

# Application: Brooklyn Excelsior Charter School

Julie Stapleton - jstapleton@nhaschools.com  
Annual Reports

## Summary

**ID:** 0000000122  
**Status:** Annual Report Submission  
**Last submitted:** Oct 29 2020 12:32 PM (EDT)

## Entry 1 School Info and Cover Page

**Completed** Jul 31 2020

### [Instructions](#)

#### **Required of ALL Charter Schools**

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2019-20 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, 2020)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BROOKLYN EXCELSIOR CHARTER SCHOOL 331600860847

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2020)**

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**c. DISTRICT / CSD OF LOCATION**

CSD #16 - BROOKLYN

**d. DATE OF INITIAL CHARTER**

2/2001

**e. DATE FIRST OPENED FOR INSTRUCTION**

9/2001

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.nhaschools.com/schools/Brooklyn-Excelsior-Charter-School/en>

**i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)**

890

**j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)**

650

**k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8

**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

## I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	National Heritage Academies
PHYSICAL STREET ADDRESS	3850 Broadmoor Ave. Ste.201
CITY	Grand Rapids
STATE	Michigan
ZIP CODE	49512
EMAIL ADDRESS	<a href="mailto:info@nhaschools.com">info@nhaschools.com</a>
CONTACT PERSON NAME	Julie Stapleton

## FACILITIES INFORMATION

### m. FACILITIES

Will the school maintain or operate multiple sites in 2020-2021?

	No, just one site.
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### School Site 1 (Primary)

## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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	856 Quincy Avenue, Brooklyn, NY 11221		NYC CSD 16	K-8	No

### m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sally Girouard			<a href="mailto:47.sgirouard@nhaschools.com">47.sgirouard@nhaschools.com</a>
Operational Leader	Nick Sheltroun			<a href="mailto:nsheltrown@nhaschools.com">nsheltrown@nhaschools.com</a>
Compliance Contact	Julie Meller			<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
Complaint Contact	Julie Meller			<a href="mailto:jmeller@nhaschools.com">jmeller@nhaschools.com</a>
DASA Coordinator	Sally Girouard			<a href="mailto:47.sgirouard@nhaschools.com">47.sgirouard@nhaschools.com</a>
Phone Contact for After Hours Emergencies	Sally Girouard			<a href="mailto:47.sgirouard@nhaschools.com">47.sgirouard@nhaschools.com</a>

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

Private Space

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**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, 2020.**

**Site 1 Certificate of Occupancy (COO)**

[2006-01-25 Brooklyn Excelsior CO.pdf](#)

**Filename:** 2006-01-25 Brooklyn Excelsior CO.pdf **Size:** 101.7 kB

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**Site 1 Fire Inspection Report**

[BECS Fire Inspection.pdf](#)

**Filename:** BECS Fire Inspection.pdf **Size:** 481.9 kB

**CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR**

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**n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).**

No

**PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.**

**o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?**

Yes

## **ATTESTATION**

**p. Individual Primarily Responsible for Submitting the Annual Report.**

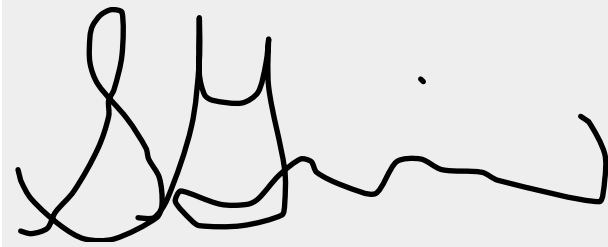
Name	Julie Stapleton
Position	Board Relations Coordinator
Phone/Extension	616-929-1261
Email	<a href="mailto:lstapleton@nhaschools.com">lstapleton@nhaschools.com</a>

**p. 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. Check **YES** if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).**

## **Responses Selected:**

Yes

**Signature, Head of Charter School**



**Signature, President of the Board of Trustees**



**Date**

Jul 31 2020

**Thank you.**



## **Entry 2 NYS School Report Card**

**Completed** Jul 31 2020

**[Instructions](#)**

**SUNY-authorized charter schools only**

Provide a direct web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) . This report captures school-level enrollment and demographic



information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

## Entry 2 NYS School Report Card Link

**BROOKLYN EXCELSIOR CHARTER SCHOOL 331600860847**

### NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)

<https://data.nysed.gov/essa.php?year=2019&instid=800000056456>

## Entry 3 Progress Toward Goals

**Incomplete** Hidden from applicant

### Instructions

**Regents, NYCDOE, and Buffalo BOE-authorized charter schools**

For the 2019-2020 school year, any academic or 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".

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only.

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2020.

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## 1. ACADEMIC STUDENT PERFORMANCE GOALS

**For the 2019-2020 school year, any academic 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”.**

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### 2019-20 Progress Toward Attainment of Academic Goals

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

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## 2. Do have more academic goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				
Academic Goal 20				

## 3. Do have more academic goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Academic Goals

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

#### 4. ORGANIZATION GOALS

**For the 2019-2020 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”.**

##### 2019-2020 Progress Toward Attainment of Organization Goals

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

Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

(No response)

## 6. FINANCIAL GOALS

### 2019-2020 Progress Toward Attainment of Financial Goals

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

## 7. Do have more financial goals to add?

(No response)

## 2019-2020 Progress Toward Attainment of Financial Goals

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

Thank you.

## Entry 3 Accountability Plan Progress Reports

Completed Sep 15 2020

### Instructions

### **SUNY-Authorized Charter Schools ONLY**

SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

### **[2019-20 Accountability Plan Progress Report - BECS - FINAL](#)**

**Filename:** 2019 20 Accountability Plan Progress Vzui0Qx.docx **Size:** 140.6 kB

## Entry 7 Disclosure of Financial Interest Form

Completed Jul 31 2020

### Instructions - Multiple Uploads Permitted

### **Required of ALL Charter Schools by August 3**

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 2019-2020 school year must

complete a signed:

- **Regents, NYCDOE, and Buffalo BOE Authorized Schools:** [Disclosure of Financial Interest Form](#)
- **SUNY- Authorized Charter Schools:** [Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (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 Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

**Brooklyn Excelsior - Financial Interest Forms**

**Filename:** Brooklyn Excelsior Financial Interest Forms.pdf **Size:** 2.0 MB

**Entry 8 BOT Membership Table**

**Completed** Jul 31 2020

**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 8 BOT Table**

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

**BROOKLYN EXCELSIOR CHARTER SCHOOL 331600860847**

**1. 2019-2020 Board Member Information (Enter info for each BOT member)**

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	Trustee Name and 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 2019-2020
1	Rudyard Ceres [REDACTED]	Chair	N/A	Yes	4	4/6/2020	6/30/2023	6
2	Stephanie Cuba [REDACTED]	Vice Chair	Human Resource and Training	Yes	5	4/8/2019	6/30/2022	6
3	Andra Wishom [REDACTED]	Treasurer	N/A	Yes	2	4/6/2020	6/30/2021	7
4	Carol Schulhof [REDACTED]	Secretary	Student Curriculum, Performance & Assessment	Yes	6	4/8/2019	6/30/2022	7
5	Etta Waddell [REDACTED]	Trustee/Member	N/A	Yes	1	11/4/2019	6/30/2023	5 or less
6	Jennifer Wilkins [REDACTED]	Trustee/Member	N/A	Yes	1	11/4/2019	6/30/2021	6

7	Lucien Perry [REDACTED]	Trustee/Member	N/A	Yes	1	3/11/2019	6/30/2022	7
8	Omar Wasow [REDACTED]	Trustee/Member	N/A	Yes	6	2/13/2017	9/16/2019	5 or less
9								

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

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

a. Total Number of BOT Members on June 30, 2020	7
b.Total Number of Members Added During 2019-2020	2
c. Total Number of Members who Departed during 2019-2020	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	9

### 3. Number of Board meetings held during 2019-2020

7

### 4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

## Entry 9 Board Meeting Minutes

**Completed** Jul 31 2020 Hidden from applicant

### Instructions

Schools must upload a complete set of monthly board meeting minutes (July 2019-June 2020), which should match the number of meetings held during the 2019-2020 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 3, 2020.

### Brooklyn Excelsior Signed Minutes

**Filename:** Brooklyn Excelsior Signed Minutes.pdf **Size:** 1.5 MB

## Entry 10 Enrollment & Retention

**Completed** Jul 31 2020

### Instructions for submitting Enrollment and Retention Efforts

**ALL charter schools must complete this section.** Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), 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 2019-2020.

