Principal), John Johnston (BUGS parent), Keneshia Maxwell (BUGS Assistant Principal), Mary Vines (community member)

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Outreach)

I. Welcome and Approval of the Minutes

- A. Felice Ekelman called the meeting to order at 6:38pm.
- B. Louis Green motioned to approve the September Board Meeting Minutes, Jackie Piccolo seconded, and all approved.
- C. Mission moment: Susan Tenner shared a quick video featuring lunch with the BUGS Student Council during the Silicon Valley Bank (SVB) volunteer day at BUGS. She described the program and the engagement of the volunteers in different classrooms and with students. Jamal Deek shared his perspective as a board member and volunteer and how spending the morning onsite at BUGS seeing classrooms in action and the energy and enthusiasm of the teachers made him realize why BUGS is so special.

II. Ed & Accountability - Wynette Cesar presented

- A. An overview of BUGS student proficiency on NY State Tests and Regents was provided with a breakdown on Math and ELA. The data indicates that students are maintaining and growing, and although some students may be struggling (with targeted interventions now in place in response to the data); most are coming in strong and getting stronger.
- B. Results from the fall baselines indicate that students are on track to meet school goal increases in proficiency in ELA and to meet or exceed district proficiency in math.

- C. Students opting out of taking state exams impact the quality of the data. Ana Bast suggests BUGS engage in a campaign to encourage test-taking.
- D. BUGS will continue to offer Living Environment Regents and prepare students who are ready for Algebra 1 Regents (based on baseline assessments) – students are having sessions during advisory and targeted instruction in class too.

III. Finance Committee: Update by Susan Tenner.

- A. BUGS had a clean and uneventful audit with no findings. The school's liquidity and cash ratios are very good and BUGS is able to be strategic in using funds to support its goals.
- B. Adam Drucker made a motion to approve the draft of the audit. Felice Ekelman seconded and all approved.
- C.

IV. Gov Nom: Report by Regina Fechter.

- Updates to Open Meeting Law were discussed with the plan to have remote participation as long as the board member is seen and heard and public place is listed on the website as part of the forum. The board will plan to have more strategic items on the agenda when the board meets in person. Someone will be onsite at BUGS for all board meetings.
- Board members were asked to complete the Board Survey.
- An overview of the board retreat on November 5 was discussed with the majority of the time to be focused on the state of BUGS and strategy and planning towards the next BUGS renewal.

V. Fundraising: Presented by Susan Tenner

- A. The board shared their experiences making outreach calls and generally appreciating the opportunity to connect with the BUGS community. More insights will be shared at the board retreat.
- B. BUGS is gearing up for Giving Tuesday and End-of-Year fundraising campaigns. With the 10th anniversary in mind, the board was asked to let Susan Tenner know their personal giving commitments by or before the retreat on November 5. BUGS is happy to support board members in helping to increase engagement and support.
- C. Board members were notified that the Fundraising Plan is linked in the ED report and several different anniversary events are being considered.
- D. The board was informed that there may need to be a special meeting in November to approve the ED and ELL preference request for NYSED.

VI. ED report: Presented by Susan Tenner

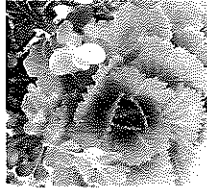
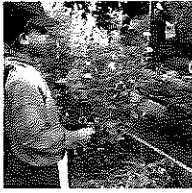
- A. BUGS demographics were included in the ED report and indicated a need for the ED and ELL preference to help BUGS be aligned with the district and maintain its commitment to diversity and to serve all learners. There was also a brief discussion of targeted outreach plans.

- B. The two guests at the meeting introduced themselves: Mary Vines is a community friend and neighbor who is the track coach for PS 107 and is eager to support BUGS. John Johnston is the father of a BUGS 6th grader, a new member of the PTA Exec Committee and very involved with the CB 7 and participatory budgeting for Council Member Shahana Hanif.

Public Comment – there was no public comment.

Jackie Piccolo motioned to adjourn the meeting, Adam Drucker seconded, all were in favor.

Meeting was adjourned at 8:08pm.



Brooklyn Urban Garden Charter School

Board of Trustees Board Meeting and Annual Retreat

November 5, 2022

9:20 am - 9:30 am

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY

Members Present: Ana Bast, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Christine Kang, Hallie Iannoli, Jackie Piccolo

Others present: Susan Tenner (BUGS Executive Director) Wynette Caesar (Principal), Susan Bakst (Director of Outreach), Tara Lindis-Corbell (PTA President)

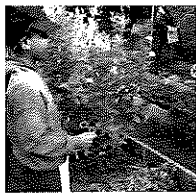
Welcome and Approval of the Minutes

- Felice Ekelman called the meeting to order at 9:20 am.
- Felice Ekelman motioned to approve the October minutes and Jackie Piccolo seconded, all members approved.
- The board agreed to hold a special meeting to review the charter revision regarding admissions preference on November 28 at 6pm.