## Entry 10 Enrollment and Retention of Special Populations

### Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward

meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, 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 2020-2021.

**BROOKLYN EXCELSIOR CHARTER SCHOOL 331600860847**

**Recruitment/Attraction Efforts Toward Meeting Targets**

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	<ul style="list-style-type: none"> <li>• Enlist the help of current families through parent referrals to reach additional families</li> <li>• Regular communications with school's leadership to share feedback from incoming parents</li> <li>• Regular meetings and opportunities to see the school and meet staff available throughout the community.</li> <li>• Continue to participate in community events designed to reach families in neighborhood.</li> <li>• Work with local and community leaders who are also working with organizations to serve various populations within the Excelsior community</li> <li>• Continue to research using internet, libraries, and community boards opportunities</li> <li>• Provide assistance to resources like uniforms to reduce barriers</li> </ul>	<p>Brooklyn Excelsior has implemented a multi-prong effort for the 2020-21 recruitment season, in addition to continuing the efforts from 2019-20.</p> <ul style="list-style-type: none"> <li>• Digital marketing on Facebook, Great Schools, Google Adwords</li> <li>• Frequent mailers to interested families with meeting invitations and school information</li> <li>• Monthly mailings to parents to share activities and learning tools</li> <li>• Grassroots activities reaching area businesses, daycares, UPK providers, faith-based organizations, and civic groups</li> <li>• Regular opportunities (open house, tours, meetings, activities) for parents to meet school leadership and teachers and see the school</li> <li>• Direct mail to targeted neighborhoods</li> <li>• Meeting with parents in the community</li> <li>• Increased virtual outreach to parents with events such as Facebook Live presentations, virtual principal coffees,</li> </ul>

	for attendance	activities, and demonstrations shared with parents electronically We will continue the initiatives started in 2019-20 and additional in-person engagement with the community as restrictions allow.
English Language Learners/Multilingual Learners	<p>For the 2019-20 recruitment season, our full-time admissions representative has implemented a number of strategies for the recruitment of special populations and regularly engages community organizations, leaders, and interest groups. She has various tools available and is supported by additional efforts:</p> <ul style="list-style-type: none"> <li>• Advertisements and notifications were placed in the following publications: La Voz Hispana, Haiti Observateur, Pakistan Post, World Journal, V Novom Svete, and Weekly Bangalee. In these publications we specifically mentioned that the school provides services to students for whom English is their second language.</li> <li>• Fliers were distributed in Arabic, Bengali, English, French, Fulani, and Spanish to families throughout the community. Distribution sites included daycare centers, grocery stores, community centers, and churches. These fliers invited families to attend the Enrollment Information Meeting.</li> <li>• An Enrollment Information Meeting was hosted for all parents interested in the school and we provided student applications in a number of</li> </ul>	<p>For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our in-person activities are curtailed and provided virtually or through the mail.</p> <ul style="list-style-type: none"> <li>• Work with community partners who serve ELL population to support their changing outreach</li> <li>• Facilitate virtual conferences and meetings with school's special ed staff and leadership</li> <li>• Provide school enrollment information and admissions materials specific to Special Education programs in various languages</li> <li>• Continue to work with local leaders to provide information and accessibility to the school and staff</li> </ul> <p>We will continue initiatives implemented in 2019-20 and additional in-person engagement with the community as guidelines</p>

	<p>languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided. We provided EL families with strategies to help their children in school, specific English Language Development (ELD) strategies for such parents.</p> <ul style="list-style-type: none"> <li>• Marketing materials that describe general school information and EL and Special Education programs available in English, Bengali, Haitian Creole, and Spanish, and other languages as requested.</li> <li>• Weekly open house at the school, which is promoted throughout the community to organizations and businesses who serve special populations.</li> <li>• An online tour scheduling system is available, and parents can request translation services.</li> </ul>	<p>allow.</p> <ul style="list-style-type: none"> <li>• Establish a Parent Ambassador group with current ELL families</li> <li>• ELL specific meetings</li> <li>• Develop partnerships with organizations and faith-based groups that provide services to refugee groups</li> <li>• Coordinate with NHA's enrollment team, school ELL coordinator, and school leadership team for information meetings and registration materials and to work with appropriate community agencies.</li> <li>• Promote events on Facebook and other social media resources</li> <li>• Work with local and community leaders who often have a department that focuses on immigrant and refugee issues</li> </ul>
	<p>In addition to activities from previous years:</p> <ul style="list-style-type: none"> <li>• Regular communications with school's special education staff to share feedback from incoming parents</li> <li>• Coordinate meetings and/or</li> </ul>	<p>For the 2020-21 recruitment season, initial activities will be guided by our ability to interact with parents due to COVID restrictions. As happened in the spring of 2020, many of our activities will be provided virtually or through the mail.</p> <ul style="list-style-type: none"> <li>• Work with community partners who serve SWD population to support their changing outreach</li> <li>• Facilitate virtual conferences and meetings with school's special ed staff and leadership</li> </ul>

Students with Disabilities	<p>workshops with the school's special education department to provide information specific to school programs offered to SWD population.</p> <ul style="list-style-type: none"> <li>• Continue to participate in community events designed to reach special populations</li> <li>• Work with local and community leaders who are also working with organizations to serve special needs families</li> </ul> <p>📖 Continue to research using internet, libraries, and community boards opportunities to reach a broader population</p>	<ul style="list-style-type: none"> <li>• Provide school enrollment information and admissions materials specific to Special Education programs in various languages</li> <li>• Continue to work with local leaders to provide information and accessibility to the school and staff</li> <li>• Enlist the help of current families to reach additional families of students with disabilities by providing planning meeting, materials for them to distribute, and to serve as host for school meetings and during the first days of school</li> </ul> <p>We will continue the initiatives started in 2019-20 and additional in-person engagement with the community as restrictions allow.</p>
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p> <ul style="list-style-type: none"> <li>• Culture and Climate: We have a school climate and culture that focus purposefully on caring for</li> </ul>	<p>We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.</p> <ul style="list-style-type: none"> <li>• Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares</li> </ul>

## Economically Disadvantaged

each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships.

- Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including:

- o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information regarding school-wide performance, initiatives, and programs is included in the newsletter.

- o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school.
- o Classroom Communication: Teachers frequently send home communications for parents so

for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships.

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- o Social media: We have an excellent website, which gives parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school.

- o Classroom Communication: Teachers frequently send home communications for parents so that they know about everything



that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school’s AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance.

- o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.

- o Parent Room: In order to help parents feel at home in the school and to encourage their presence in their child's education, the school building provides a dedicated parent room. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.

from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school’s AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance.

- o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with parents.

- o Parent Room: In order to help parents feel at home in the school and to encourage their presence in their child's education, the school building provides a dedicated parent room. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.

We believe several core elements of our school culture function as linchpins of our recruitment and retention strategy for our special needs students. These elements include the high-quality educational program that we provide, the caring culture that we have established, and our many parent involvement initiatives.

- Culture and Climate: We have a school climate and culture that focus purposefully on caring for each student as a family cares for its children. We believe our school-wide behavior and classroom management practices –which we refer to as Behave with Care – help attract and retain special needs students. Our Behave with Care program is built on research-based programs for reinforcing positive behaviors, setting clear expectations, and building teacher-student relationships and peer relationships.

- Parent Involvement: To ensure that our families feel connected to the school, we have implemented several parent involvement strategies, including:

- o Newsletters: Regular newsletters from the principal and teachers are distributed to parents. Important information regarding school-wide performance, initiatives, and programs is included in the newsletter.

- o Social media: We have an excellent website, which gives

- Advertisements and notifications have been placed in the following publications: La Voz Hispana, Haiti Observateur, Pakistan Post, World Journal, V Novom Svete, and Weekly Bangalee. In these publications we specifically mentioned that the school provides services to students for whom English is their second language.

- Fliers were distributed in Arabic, Bengali, English, French, Fulani, and Spanish to families throughout the community. Distribution sites included daycare centers, grocery stores, community centers, and churches. These fliers invited families to attend the Enrollment Information Meeting.

- An Enrollment Information Meeting was hosted for all parents interested in the school and we provided student applications in a number of languages: Arabic, Bengali, Chinese, English, Haitian Creole, Italian, Korean, Polish, Russian, Spanish, and Urdu. At the enrollment meetings, information regarding the EL Program and its ability to meet the needs of EL students was provided. We provided EL families with strategies to help their children in school, specific English Language Development (ELD) strategies for such parents.

English Language  
Learners/Multilingual Learners

parents quick and easy access to general information on the school as well as specific information about their children. In addition, we make cautious, appropriate use of Facebook and other social media sites to form connections between school leaders and parents. Parents without access to the internet can use the computer and internet available at the school.

o Classroom Communication: Teachers frequently send home communications for parents so that they know about everything from weekly schedules to educational goals for students. Teachers also share regular progress reports – via letter, online communication via the school’s AtSchool gradebook system, phone calls, and/or in-person meetings. These communications focus on each student's academic progress and performance.

o Conferences: Parent-teacher conferences are conducted twice each year. These conferences ensure that dedicated time is set aside for each parent to engage and interact with classroom teachers and discuss the progress of his or her child. As needed, staff may also conduct home visits. Each year, we conduct a family orientation at the end of the summer so new and enrolled families can meet the principal, their child's teacher and classmates, and other school staff. We believe these early contacts help establish and sustain a healthy rapport with

• To ensure the retention of accepted students, and in compliance with federal requirements to identify potential EL students, the school asked these families to complete a “Home Language Questionnaire.” Information from this survey ensures that each child for whom English is a second language is provided the services he/she needed to succeed in school.

• Marketing materials that describe general school information and EL and Special Education programs available in English and Spanish, and other languages as requested.

• Brooklyn Excelsior’s staff have participated in professional development to provide staff members with tools that they can implement in the classroom to better meet the needs of their English learners.

• Brooklyn Excelsior’s staff participate in ongoing coaching provided by an EL Specialist throughout the academic year. Coaching topics focus on evidence-based teaching methods and best practices for making content accessible to English Learners.

• We have increased the FTE of the school’s Admissions Representative to .75 (up from .25) to allow for more community outreach and parent engagement.

• The school’s Admissions Representative will work with community groups to identify specific areas of interest within the community and will hold

	<p>parents.</p> <p>o Parent Room: In order to help parents feel at home in the school and to encourage their presence in their child's education, the school building provides a dedicated parent room. This room gives parents a place to gather and build relationships with one another, discuss matters of mutual interest, grow more comfortable with the school, and take some ownership of the school.</p>	<p>additional Information Meetings and Community Resource Fairs.</p> <ul style="list-style-type: none"> <li>• Weekly open house at the school, which is promoted throughout the community to organizations and businesses who serve special populations.</li> </ul>
Students with Disabilities	<p>A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that Brooklyn Excelsior keeps families informed and solicits feedback in order to improve. The dean of special education schedules individual transfer review meetings to take place within 72 hours of enrollment with the parents of every student that enters the school with an IEP. In this meeting, the dean reviews the program mandates, needs, and implementation plan for services. Parents are encouraged to bring input (questions, concerns, etc.) to this meeting to ensure a strong initial connection is made with these families and that their needs are immediately addressed. This connection continues to be built up throughout the year through additional communication measures such as quarterly IEP progress reports. In addition, parents are also invited at least</p>	<p>A major key to student retention is effective communication and relationship building with all stakeholders. There are multiple points throughout the year that the school keeps families informed and solicits feedback in order to improve. In addition to the initiatives from the 2019-2020 academic school year, we will be including the following outreach to continue to engage our students' families:</p> <ul style="list-style-type: none"> <li>• Parent Input Forms in digital formats so that parents can share their thoughts, celebrations, and concerns with the school prior to IEP meetings</li> </ul>



# Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category A: 5 or 30% whichever is less	0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category B: not to exceed 5	0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	
Total Category C: not to exceed 5	0

**CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS**

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

	FTE Count
Total Category D	

**CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS**

	FTE Count
Total Category E	



## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	



Thank you.

## Entry 13 Organization Chart

**Incomplete** Hidden from applicant

### [Instructions](#)

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

Upload the 2019-2020 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should not appear on the chart.

## Entry 14 School Calendar

**Completed** Sep 15 2020

### [Instructions for submitting School Calendar](#)

#### **Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3<sup>rd</sup> submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools 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.**

### **Brooklyn Excelsior Proposed 2020-21 DRAFT Calendar**

**Filename:** Brooklyn Excelsior Proposed 2020 21 DR QZl36aU.pdf **Size:** 261.0 kB

### **Brooklyn Excelsior - 2020-21 School Calendar**

**Filename:** Brooklyn Excelsior 2020 21 School Calendar.pdf **Size:** 249.6 kB

# Entry 15 Links to Critical Documents on School Website

**Incomplete** Hidden from applicant

## Instructions

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

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. Most recently filed Annual Report (i.e., 2018-19 Annual Report);
2. Most recent board meeting notice, documents to be discussed at the meeting (if any), and webcast of Board meetings (if held virtually per Governor's Executive Order);
3. Link to New York State School Report Card;
4. Lottery Notice announcing date of lottery;
5. Authorizer-approved DASA Policy;
6. District-wide safety plan and Authorizer-approved Discipline Policy (as per August 29, 2019 [Emergency Response Plan Memo](#));
7. Authorizer-approved FOIL Policy; and
8. Subject matter list of FOIL records.
9. Link to School Reopening Plan

## Form for Entry 15 Links to Critical Documents on School Website

**School Name:** Brooklyn Excelsior Charter School

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

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

	Link to Documents
1. Most Recent Annual Report (i.e., 2018-19)	
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	
2a. Webcast of Board Meetings (per Governor's Executive Order)	
3. Link to NYS School Report Card	
4. Most Recent Lottery Notice Announcing Lottery	
5. Authorizer-Approved DASA Policy	
6. District-wide Safety Plan	
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	
7. Authorizer-Approved FOIL Policy	
8. Subject matter list of FOIL records	
9. Link to School Reopening Plan	

**Thank you.**



## **Entry 16 COVID 19 Related Information**

**Completed** Jul 31 2020

### **Instructions**

#### **Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are

encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

## Entry 16 COVID 19 Related Information

**School Name:** Brooklyn Excelsior Charter School

### TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	652	539	488

### Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

Assessment Title	Grade K	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	Grade 9	Grade 10	Grade 11	Grade 12	Number of Participants

[illegible]

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Tota															0
I															

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

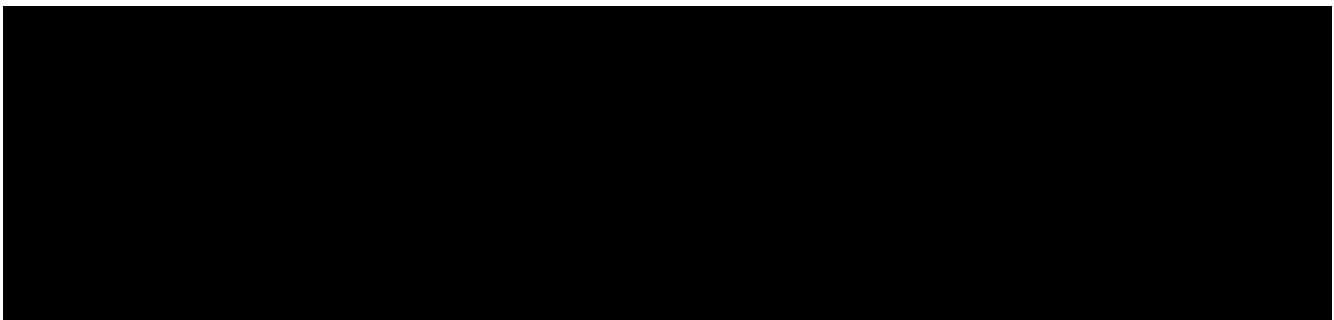
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INSTRUCTIONS - NEW TASK FOR REGENTS-AUTHORIZED CHARTER SCHOOLS

Please provide the full name of **ANY and ALL** instructional and non-instructional employees and their respective positions/titles, and employment start dates in the charter school by clicking on the MS Excel file link to the [Staff Roster](#).