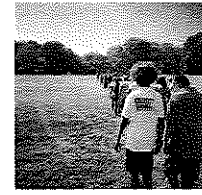
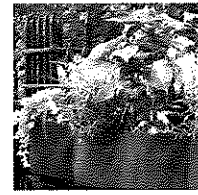
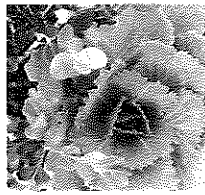
Public Comment – there was no public comment.

Felice Ekelman made a motion to adjourn the meeting, Jackie Piccolo seconded.

The meeting was adjourned at 9:30 am.



BROOKLYN URBAN GARDEN CHARTER SCHOOL



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

November 28, 2022

6pm - 7pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY
<https://meet.google.com/iww-pkee-pye> +1 470-250-1672 PIN: 639951412#

Members in attendance: Ana Bast, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Hallie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, Erin Walker (*Quorum*)

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Outreach), Tara Lindis-Corbell (PTA President)

I. Welcome and Approval of the Minutes

- A. Jackie Piccolo called the meeting to order at 6:03pm.
- B. Adam Drucker made a motion to approve the November 5th Board Meeting Minutes, Regina Fechter seconded, and all approved.

II. Review of ED/ELL Preference Proposal for NYSED

- A. Susan Tenner recapped the reasons for the resolution and answered questions regarding the proposed revision to the BUGS charter around the school's programs for ED/ELL students and lottery preference in support of the Key Design Element of A Positive and Inclusive School Climate.
- B. Other changes to the charter renewal document reviewed by the board included adding information about Standards-Based Grading, creation of student and family support coordinator position, Curricular adjustments from culturally responsive curriculum and instruction to executive functioning, and financial and logistical assistance from uniforms, technology, waived fees for ED students.
- C. Susan Tenner read the Resolutions of the Board of Trustees Charter Revision Requests:

WHEREAS, the BUGS Board notes that BUGS has been experiencing a change in its student demographics over the last three years and, in the context of the Community School District (CSD) 15 middle school diversity initiative, is finding itself increasingly unable to recruit and enroll students who are English Language Learners (ELL students) and students who are eligible applicants for the free and reduced price lunch program (Economically Disadvantaged or ED students), in proportions comparable to or greater than CSD 15; and

WHEREAS, the BUGS Board is committed to recruiting and serving a diverse student body that reflects the diversity of CSD 15 and believes it is in the best interests of the school to further implement its current Key Design Element (KDE) #3 (*"A Positive and Inclusive School Climate: BUGS will create a safe, welcoming, and respectful school climate that supports **equity and access for all learners**. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world"*) by enhancing the school program to better serve ED and ELL students; and

WHEREAS, to further implement KDE #3 and better serve ED and ELL students, the BUGS Board is proposing enhancements to the school program with the goal of providing "equity and access for all learners" through "research-based interventions" that include: (1) a schoolwide **Standards Based Grading** and instructional approach; (2) the **creation of a Student and Family Support Coordinator** position to focus on coordinating community-based services and internal resources to best meet the needs of ED students (and would coordinate with the ELL teacher/coordinator on meeting ELL students' family needs); (3) various **curricular and instructional adjustments** that are researched-based to meet the needs of our ED and ELL students; and (4) **financial and logistical assistance** through a range of free programs, uniforms, technology, and waived fees (the "Material Charter Revision Request"); and

WHEREAS, the BUGS Board believes that these proposed enhancements to the school program will positively impact the school's ability to serve a diverse student body and will enable the school to recruit a student body that reflects the diversity of CSD 15 by supporting the addition of enrollment preferences to its admissions lottery for ELL students and/or ED students, as may be needed from year-to-year; and

WHEREAS, the BUGS Board also wishes to revise the BUGS Admissions and Enrollment Policy to add enrollment preferences for ED and ELL students, in alignment with KDE #3 and the enhancements to the school program described above, and to otherwise update the BUGS Admissions and Enrollment Policy (the "Non-Material Charter Revision Request"); and

WHEREAS, in order to effectuate these changes, the BUGS Board proposes to submit the Material Charter Revision Request to the school's charter entity, the Board of Regents of the University of the State of New York (the "Board of Regents"), and to submit the Non-Material Charter Revision Request to the Charter School Office of the New York State Education Department ("NYSED CSO"), in substantially the forms presented to the BUGS Board and attached hereto as Exhibit A (the "Requests"), to be effective upon approval by the Board of Regents and NYSED CSO.

NOW, THEREFORE, BE IT RESOLVED, that the Requests, having been reviewed by the BUGS Board of Trustees are hereby adopted and approved; and

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

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, the Executive Director of BUGS and/or other member of BUGS school

leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.

Jackie Piccolo asked for a motion to approve, Don Mabrey made the motion, Regina Fechter and all approved.

There was no public comment.

Jackie Piccolo asked for motion to adjourn the meeting, Felice Ekelman made a motion, Erin Walker seconded, and all approved.

The meeting was adjourned at 7:02 pm.



Brooklyn Urban Garden Charter School
Board of Trustees Meeting
December 13, 2022
5:30pm - 6:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY
<https://meet.google.com/iww-pkee-pye>
+1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Jamal Deek, Adam Drucker, Felice Ekelman, Louis Green, Regina Fechter, Hallie Iannoli, Don Mabrey, Jackie Piccolo, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (Director of Marketing and Outreach), Andrew Feierman (Columbia Business School)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 5:33pm.
- B. Felice Ekelman made a motion to approve the November 28 minutes, Adam Drucker seconded, and all approved.
- C. The Mission Moment: Susan Tenner shared a few photos from the leadership retreat and objects that help the board remember why we are in education or work at BUGS.