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Andra Wishom
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Treasurer



8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

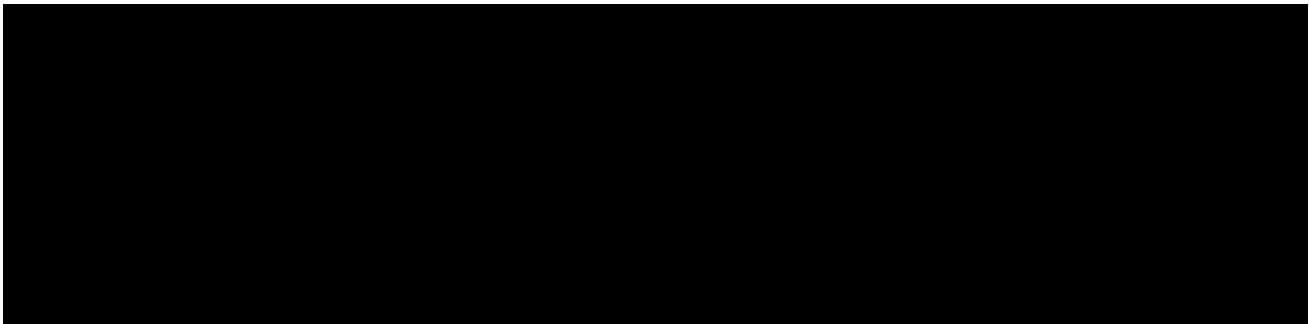
  
 \_\_\_\_\_  
**Signature**

5/18/2020  
 \_\_\_\_\_  
**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Carol Schulhof
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Secretary




8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. ☒No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

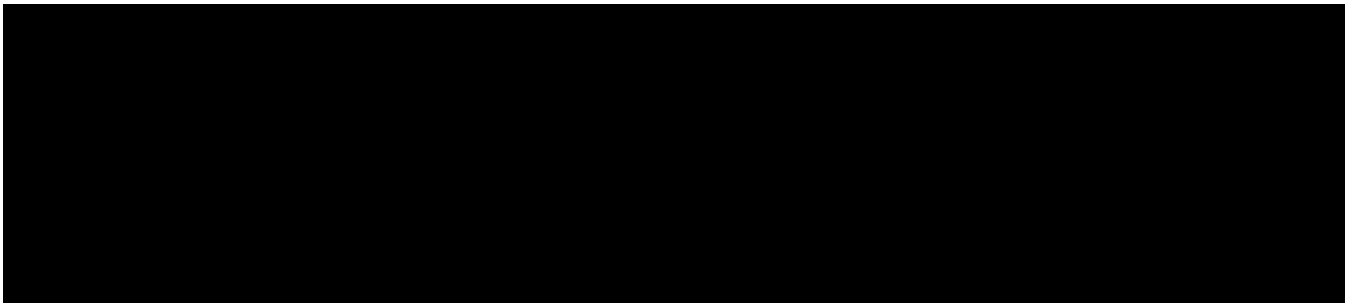
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
**Signature**

5/18/2020  
**Date**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Etta Waddell
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee



8. Is Trustee an employee of the education corporation? \_\_\_\_Yes.   X  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

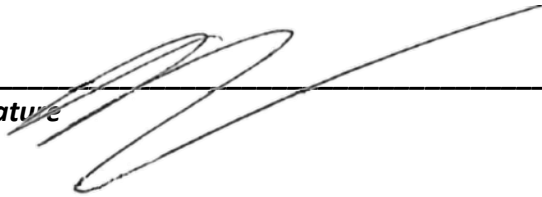
Date(s)	Nature of Financial Interest/Transaction	Steps Taken to Avoid a Conflict of Interest, (e.g., did not vote, did not participate in discussion)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

**Signature**

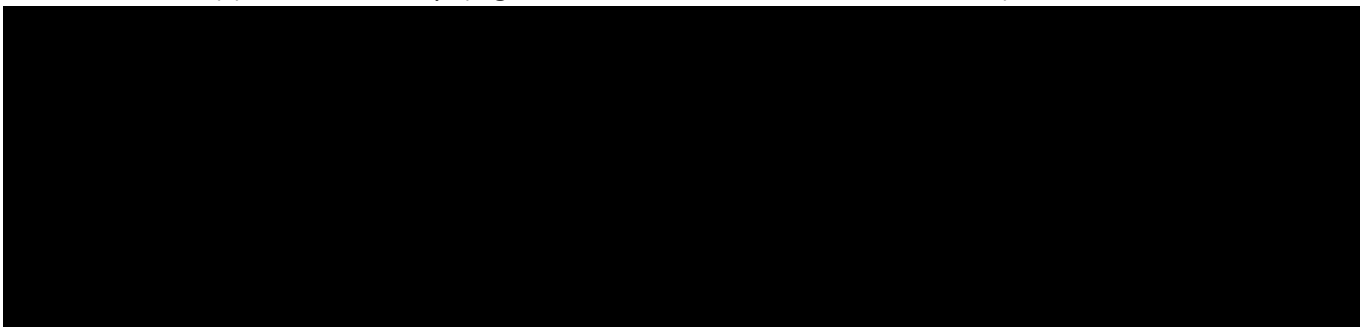


5/18/2020

**Date**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Jennifer Wilkins
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Trustee



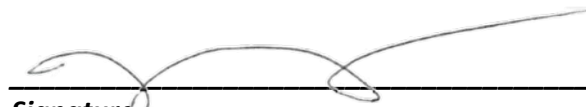
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
**Signature**

5/18/2020  
**Date**

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Lucien Perry
3. Position(s) on board if any: (e.g., chair, treasurer, committee chair, etc.): Trustee

8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. ☒No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.


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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

**Signature**



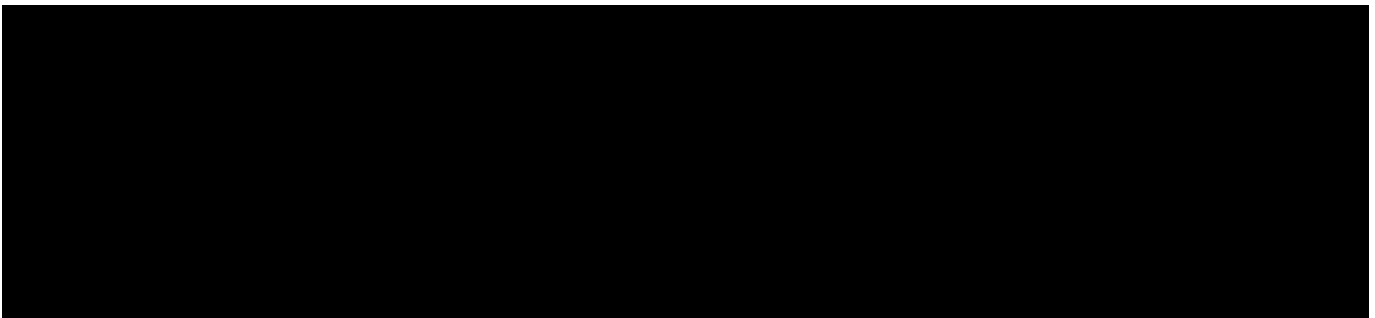
**5/18/2020**

**Date**



**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Rudyard W. Ceres
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): President



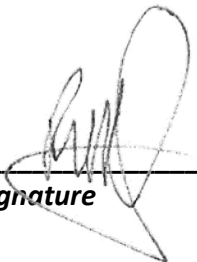
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
<b>NONE</b>			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

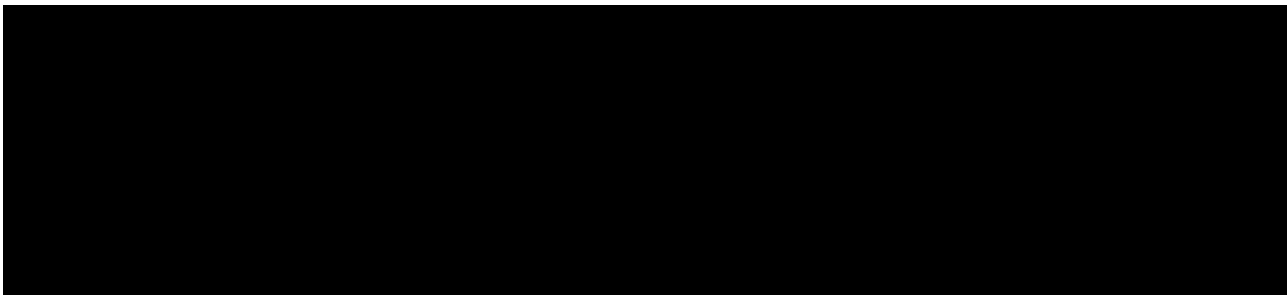
Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
 Signature \_\_\_\_\_

5/18/2020  
 Date \_\_\_\_\_

**DISCLOSURE OF FINANCIAL INTEREST  
BY A NOT-FOR-PROFIT CHARTER SCHOOL  
EDUCATION CORPORATION TRUSTEE**

1. Name of education corporation: Brooklyn Excelsior Charter School
2. Trustee's name (print): Stephanie Cuba
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Vice President



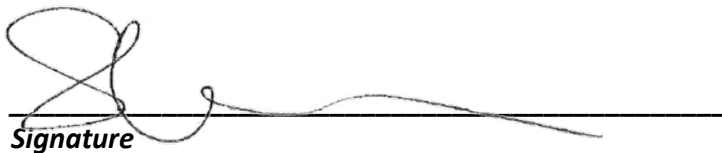
8. Is Trustee an employee of the education corporation? \_\_\_\_Yes. XNo. If you checked yes, please provide a description of the position you hold, your salary and your start date.
9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please *write "None."* Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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)	Identity of Person Holding Interest or Engaging in Transaction (e.g., you and/or immediate family member (name))
NONE			
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

10. Identify each individual, business, corporation, union association, firm, partnership, committee

proprietorship, 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 education corporation *and* in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please *write "None."*

Entity Conducting Business with the Education Corporation	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest	Steps Taken to Avoid Conflict of Interest
NONE				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
**Signature**

5/18/2020  
**Date**

*Brooklyn Excelsior Charter School*  
*Board Meeting Minutes*  
*Monday, September 16, 2019 at 5:00 p.m.*

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AT BROOKLYN EXCELSIOR CHARTER SCHOOL  
856 QUINCY STREET, BROOKLYN, NY 11221

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2020
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2020
Omar Wasow   Secretary		X	June 30, 2020
Carol Schulhof   Trustee	X		June 30, 2022
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Interim Principal
2. Ron Large – DSQ
3. Zawadi Morris – Board Liaison
4. Jim McCarthy – NHA
5. Roderick Hutcherson – Student Family Liaison
6. Nathalie Chery – Social Worker
7. Margo Dolgos – Teacher
8. Atiba Theophile – Dean
9. Tyra Mendonca – Teacher
10. Aretha Gabriel – Teacher
11. Patricia Harris – Teacher
12. Deborah Riley – Parent
13. Etta Waddell – Board Candidate
14. Jennifer Wilkins – Board Candidate

**1. CALL TO ORDER**

Rudyard Ceres called the meeting to order at 5:15 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Rudyard Ceres and duly seconded by to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE JUNE 10, 2019 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the June 10, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard submitted the Principal Report. Particular attention was given to the transition of leadership at the school and the goals for the new academic year. Rudyard Ceres expressed the Trustees' support to Ms. Girouard and appreciation to the staff for its commitment to the mission of the school.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth – NWEA data was disaggregated and discussed.
2. Parent Satisfaction Survey Results – The results of the spring Parent Satisfaction Survey were noted.
3. Proficiency Counts and Percents was discussed.
4. District and State Historical Comparisons – The assessment outcomes of NYS testing were reviewed and received with appreciation for the growth in proficiencies, and notably in comparison to CSD #16.

b. Board Fund Report

The Board Fund balance was reported.

6. COMMITTEE REPORTS

a. Human Resources and Training Report

Stephanie Cuba presented the Human Resources and Training Report. The Board was informed that an interview with a dean candidate was being scheduled.

b. Student Curriculum, Performance, and Assessment Report

Carol Schulhof presented the Student Curriculum, Performance, and Assessment Report.

7. DISCUSSION ITEMS

- a. The Auditor Planning Communication was discussed. The scope of Plante Moran's audit was reviewed.
- b. The 2018-2019 Annual Report was discussed. It was noted that the first part of the school's Annual Report had been submitted in a timely manner.
- c. The 2018-2019 Board Satisfaction Survey Summary was reviewed by the Board.
- d. The 2019-2020 Parent and Student Handbook Updates were discussed. The Trustees discussed the non-material change in the Parent and Student Handbook and the role of the principal in the designation of the grade of individual students.
- e. The Conflict of Interest Disclosure Statement was discussed. Trustees completed the form.
- f. Board Housekeeping was discussed. Board members noted protocols to be observed for effective Board meetings.
- g. The Fourth Quarter Financial Statements were discussed and accepted by the Board.

8. ACTION ITEMS

a. Approval of the Personnel Hires

A motion was made by Rudyard Ceres and duly seconded to approve the Personnel Hires of:

- Aileen Cipriano as a 5th Grade Teacher
- Alexandra Reyes as a Kindergarten Teacher
- Brendon Gabriel as an 8th Grade Science Teacher
- Dominique Dillon as a Paraprofessional
- Dominique London as a 5th Grade Teacher
- Janelly Castro as a Paraprofessional
- Keana Washington as a Paraprofessional
- Mark Mateo as a Teacher in Residence
- Monica Davis as a 1st Grade Special Education Teacher
- Noldine Poitevien as a Middle School Special Education Teacher
- Sheque Burns as a 7th Grade Science Teacher
- Sierra Mundine as a 6th Grade Math Teacher
- Tyra Mendonca as an 8th Grade English Language Arts Teacher
- Tony Walker as a Paraprofessional
- Brian Lay as a 4th Grade Teacher

The motion was approved unanimously.

b. Recognition of the K-2 Instructional Coach Appointment

A motion was made by Rudy Ceres and duly seconded to recognize the appointment of Megan Weissman as the K-2 Instructional Coach. The motion was approved unanimously.

*Brooklyn Excelsior Charter School  
Board Meeting Minutes  
Monday, September 16, 2019 at 5:00 p.m.*

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c. Approval of the Personnel Termination

A motion was made by Rudy Ceres and duly seconded to approve the Personnel Termination of:

- Tracy Harvey as the Office Administrator

The motion was approved unanimously.

d. Approval of the Election of Officers

A motion was made by Lucien Perry and duly seconded to approve the officers as listed below. The motion was approved unanimously.

<u>Name</u>	<u>Position</u>
Rudyard Ceres	President
Stephanie Cuba	Vice President
Andra Wishom	Treasurer
Carol Schulhof	Secretary

e. Approval of the Declaration of Vacancy on the Brooklyn Excelsior Charter School Board of Trustees

A motion was made by Rudyard Ceres and duly seconded to approve the Declaration of Vacancy of Omar Wasow's seat on the Brooklyn Excelsior Charter School Board of Trustees. Furthermore, profound appreciation for the singular role of Trustee Wasow in the foundation of the school and its governance through the years was enthusiastically expressed. The motion was approved unanimously.

f. Approval of the Fixed Number of Voting Trustees

A motion was made by Rudyard Ceres and duly seconded to approve seven as the Fixed Number of Voting Trustees for Brooklyn Excelsior Charter School. The motion was approved unanimously.

g. Approval of the 2020 Children's Internet Protection Act (CIPA) Form 479

A motion was made by Rudyard Ceres and duly seconded to approve the 2020 Children's Internet Protection Act (CIPA) Form 479 as submitted. The motion was approved unanimously.

h. Approval of the Revised Admission and Enrollment Policy

A motion was made by Rudyard Ceres and duly seconded to approve the Revised Admission and Enrollment Policy as submitted. The motion was approved unanimously.

i. Approval of the 2019-2020 Board Funds Budget  
Tabled.



*Brooklyn Excelsior Charter School*  
*Board Meeting Minutes*  
*Monday, September 16, 2019 at 5:00 p.m.*

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j. Ratification of the Revised 2019-2020 School Calendar

A motion was made by Rudyard Ceres and duly seconded to ratify the Revised 2018-2019 School Calendar as submitted. The motion was approved unanimously.

9. NEW BUSINESS

Ron Large informed the Board that the opening of the academic year went smoothly and that professional development and support for school leadership and staff is scheduled.

The Board noted the work of staff member Patricia Harris in the creation of book covers by students.

Zawadi Morris referenced community activities and venues that would be helpful to the school community.

10. PUBLIC COMMENT

A parent spoke about after school programming at the school and the desirability that uniform regulations be adhered to.

Potential Board members, Etta Waddell and Jennifer Wilkins, introduced themselves to the Trustees.

11. ADJOURNMENT

The meeting was adjourned at 6:23 p.m.

**NEXT MEETING:**

**Monday, November 4, 2019 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**



*Brooklyn Excelsior Charter School  
Board Meeting Minutes  
Monday, November 4, 2019 at 5:00 p.m.*

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AT BROOKLYN EXCELSIOR CHARTER SCHOOL  
856 QUINCY STREET, BROOKLYN, NY 11221

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2020
Stephanie Cuba   Vice President		X	June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2020
Carol Schulhof   Secretary	X		June 30, 2022
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Interim Principal
2. Michelle Turnbull – Dean
3. Atiba Theophille – Dean
4. Kelly Ortagus – Interim Dean
5. Megan Weissman – Interim Dean
6. Jim McCarthy – NHA
7. Cheryl Walker – Volunteer

1. CALL TO ORDER

Rudyard Ceres called the meeting to order at 5:07 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Rudyard Ceres and duly seconded to approve the agenda as submitted.  
The motion was approved unanimously.