II. Committee Updates

- A. Finance: Jamal Deek shared that the Finance Committee is meeting later in December.
- B. Ed and Accountability will also meet later in December.
- C. Gov Nom: Regina informed the board that William Romney is working on his application to join the board. The focus of the committee's time will be a review of the retreat later in the meeting.

III. Fundraising

Susan Tenner reported that the end-of-year campaign is going well with a boost from board giving to incentivize the community. She encouraged the board to reach out to friends and colleagues to help BUGS reach its annual campaign goal.

IV: Board Retreat 2022 Recap

Jackie Piccolo led the board through topics discussed at the Board Retreat. She asked for Committees to review the BUGS SWOT, reflect on long-term goals and measurable outcomes,

and discuss what success looks like as we begin to build a strategic plan. The three major strategic goals were reviewed:

- Goal 1: Improve Academic Achievement and Closing Gap with Special Populations
- Goal 2: Become a Beacon of Sustainability Education
- Goal 3: Improve Student Diversity (ELL, ED, SWD) and Serve Students Most in Need

Deeper discussions will take place at the January meeting.

Public Comment – there was no public comment.

Regina Fecher made a motion to adjourn the meeting, Louis Green seconded.

The meeting was adjourned at 6:03pm



Brooklyn Urban Garden Charter School
Board of Trustees Meeting
January 24, 2023
6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY 11215
<https://meet.google.com/iww-pkee-pye> /+1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Jamal Deek, Felice Ekelman, Regina Lee Fechter, Christine Kang, Jackie Piccolo, Erin Walker

Remote: Adam Drucker, Louis Green, Hallie Iannoli

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), John Johnston (PTA), Wynette Caesar (BUGS Principal), Keneisha Maxwell (BUGS Assistant Principal)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:35pm.
- B. The FOIL policy, subject matter list, and consideration of committee meetings was discussed with agreement to change the date on the document to the date of the board's January meeting. Erin Walker made a motion to approve the FOIL policy and subject list. Ana Bast seconded and all approved.
- C. Regina Fechter made a motion to approve the December 13 meeting minutes, Jackie Piccolo seconded, and all approved.
- D. The Mission Moment featured a visit to the 6th grade social studies classroom and review of the students' autobiographical maps. The board also had a learning moment in the hydroponics lab.

II, Education & Accountability Committee

- A. Hallie Iannoli provided an overview of Dean Dameon's presentation about culture and climate.
- B. Dean Dameon and the OSA team is aligning priorities with board priorities and designing strategic goals with 77% of students reporting that they rarely feel harassed or bullied. The team is working to increase the percentage.

- C. The OSA team is using several strategies to build a strong culture that include the house system, SEL lessons, community circles, and restorative practices resulting in intentional collaboration and positive conflict resolution outcomes.
- D. Principal Wynette shared that the implementation of the monthly CARES MVPS is providing more frequent opportunities for the values to be part of life at school with students celebrated for embodying the CARES values and for the community to see the values in action.

III. Finance Committee

- A. Jamal Deek informed the board that the school's auditor had been acquired by another company but the committee was assured that there would be no change to methodology and anticipated a smooth transition.
- B. The cash account is benefitting from a strong interest rate with many good CD options. The committee moved \$1 million of cash reserves into a favorable market rate savings account to keep funds liquid in case the resources are needed by the school.
- C. Other financial issues discussed included:
 - Preliminary information is that there may not be an increase in the per pupil rate. Last year there was a 3-4% increase.
 - The switch of PEO's has saved the school over \$100,000.
 - The meditation program is less expensive than anticipated.
 - Resources for PD and Standards-Based Grading training are also included in the projection line with a note that while the line for substitute teachers is increasing as it is important for teachers to have extra prep time.

IV. Governance and Nominating Committee

Regina Lee Fechter reported to the board on the following topics:

- A. The board meeting schedule was reviewed.
- B. There was discussion about implementing security cameras, privacy issues, and funding.
- C. The board is reinvigorating board recruitment efforts with a focus on candidates with either ed and accountability expertise, sustainability background, or fundraising experience.

V. ED Report and Strategic Plan Discussion

- A. Committees were asked to include strategic plan conversations in their committee meetings with the goal to discuss initiatives at the February board meeting.
- B. Susan Tenner informed the board that fundraising is on track with \$25,000 still to raise. The board brainstormed fundraising options around the June 10th anniversary event.
- C. The board was updated about the Lisa Damour Community Event on May 9th at BUGS and encouraged to buy tickets and tell friends and colleagues.

There was no public comment.

Felice Ekelman made a motion to adjourn the meeting, Erin Walker seconded and all approved.

The meeting was adjourned at 8:12pm



Brooklyn Urban Garden Charter School
Board of Trustees Meeting
February 28, 2023
6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY 11215
<https://meet.google.com/iww-pkee-pye> /+1 470-250-1672 PIN: 639951412#

Members Present by Video: Ana Bast, Jamal Deek, Felice Ekelman, Regina Lee Fechter, Louis Green, Hailie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, Erin Walker

Others present: Josh Altamirano (BUGS Assistant Director of Business Operations), Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), John Johnston (PTA), Keneisha Maxwell (BUGS Assistant Principal), Sade Martinez (Director of Inclusion and Student Supports)

I. Welcome and Approval of the Minutes

A. The meeting was called to order at 6:35pm.

B.. Felice Ekelman made a motion to approve the January 24, 2023 meeting minutes, Louis Green seconded, and all approved.

C. Josh Altamirano presented information about two new policies: security cameras and the safety district plan.

- Security cameras will be installed on the 3rd and 4th floors and information about camera policy is available to families on the website. The stored footage will be limited to 30 days (standard practice), only be available to a small number of staff, and access to the footage will be determined by the Executive Director. The cameras are not meant to replace adults on culture posts supervision of the learning environment. Families were made aware of the security camera policy at two PTA meetings and were provided with the plan for a 30-day comment period.
- The school safety plan is required in New York and has been submitted to the state and NYPD. There is also a building wide safety plan submitted on our behalf by MS 422 with K280. This new compliance measure from NYSED is a guiding document to be approved by the board and posted on the website. This is a compliance measure to inform the public that we have taken all the steps to be prepared for all emergencies.

D. Regina Lee Fechter made a motion to approve both BUGS district wide safety plan and security camera policy to be implemented March 20, 2023 following public comment period, Erin Walker seconded, and all approved.

E. During the Mission Moment, Susan Tenner spoke about the many positive experiences of attending the Green Schools conference. Board members suggested creating a place to hold information gained from the conference and additional research into how BUGS can measure sustainability impact. Next steps also include joining the Green Schools Network.

II, Education & Accountability Committee

Don Mabrey provided an overview of math and ELA progress recognizing consistency and growth in both areas.

- A. ELA data shows BUGS in on track with 80% proficiency in ELA and Mabrey noted the positive impact of small group instruction and student focused interventions.
- B. Changes made in the math curriculum and teaching methodology have had a positive impact. Mabrey noted that leadership's plan to focus on areas indicating greater growth will help address proficiency issues and called out the attention to data driven strategies.
- C. The board requested that updates on special populations be included in the monthly report, and/or a one page overview of BUGS progress against the CAP.

III. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. As previously discussed, funds had been shifted to a safe, CD structure with IDB.
- B. Explanations were provided about changing cash ratios and grant impacts.
- C. Don Mabrey asked about attendance and the impact on reimbursements if school is below 90% of total attendance. Susan requested more information from Don, and she will look into the matter.
- D. Susan Tenner shared that Friends of BUGS is facing a challenge of increased expenses with less reimbursement from per pupil facility funding for private facilities.

IV. Governance and Nominating Committee

Regina Lee Fechter reported to the board on the following topics:

- A. Although the committee didn't meet this month, members did connect via email about board recruiting and the prospectus.
- B. The board is looking to add members with expertise in education, sustainability, and fundraising with a goal of bringing on more Brooklyn area representatives.
- C. NYSED will vote on BUGS ELL and ED preference at its meeting in April. The lottery will need to be scheduled for later than usual in April.
- D. Jackie Piccolo will report on the Columbia University project at the next meeting.
- E. Committees are working to address strategic plan priorities with Ed and Accountability ready to focus on priority 1 (improve academic achievement) and priority 3 (serving students in need and closing special population academic gaps with the general population and State/District).
- F. John Johnston reported on advocacy efforts and connecting with local council members about raising the cap on charters and facility funding.

V. ED Report

There were no questions about the ED report.

There was no public comment.

Felice Ekelman made a motion to adjourn the meeting, Erin Walker seconded, and all approved.

The meeting was adjourned at 8:04pm



Brooklyn Urban Garden Charter School
Board of Trustees Meeting
March 28, 2023
6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY 11215
<https://meet.google.com/iww-pkee-pye> /+1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Christine Kang, Don Mabrey, Jackie Piccolo, Erin Walker

Members Present by Video: Felice Ekelman, Regina Fechter, Hallie Ianoli, Louis Green, Jamal Deek

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Keneisha Maxwell (BUGS Assistant Principal), John Johnston (PTA)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:36pm.
- B. Don Mabrey made a motion to approve the February 28, 2023 meeting minutes, Christine Kang seconded, and all approved.
- C. The mission moment featuring a classroom visit was moved to the end of the meeting.

II. Education & Accountability Committee

Susan Tenner provided an overview of math and ELA progress recognizing consistency and growth in both areas. She recognized that standards-based learning was supporting school performance and helping to close the opportunity gap.

- A. The committee looked at how BUGS is serving special populations and response to intervention with data from midlines and in alignment with the strategic goal to improve academic achievement and closing gaps with special populations and respond to CAP.
- B. The board discussed the Enrollment Preference being considered by NYSED and how BUGS is analyzing current support services and exploring additional supports through CBO's for Economically Disadvantaged (ED) students and strategies to recruit English Language Learners (ELLs).

III. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. The finance committee is meeting to review different funding scenarios to support the 23-24 staff salary matrix in a way that retains teachers and is organizationally sustainable.
- B. Facility funding may be lower than expected. It was suggested that BUGS start making a case for funding in the next state session.

IV. Governance and Nominating Committee

Regina Lee Fechter reported to the board on the following topics:

- A. The committee is eager to increase board recruiting with an interest in people with education and who are community-based. Board members were asked to each recruit one prospective candidate.
- B. Jackie Piccolo updated the board about the project the committee is conducting with Columbia University graduate students focused on goal #2 – BUGS becoming a “hub” (instead of a “beacon”) of sustainability education. They are discussing what being a hub looks like and the impact of sustainability on student success, recruitment, and funding.
- C. Regina and Jackie will also create a timeline and template for the strategic plan, key metrics, and goals. The board strategic plan will also be aligned with the work being done by the BUGS leadership team.

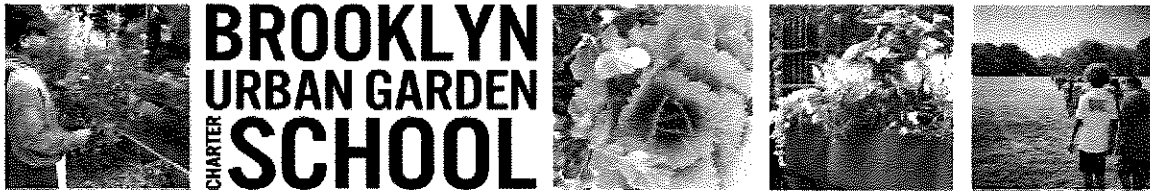
V. ED Report

Susan Tenner discussed board giving and encouraged board members to help achieve the board goal by inviting friends and colleagues at the VIP level to the Lisa Damour event on May 9.

There was no public comment.

Ana Bast made a motion to adjourn the meeting, Don Mabrey seconded, and all approved.

The meeting was adjourned at 7:58pm



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

April 25, 2023

6:30pm - 8:00pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

Members Present by video: Ana Bast, Jamal Deek, Adam Drucker, Felice Ekelman, Louis Green, Hallie Ianoli, Christine Kang, Jackie Piccolo, Erin Walker.

Others present by video: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach); Sade Martinez (BUGS Assistant Principal of STEAM and Director of Inclusion and Student Supports), Keneisha Maxwell (BUGS Assistant Principal), John Johnston (BUGS PTA).

Others present:

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:35pm.
- B. Louis Green made a motion to approve the March meeting minutes, Erin Walker seconded, and all approved.
- C. The mission moment provided by Susan Tenner included an overview of the Student Council Town Hall with topics including clubs, sports, uniforms, and cell phone policy. In response to the Town Hall, Susan Tenner has already added a soccer sports option to the after-school program. The board also viewed the recent broadcast on NY1 of the English language version of the NY1 Noticias Quiet Time segment.

II. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. After a brief background discussion, Louis Green made a motion to approve the 990 Tax Form, Christine Kang seconded, and all voted in favor.
- B. The board was updated about BUGS financial position with impacts from the fade-out of COVID grants and expectations of cash influx from DOE this spring. Cash flows have been in the positive range from month to month.
- C. Susan Tenner provided a preview of the budget for 2023-24 due to the May meeting being focused on classroom observations. The budget is designed to address educational priorities

and also more accurately reflect staff savings through family leave and the timing impacts in hiring and other adjustments.

II. Education & Accountability Committee

Hallie Ianoli reported to the board on the committee's meeting with the BUGS leadership team.

- A. Principal Wynette and the leadership team shared lesson planning and priorities with the goal being to keep as many things the same as possible and build on areas that are still a work in progress, and focus on improved/deeper implementation.
- B. The leadership team plans to continue to use standards-based learning with TeacherEase as the grading platform, and to replicate and build on Field Studies.
- C. The priority of the team is co-teaching and co-planning with ongoing integration of learning specialists into the planning teams to improve teacher and student outcomes.
- D. Changes being considered for the next school year include adding more math instructional minutes and supports for special populations which will result in moving advisory to four instead of five days a week. There is a consistent focus on talking to staff and getting feedback and using the feedback to make changes that are thoughtful and intentional.

IV. Governance and Nominating Committee

Jackie Piccolo reported to the board on the following topics:

- A. Strategic planning is moving forward as the committee is working to finalize templates that will help committees align strategic goals with actions. The committee is working towards sharing the concept at the May meeting so members can begin to populate and then present in a few months.
- B. Board recruiting is continuing with shoutouts to Susan Tenner and Christine Kang for outreach.
- C. Susan Tenner's review is underway with Regina Lee Fechter taking the lead and meeting with the leadership team.