4. APPROVAL OF THE SEPTEMBER 16, 2019 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the September 16, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. The Trustees discussed the initiatives undertaken by the school to further enhance the safety of students and stakeholders.

The process for taking high school entrance examinations, including to 'specialized high schools' was reviewed. The administrative team highlighted efforts to support student preparation for this exam.

The Trustees noted, with appreciation, cards written by the kindergarten students expressing thanks for enabling a visit to Green Meadows Farm.

The weekly use of the library by grades was referenced.

i. 2018-2019 Charter Contract Goals Progress Report

The 2018-2019 Charter Contract Goals Progress Report was reviewed by the Board.

ii. Special Populations Enrollment and Retention (Re-enrollment) Efforts

The Board reviewed strategies and initiatives to assure Special Populations Enrollment and Retention (Re-enrollment) targets.

b. Board Fund Report

The Board Fund balance of \$31,867.80 was reported.

6. COMMITTEE REPORTS

a. Human Resources and Training Report

The Human Resources and Training Report was not presented.

b. Student Curriculum, Performance, and Assessment Report

The Student Curriculum, Performance, and Assessment Report was not presented.

## 7. DISCUSSION ITEMS

- a. Zawadi Morris' Report was presented. Ms. Morris discussed neighborhood events that would support the school community's mission to 'instill a sense of family, community, and leadership.'
- b. The First Quarter Financial Statements were accepted by the Board.
- c. The Annual Board Development and Evaluation was discussed. The Board discussed the timing and scope of the annual evaluation of its management partner as well as on-going professional development opportunities for the Trustees.
- d. The 2018-2019 Audit Report was discussed. It was noted that the external audit, without any negative findings, was submitted to CSI in a timely manner.

## 8. ACTION ITEMS

a. Approval of the Personnel Hires

A motion was made by Rudyard Ceres and duly seconded to approve the Personnel Hires of:

- Kelly Ortagus as an Interim Dean
- Megan Weissman as an Interim Dean
- Ashley Powell as a Kindergarten Teacher
- Eric Segovia as an English Language Learners Teacher
- Calixte Comesuze as a Recess Aide

The motion was approved unanimously.

b. Approval of the Board Member Nomination of Jennifer Wilkins

A motion was made by Rudyard Ceres and duly seconded to Approve the Nomination of Jennifer Wilkins for Membership on the Brooklyn Excelsior Charter School Board of Trustees and to seek approval of this appointment from the Charter Schools Institute (CSI). The motion was approved unanimously.

c. Approval of the Board Member Nomination of Etta Waddell

A motion was made by Rudyard Ceres and duly seconded to Approve the Nomination of Etta Waddell for Membership on the Brooklyn Excelsior Charter School Board of Trustees and to seek approval of this appointment from the Charter Schools Institute (CSI). The motion was approved unanimously.

d. Approval of the Board Fund Rollover Request

A motion was made by Rudyard Ceres and duly seconded to approve the rollover of Board Funds into the available balance of the Board Fund Account in the amount of \$1,199.66 previously approved for the items listed on the Board Fund Rollover Request as submitted. The motion was approved unanimously.

*Brooklyn Excelsior Charter School  
Board Meeting Minutes  
Monday, November 4, 2019 at 5:00 p.m.*

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e. Approval of the 2019-2020 Amended Budget

After due consideration and discussion, a motion was made by Rudyard Ceres and duly seconded to approve the 2019-2020 Amended Budget as submitted. The motion was approved unanimously.

f. Approval of the 2019-2020 Board Funds Budget

A motion was made by Rudyard Ceres and duly seconded to approve the expenditure of Board Funds not to exceed the amount of \$23,237.50 for the cost of the 2019-2020 Board Funds Budget as allocated below. The motion was approved unanimously.

• Recognition	\$3,500.00
• Extracurricular Activities	\$2,500.00
• Athletic Program	\$2,500.00
• Student Enrichment	\$2,467.50
• Student/School Events	\$8,500.00
• Equipment & Materials	\$3,770.00

9. NEW BUSINESS

None was presented

10. PUBLIC COMMENT

A relative of a student spoke about her volunteering to help with school safety.

11. ADJOURNMENT

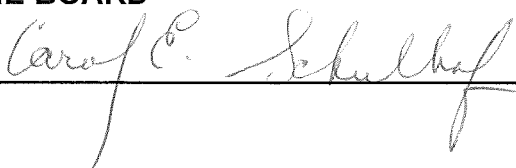
The meeting was adjourned at 6:05 p.m.

**NEXT MEETING:**

**Monday, January 13, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**



*Brooklyn Excelsior Charter School*  
*Board Meeting Minutes*  
*Monday, January 13, 2020 at 5:00 p.m.*

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AT BROOKLYN EXCELSIOR CHARTER SCHOOL  
856 QUINCY STREET, BROOKLYN, NY 11221

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2020
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2020
Carol Schulhof   Secretary	X		June 30, 2022
Lucien Perry   Trustee	X		June 30, 2022
Etta Waddell   Trustee	X		June 30, 2020
Jennifer Wilkins   Trustee	X		June 30, 2021

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Principal
2. Jim McCarthy – NHA
3. Nathalie Chery – Social Worker
4. Kelly Ortagus – Dean
5. Bianca Ellerbe – Office Administrator
6. Atiba Theophille – Dean
7. Michael Dobrin – Teacher
8. Nyree Williams – Teacher
9. Tyra Mandonca – Teacher
10. Aretha Gabriel – Teacher
11. Sierra Mundine – Teacher
12. Megan Weissman – Interim Dean
13. Roderick Hutcherson – Parent
14. Deborah Riley – Parent

1. CALL TO ORDER

Rudyard Ceres called the meeting to order at 5:10 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Rudyard Ceres and duly seconded to approve the agenda as submitted. The motion was approved unanimously.

4. APPROVAL OF THE NOVEMBER 4, 2019 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the November 4, 2019 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. RECOGNITION OF SELECTION OF TRUSTEES

a. Appointment of Etta Waddell

A motion was made by Rudyard Ceres and duly seconded to recognize Etta Waddell's appointment to serve on the Brooklyn Excelsior Charter School Board of Trustees filling the unexpired term of Omar Wasow ending June of 2020. The motion was approved unanimously.

b. Appointment of Jennifer Wilkins

A motion was made by Rudyard Ceres and duly seconded to recognize Jennifer Wilkins' appointment to Serve a one-year Term on the Brooklyn Excelsior Charter School Board of Trustees to Expire in June of 2021. The motion was approved unanimously.

6. APPROVAL OF THE APPOINTMENT OF SALLY GIROUARD

Approval of the Appointment of Sally Girouard

A motion was made by Rudyard Ceres and duly seconded to approve the appointment of Sally Girouard as permanent Principal of Brooklyn Excelsior Charter School and further to express the Board's profound appreciation for her dedicated leadership of the school community during the period of transition. The motion was approved unanimously.

7. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. She expressed her appreciation for the Board's affirmation and its support in the previous months.

As an expression of the school community for Board Appreciation Month, seven students individually thanked Board members for supporting student learning and activities. Cards noting this appreciation were handed to the trustees.

Sally Girouard asked the school's Social Worker, Nathalie Chery, to report initiatives undertaken to assist students applying for high school. Among these activities was the return of Brooklyn Excelsior graduates to describe their experiences in particular high performing high schools.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Proficiency and Growth was discussed.
2. Demographics were discussed.

b. Board Fund Report

The Board Fund balance of \$9,829.69 was reported.

8. COMMITTEE REPORTS

a. Human Resources and Training Report

The Human Resources and Training Report was not presented.

b. Student Curriculum, Performance, and Assessment Report

The Student Curriculum, Performance, and Assessment Report was not presented.



9. DISCUSSION ITEMS

- a. Neighborhood News Update – No report.
- b. The Fall Employee Engagement Survey Summary was discussed. The exceptional response rate was noted.
- c. The 2020 National Charter Schools Conference was discussed. The 2020 National Charter Schools Conference will be held in Orlando, Florida during the week of June 22-24.
- d. The Personal Profile Update Forms were updated by the Board.
- e. The Board Member Snapshot Forms were completed by the Board.
- f. The Proposed 2020-2021 Board Calendar was reviewed by the Board.
- g. The Board Self-Evaluation and Evaluation of NHA were discussed. The Board noted the need to conduct the evaluations.
- h. Board Terms and Resignations were discussed. All trustees expressed willingness to continue to serve on the Board for the remainder of his/her terms.