V. ED Report

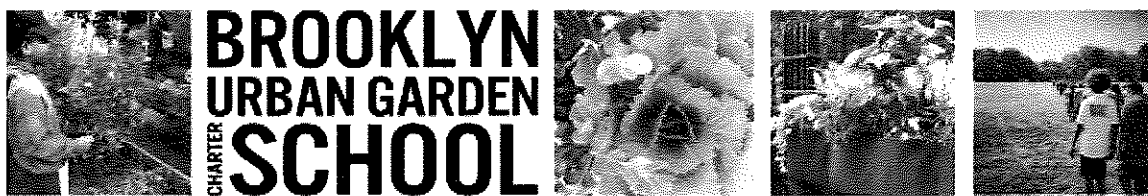
Susan Tenner reviewed the following topics:

- A. The new lottery preferences are already having an impact with an increase in acceptances by Economically Disadvantaged out of district families who previously would not have received seats until much later in the process.
- B. This year's fundraising goals are close to being achieved with approximately \$6,400 left to raise.
- C. The board was invited to get involved and support the Lisa Damour book event on May 9 by promoting ticket sales, inviting friends or colleagues to the VIP event, or becoming a sponsor. The board also generated audience outreach and sponsorship suggestions.

There was no public comment.

Hallie Ianoli made a motion to adjourn the meeting, Felice Ekelman seconded, and all approved.

The meeting was adjourned at 7:45pm.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

May 23, 2023

9:30pm - 10am

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Jamal Deek, Felice Ekelman, Regina Lee Fechter, Christine Kang, Jackie Piccolo, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach); Sade Martinez (BUGS Assistant Principal of STEAM and Director of Inclusion and Student Supports), Wynette Caesar (BUGS Principal), John Johnston (BUGS PTA), Tara LIndis-Corbell (BUGS PTA)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 9:39am.
- B. Felice Ekelman made a motion to approve the April board meeting minutes, Regina Lee Fechter seconded, and all approved.
- C. The mission moment provided by Susan Tenner focused on classroom visits and sharing observations.

II. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. Jamal reviewed the budget memo providing more information about how BUGS matches up with the school comparables provided by ASNY. He also provided an overview of the May Finance Report explaining BUGS levers for cost improvements, sustainable staffing model design, and good cash to liabilities ratio.
- B. The executive compensation memo will be coming next month and will be voted on by the board at the June meeting.
- C. Board members discussed the comparative schools used in the report with board members suggesting the comparative report also include data about per pupil funding rates and enrollment

II. Education & Accountability Committee - The committee had not yet convened its May meeting and did not report.

IV. Governance and Nominating Committee

Regina reported to the board on the following topics:

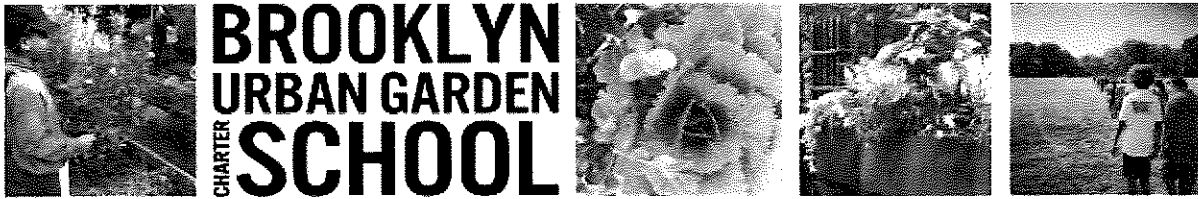
- A. Board recruiting is continuing to be a priority with a goal of adding another board member with a strong background in education. Board members are urged to reach out to network.
- B. There was a brief discussion about recruiting current and alumni families and the best strategy and timing for engagement.
- C. The committee is working to finalize the strategic plan template and will send it out to the board soon.

V. ED Report - There were no questions about the ED Report.

There was no public comment.

Felice Ekelman made a motion to adjourn the meeting, Ana Bast seconded, and all approved.

The meeting was adjourned at 10am.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

June 27, 2023

6:30pm - 8pm

Brooklyn Urban Garden Charter School, 500 19th Street, Brooklyn, NY

<https://meet.google.com/iww-pkee-pye>

+1 470-250-1672 PIN: 639951412#

Members Present: Ana Bast, Felice Ekelman, Hallie Iannoli, Christine Kang, Erin Walker

Members Present by Video: Jamal Deek, Adam Drucker, Louis Green

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach); Cay Tolson, (BUGS Director of Operations)

I. Welcome and Approval of the Minutes

A. The meeting was called to order at 6:35pm

B. Hallie Iannoli made a motion to approve the May board meeting minutes, Erin Walker seconded, and all approved.

C. The mission moment featured 6 and 7th grade open classroom community action projects. Susan Tenner shared quick videos of the events and described the projects and the high level of student engagement.

II. Finance Committee

Jamal Deek reported on behalf of the committee.

- A. Jamal reviewed the strong ratios in the finance report and discussed the effects on the proposed budget as COVID subsidies end, staffing transitions are worked out, and per pupil spending increases are confirmed.
- B. Erin Walker made a motion to approve the proposed budget, Adam Drucker seconded, and all approved.

II. Education & Accountability Committee

Hallie Iannoli presented highlights from Leah Miles, BUGS People Operations Manager's presentation. Highlights included:

- The benefits of the move to the BambooHR system and Leah's leveraging the tools and resources such as trainings, and wellness and satisfaction surveys.
- Staff are also happy about the engaging and sustaining programs Leah has implemented or enhanced such as PTO buy back, referral bonuses, tuition reimbursement, and comprehensive onboarding, etc.
- The committee spoke highly of Leah's ability to develop a pipeline and strategies to keep applicants positive about BUGS and the hiring experience.