10. ACTION ITEMS

- a. Approval of the Personnel Hires  
A motion was made by Stephanie Cuba and duly seconded to approve the Personnel Hires of:
  - Kelly Ortagus as a permanent Dean
  - Tyler Jett as a Registrar
  - Bianca Ellerbe as an Office AdministratorThe motion was approved unanimously.
- b. Approval of the 2020-2021 Offered Seats Schedule  
A motion was made by Rudyard Ceres and duly seconded to approve the 2020-2021 Offered Seats Schedule as submitted. The motion was approved unanimously.
- c. Approval of the Board Funds for the 2020 National Charter Schools Conference  
Tabled.
- d. Approval of the Supplemental Costs for the African American Museum in Washington D.C.  
A motion was made by Rudyard Ceres and duly seconded to approve the expenditure of Board Funds not to exceed the amount of \$6,000.00 for the supplemental costs of students to attend the African American Museum in Washington D.C. The motion was approved unanimously.

11. NEW BUSINESS

None was presented.

*Brooklyn Excelsior Charter School*  
*Board Meeting Minutes*  
*Monday, January 13, 2020 at 5:00 p.m.*

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12. PUBLIC COMMENT

None was given.

13. ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

**NEXT MEETING:**

**Monday, February 3, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

*Carol E. Schulke*

AT BROOKLYN EXCELSIOR CHARTER SCHOOL  
856 QUINCY STREET, BROOKLYN, NY 11221

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2020
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2020
Carol Schulhof   Secretary	X		June 30, 2022
Etta Waddell   Trustee	X		June 30, 2020
Jennifer Wilkins   Trustee	X		June 30, 2021
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Principal
2. Megan Weissman – Interim Dean
3. Atiba Theophille – Dean
4. Kelly Ortagus – Dean
5. Jim McCarthy – NHA

**1. CALL TO ORDER**

Rudyard Ceres called the meeting to order at 5:10 p.m.

**2. ROLL CALL**

Roll call was held.

**3. APPROVAL OF THE AGENDA**

A motion was made by Rudyard Ceres and duly seconded to approve the agenda as submitted.  
The motion was approved unanimously.

4. APPROVAL OF THE JANUARY 13, 2020 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the January 13, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. The Board was informed that 25 Brooklyn Excelsior alumni have recently returned to the school to help assist in the learning of current students.

Megan Weismann noted that the K-2 students had visited the National Museum of Mathematics in Manhattan.

b. Board Fund Report

The Board Fund balance of \$3,829.96 was reported.

6. COMMITTEE REPORTS

a. Human Resources and Training Report

The Human Resources and Training Report was not presented.

b. Student Curriculum, Performance, and Assessment Report

The Student Curriculum, Performance, and Assessment Report was not presented. Board members did inquire about the curricular tools being used for instruction.

7. DISCUSSION ITEMS

a. Neighborhood News Update – No report.

b. The Second Quarter Financial Statements were discussed.

8. ACTION ITEMS

a. Appointment of the 2019-2020 Audit Firm

A motion was made by Andra Wishom and duly seconded to appoint Plante Moran as the 2019-2020 Audit Firm. The motion was approved unanimously.

b. Approval of the 2020-2021 Board Calendar

A motion was made by Rudyard Ceres and duly seconded to approve the 2020-2021 Board Calendar as submitted. The motion was approved unanimously.

c. Approval of the Board Funds for the 2020 National Charter Schools Conference

Tabled.



VIA CONFERENCE CALL

DIAL-IN: 866-613-5217 - PARTICIPANT CODE: 28184622

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2023
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2021
Carol Schulhof   Secretary	X		June 30, 2022
Etta Waddell   Trustee		X	June 30, 2023
Jennifer Wilkins   Trustee	X		June 30, 2021
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Principal
2. Atiba Theophille – Dean
3. Kelly Ortagus – Dean
4. Megan Weissman – Interim Dean
5. Michael Dobrin – Teacher
6. Jim McCarthy – NHA

All Board Members and Non-Board Members in attendance participated via phone.

**1. CALL TO ORDER**

Rudyard Ceres called the meeting to order at 5:04 p.m.

Rudyard Ceres noted that the goal of the Board of Trustees was to continue conducting the school's business, while simultaneously protecting the health and safety of the local community in the face of the COVID-19 pandemic. Because of Governor Cuomo's Executive Order 202 temporarily waiving the provisions of Article 7 of the Public Officers Law (OML) it was determined that this meeting be conducted virtually. It was noted the proper posting for this meeting and the appropriate access information did take place.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Rudyard Ceres and duly seconded to approve the agenda as amended. The motion was approved unanimously.

Amendment:

- Move Public Comment prior to Management Reports

4. APPROVAL OF THE FEBRUARY 3, 2020 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the February 3, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. PUBLIC COMMENT

None was given.

6. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. The Board was informed of the remote learning strategies implemented by the school. It was noted that in addition to the distribution of Chromebooks to all who requested, there has been 100% participation in the plan.

The availability and distribution of 'grab and go' foods have been appreciated and will continue in an alternative NHA-partner school.

Attention is being given to the compilation of data regarding student portfolios and performance.

i. School Performance Report Dashboard Suite

The School Performance Report Dashboard Suite was presented.

1. Enrollment and Attendance was reviewed by the Board.
2. The Interim Assessment Report was reviewed by the Board.

ii. Wellness Policy Review

Sally Girouard presented and discussed the Wellness Policy process, goals and objectives, and feedback gathered.

iii. 2020-2021 Academic School Improvement Plan Goals

Tabled.

b. Board Fund Report

The Board Fund balance was reported.

7. COMMITTEE REPORTS

a. Human Resources and Training Report

The Human Resources and Training Report was not presented.

b. Student Curriculum, Performance, and Assessment Report

The Student Curriculum, Performance, and Assessment Report was not presented.

8. DISCUSSION ITEMS

- a. Neighborhood News Update – No report.
- b. The 2019-2020 Board Satisfaction Survey was discussed. It was noted that the submission date for the survey was extended to April 20. Rudyard Ceres encouraged the Trustees to participate in this annual assessment.
- c. Administrative Professionals Week was discussed.
- d. Teacher Appreciation Week was discussed.
- e. The 2020 NHA Board Symposium was discussed.
- f. The Board Binders Preference was discussed. The Board would like four Board binders for the 2020-2021 school year.
- g. The Form 990 was discussed.
- h. Disclosure of Financial Interest Form – Tabled.



9. ACTION ITEMS

a. Approval of the Personnel Hires

A motion was made by Rudyard Ceres and duly seconded to approve the Personnel Hires of:

- Sam Bevet as a Paraprofessional
- Christopher Yard as an Academic Behavioral Specialist
- Caley Crawford as a 5th Grade Teacher
- Kristen O'Brien as a Teacher in Residence
- Megan Weissman as the continued Interim Instructional Leader

The motion was approved unanimously.

b. Reappointment of Rudyard Ceres to Serve an Additional Board Term of Three Years to Expire in June of 2023

A motion was made by Stephanie Cuba and duly seconded to Reappoint Rudyard Ceres to Serve an Additional Three-year Term on the Brooklyn Excelsior Charter School Board of Trustees to Expire in June of 2023. The motion was approved unanimously.

c. Reappointment of Etta Waddell to Serve an Additional Board Term of Three Years to Expire in June of 2023

A motion was made by Stephanie Cuba and duly seconded to Reappoint Etta Waddell to Serve an Additional Three-year Term on the Brooklyn Excelsior Charter School Board of Trustees to Expire in June of 2023. The motion was approved unanimously.

d. Reappointment of Andra Wishom to Serve an Additional Board Term of One Year to Expire in June of 2021

A motion was made by Stephanie Cuba and duly seconded to Reappoint Andra Wishom to Serve an Additional One-year Term on the Brooklyn Excelsior Charter School Board of Trustees to Expire in June of 2021. The motion was approved unanimously.

e. Approval of the 2020-2021 Student Code of Conduct

A motion was made by Rudyard Ceres and duly seconded to approve the 2020-2021 Student Code of Conduct as presented and to authorize the principal to finalize the Student Code of Conduct with the understanding that any substantial changes shall be presented to the Board for approval. The motion was approved unanimously.

f. Approval of the Board Funds for the 2020 National Charter Schools Conference

A motion was made by Rudyard Ceres and duly seconded to approve the expenditure of Board Funds not to exceed the amount of \$4,900.00 for the cost of the following Board members to attend the 2020 National Charter Schools Conference. The motion was approved unanimously.