IV. Governance and Nominating Committee

Ana Bast led the board through the following topics:

- A. Review of governance procedures and request to the board to finish signing their annual board documents.
- B. There was a review of the annual calendar for 2023-24 and board committee term membership.
 - a. Louis Green made a motion to approve the term committees, Hallie Iannoli seconded, and all approved.
 - b. Christine Kang made a motion to approve the board meeting calendar; Hallie Iannoli seconded, and all approved.
 - c. The board was urged to focus on recruiting with gaps to fill with members rolling off the board.
- C. Susan Tenner's review reflected her strong performance over the past two years. The board thanked Susan for the great job and she thanked the board for the feedback.
- D. The committee is continuing to work on strategic planning. The work will be a focus of the July meeting with opportunities to get more feedback and finalize the pillars.
- E. The board thanked the members who were moving off the board for their service.

V. ED Report

Susan Tenner provided an overview of topics mentioned in the ED Report including:

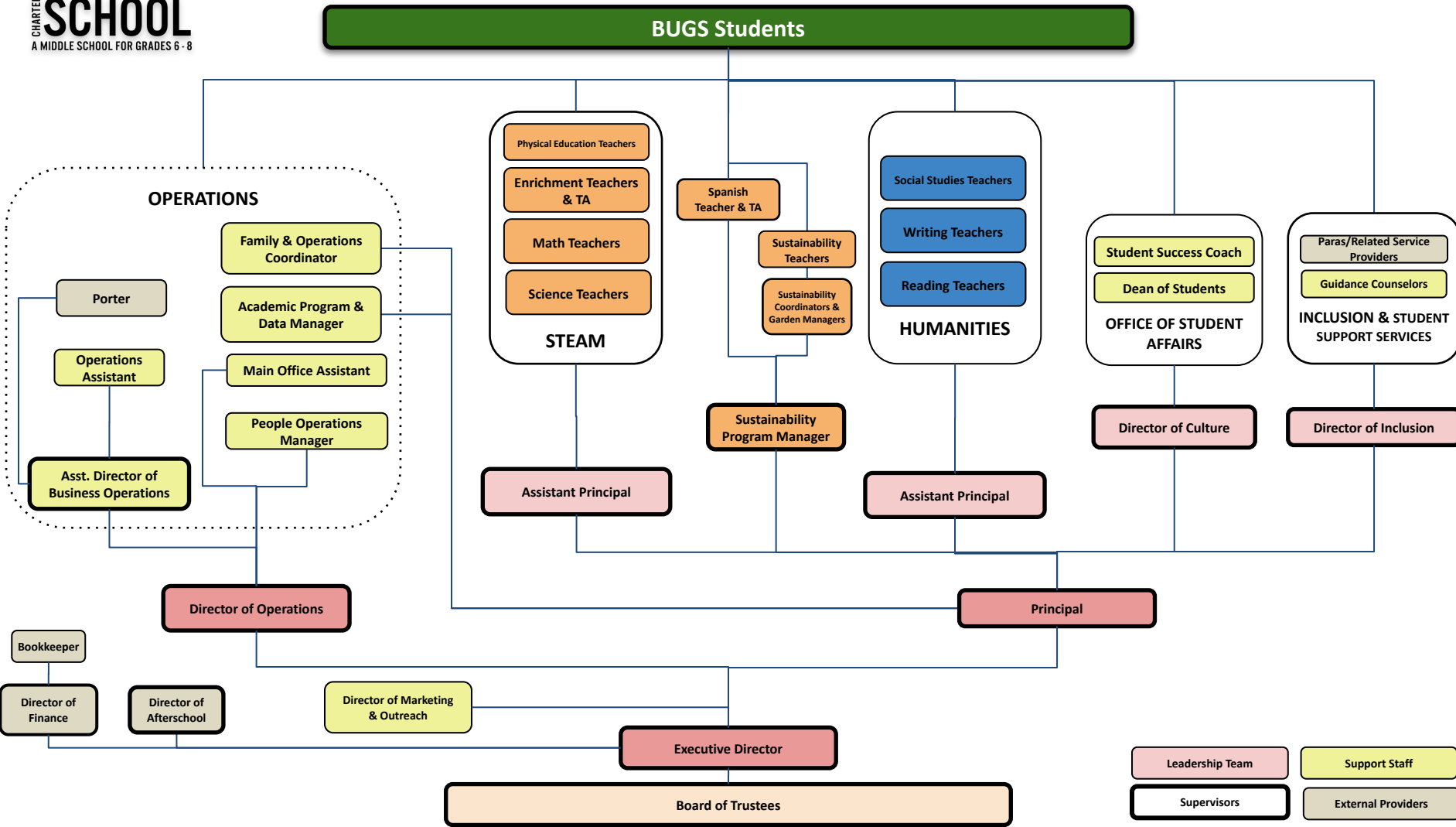
- The DOE embargoed survey results came out and she will unpack the findings at the July meeting. She is also producing a survey for BUGS families.
- During the summer, she will review Quiet Time and afterschool as well as complete the Annual Report due to NYSED at the end of July.
- The Leadership Team will spend time looking at schoolwide goals and at data for student groupings. She will also engage the leadership team in including revised charter student recruitment preferences in their design of team and department goals.

There was no public comment.

Hallie Iannoli made a motion to adjourn the meeting, Christine Kang seconded, and all approved.

The meeting was adjourned at 7:34pm.

2022-2023 School Year BUGS Organizational Chart



BROOKLYN URBAN GARDEN SCHOOL

A MIDDLE SCHOOL FOR GRADES 6 - 8

BUGS 2023-2024 School Calendar

August/September '23

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

21 Instructional Days

October '23

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

21 Instructional Days

November '23

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

19 Instructional Days

December '23

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

16 Instructional Days

January '24

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

21 Instructional Days

February '24

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

16 Instructional Days

March '24

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

20 Instructional Days

April '24

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

13 Instructional Days

May '24

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

22 Instructional Days

June '24

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

14 Instructional Days

Arrival/Start:

M-F 8:00 am

Dismissal:

2:55 pm

Instructional Days:
183

Key

- 1** Holiday/No School
- 2** Asynchronous Day
- 3** School Event
- 4** 12:05 PM Dismissal
- 5** Field Study

2023

- Aug 30 First day for all Students
- Aug 31 Full School Day & Orientation
- Sep 1 Orientation - 12:05 PM Dismissal
- Sept 4 School Closed - Labor Day
- Sept 25 School Closed - Yom Kippur
- Sept 28 Curriculum Night
- Sept 29 Asynchronous - Staff Development Day
- Oct 9 School Closed - Indigenous People's Day
- Nov 7 No School - Election Day / Staff Development Day
- Nov 8 Family Teacher Conferences- No School
- Nov 9 Family Teacher Conference- 12:05 PM Dismissal
- Nov 22 12:05 PM Dismissal
- Nov 23-24 School Closed - Thanksgiving Recess
- Dec 11 Asynchronous - Staff Development Day
- Dec 22 12:05 PM Dismissal
- Dec 25-Jan 1 School Closed - Winter Recess

2024

- Jan 15 School Closed - Dr. Martin Luther King Jr. Day
- Jan 24 Asynchronous - Staff Development Day
- Feb 19-23 School Closed - Midwinter Recess
- Feb 26 Asynchronous - Staff Development Day

2024

- Mar 5 Student-Led Conferences- No School
- Mar 6 Student-Led Conferences- 12:05 PM Dismissal
- Mar 29 School Closed- Good Friday
- Apr 1 School Closed- Easter Monday
- Apr 8-9 NYS ELA Exams - 12:05 PM Dismissal (Subject to Change)
- Apr 10 School Closed - Eid al-Fitr
- Apr 22-30 School Closed - Spring Recess
- May 7-8 NYS Math Exams - 12:05 PM Dismissal (Subject to Change)
- May 27 School Closed - Memorial Day
- May 28 Asynchronous - Staff Development Day
- June 4 Algebra 1 Regents, No School for 8th Graders
- June 6-7 12:05 PM Dismissal- 6th & 7th Graders Only
- June 14 No School - Staff Development Day
- June 14 Living Environment Regents, 12:05 PM Dismissal- 6th & 7th Graders Only, No School for 8th Graders
- June 17 School Closed - Ed al-Adha
- June 18 12:05 PM Dismissal
- June 19 School Closed - Juneteenth
- June 20 12:05 PM Dismissal
- June 24-25 12:05 PM Dismissal
- June 26 Last Day of School - 12:05 PM Dismissal



FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 10.28.2022.

PREMISES

Brooklyn Urban Garde Charter School
500 19th Street
Brooklyn NY 11215

Brooklyn Urban Garde Charter School
500 19th Street
Brooklyn NY 11215

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **09.15.2022**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

_____ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

_____ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

CO Number: 301573161F

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: 00889	Certificate Type: Final
Address: 500 19 STREET	Lot Number(s): 1	Effective Date: 10/17/2005
Building Identification Number (BIN): 3017307		
Special District: None	Building Type: Altered	

This Certificate supercedes CO Number(s): None

For zoning lot metes & bounds, please see BISWeb.

B. Construction classification:	OLD CODE: 1	Number of stories: 3
Building Occupancy Group classification: G		Height in feet: 58
Multiple Dwelling Law Classification: HAEA		Number of dwelling units: 21

C. Fire Protection Equipment:
None associated with this filing.

D. Type and number of open spaces:
None associated with this filing.

E. This Certificate is issued with the following legal limitations:
None

Borough Comments: None

[Redacted Signature]

Borough Commissioner
Brooklyn 1

Borough Commissioner

[Redacted Signature]

Commissioner

CO Number: **301573161F**

Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy group	Zoning dwelling or rooming units	Zoning use group	Description of use
CEL	664	100		G		3	SCHOOL & BOILER ROOM
001	908	100		G		3	SCHOOL
002	896	120		G		3	SCHOOL
003	257	40	30	G	27	3	SCHOOL, RECTORY
END OF SECTION							

[Redacted Signature]

Borough Commissioner

[Redacted Signature]

Commissioner

END OF DOCUMENT