- Lucien Perry
- Jennifer Wilkins

10. NEW BUSINESS

None was presented.

11. ADJOURNMENT


The meeting was adjourned at 6:14 p.m.

**NEXT MEETING:**

**Monday, May 4, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE**

 R. W. Ceres

AT GOOGLE MEET: [HTTPS://MEET.GOOGLE.COM/FHY-ZDCY-TZE](https://meet.google.com/fhy-zdcy-tze) OR PHONE: 1-484-416-5104, PIN: 378 288 005#

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President	X		June 30, 2023
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2021
Carol Schulhof   Secretary	X		June 30, 2022
Etta Waddell   Trustee	X		June 30, 2023
Jennifer Wilkins   Trustee	X		June 30, 2021
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Principal
2. Atiba Theophille – Dean
3. Kelly Ortagus – Dean
4. Megan Weissman – Interim Dean
5. Michael Dobrin – Teacher
6. Jim McCarthy – NHA

All Board Members and Non-Board Members in attendance participated virtually.

**1. CALL TO ORDER**

Rudyard Ceres called the meeting to order at 5:11 p.m.

**2. ROLL CALL**

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Rudyard Ceres and duly seconded to approve the agenda as amended to consider expenditure from the Board Fund Account. The motion was approved unanimously.

4. APPROVAL OF THE APRIL 6, 2020 BOARD MEETING MINUTES

A motion was made by Rudyard Ceres and duly seconded to approve the April 6, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. The number of students participating in the e-learning strategies of the school was noted, as well as the quantity and quality of their work.

The Board noted with deep appreciation the leadership of the administrative team and the commitment of the teaching staff in servicing the educational needs of the students.

Principal Girouard informed the Board of the continued work being done, in conjunction with NHA, in providing students with all feasible support with workbooks and on-line learning tools.

i. 2020-2021 Academic School Improvement Plan Goals – Tabled.

The 2020-2021 Academic School Improvement Plan goals were referenced and remitted for further expansion post COVID-19.

b. Board Fund Report

The Board Fund balance was reported.

6. COMMITTEE REPORTS

a. Human Resources and Training Report

The Board noted the resumes and recommendations for the proposed new staff hires.

b. Student Curriculum, Performance, and Assessment Report

The Student Curriculum, Performance, and Assessment Report was not presented.

**7. DISCUSSION ITEMS**

- a. Neighborhood News Update – No report.
- b. The Disclosure of Financial Interest Form was discussed.
- c. The Dignity for All Students Act (DASA) Update was discussed.
- d. The Third Quarter Financial Statements were presented and accepted.

**8. ACTION ITEMS**

a. Approval of the Personnel Hires

A motion was made by Rudyard Ceres and duly seconded to approve the Personnel Hires of:

- Alane Suckoo as a Teacher in Residence
- Ashley Freeman as an 8th Grade Special Education Teacher
- Dominique Curtis as a Teacher in Residence
- Peter Hurvitz as a 6th Grade English Language Arts Teacher

The motion was approved unanimously.

b. Approval of the 2020-2021 Initial Budget Proposal

A motion was made by Andra Wishom and duly seconded to approve the 2020-2021 Initial Budget Proposal as submitted. The motion was approved unanimously.

c. Approval of the Board Fund Rollover Request

A motion was made by Rudyard Ceres and duly seconded to approve the rollover of Board Funds into the available balance of the Board Fund Account in the amount of \$2,660.57 previously approved for the items listed on the Board Fund Rollover Request as submitted. The motion was approved unanimously.

d. Approval of the Request to Close Out Resolution #1047BR0420001 2020 NCSC

A motion was made by Rudyard Ceres and duly seconded to approve the Request to Close Out Resolution #1047BR0420001 2020 NCSC. The motion was approved unanimously.

e. Approval of the Teacher Appreciation Initiative

A motion was made by Rudyard Ceres and duly seconded to approve the expenditure of Board Funds not to exceed the amount of \$1,500.00 for the cost of the Teacher Appreciation Initiative. The motion was approved unanimously.

**9. NEW BUSINESS**

The Board discussed the matter of assessments and grading resulting from COVID-19.

10. PUBLIC COMMENT

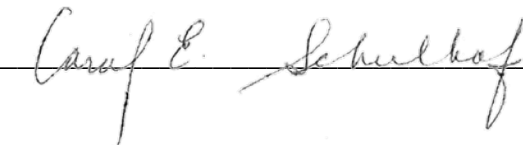
None was given.

11. ADJOURNMENT

The meeting was adjourned at 6:04 p.m.

**NEXT MEETING:**  
**Monday, June 1, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

AT ZOOM MEETING:

HTTPS://US02WEB.ZOOM.US/J/81134532174?PWD=U1Y4CUVKM1BMMUL4C3LUZURNUF  
CZQT09

**BOARD OF TRUSTEES:**

	PRESENT	NOT PRESENT	TERM EXPIRATION
Rudyard Ceres   President		X	June 30, 2023
Stephanie Cuba   Vice President	X		June 30, 2022
Andra Wishom   Treasurer	X		June 30, 2021
Carol Schulhof   Secretary	X		June 30, 2022
Etta Waddell   Trustee		X	June 30, 2023
Jennifer Wilkins   Trustee	X		June 30, 2021
Lucien Perry   Trustee	X		June 30, 2022

**NON-BOARD MEMBERS ATTENDING:**

1. Sally Girouard – Principal
2. Atiba Theophile – Dean
3. Kelly Ortagus – Dean
4. Megan Weissman – Interim Dean
5. Michael Dobrin – Teacher
6. Andrew Gayle – NHA
7. Jim McCarthy – NHA

All Board Members and Non-Board Members in attendance participated virtually.

1. CALL TO ORDER

Stephanie Cuba called the meeting to order at 5:13 p.m.

2. ROLL CALL

Roll call was held.

3. APPROVAL OF THE AGENDA

A motion was made by Stephanie Cuba and duly seconded to approve the agenda as amended. The motion was approved unanimously.

Amendment:

- Add Executive Session following Public Comment

4. APPROVAL OF THE MAY 4, 2020 BOARD MEETING MINUTES

A motion was made by Stephanie Cuba and duly seconded to approve the May 4, 2020 Board Meeting Minutes as submitted. The motion was approved unanimously.

5. MANAGEMENT REPORTS

a. Principal Report

Sally Girouard presented the Principal Report. Particularly noted were strategies developed by the school in conjunction with NHA to track interaction between teacher and students during distance learning. Refined firewalls have enabled more effective use of the internet platforms. Principal Girouard informed the Board that 80% of the students are in weekly contact with their teachers and continuous efforts are undertaken to engage those not regularly responsive.

Virtual graduation exercises are being crafted by Atiba Theophile and Megan Weissman. Michael Dobrin is creating a summer learning program which will target the lower performing students.

It was noted that teachers have been nominated for recognition as Teachers of Excellence by NHA. Four teachers, including Michael Dobrin, have applied for NHA's Dean Prep, which Megan Weissman recently completed.

The Board was thanked for providing school hoodies for the staff as part of Teacher Appreciation Week.



i. 2020-2021 Academic School Improvement Plan Goals

Sally Girouard presented the 2020-2021 Academic School Improvement Plan goals. It was noted that the goals include refined ELA and math curricular tools and focused academic progress.

ii. Whistleblower Report

Sally Girouard presented the Whistleblower Report. There were no instances noted.

b. Board Fund Report

The Board Fund balance was reported.

6. COMMITTEE REPORTS

a. Human Resources and Training Report

Stephanie Cuba expressed appreciation to Megan Weissman for her work in creating committees to enhance school culture and staff engagement. A depiction of these were presented to the Board.

b. Student Curriculum, Performance, and Assessment Report

Carol Schulhof requested that the Board be informed of the high school placement of the graduates and expressed appreciation for the efforts undertaken to engage 7th grade parents in preparation for high school entrance exams.

7. DISCUSSION ITEMS

a. Neighborhood News Update – No report.

b. The Spring Employee Engagement Survey Summary was discussed.

8. ANNUAL MEETING ACTION ITEMS

a. Approval of the Election of Officers

A motion was made by Stephanie Cuba and duly seconded to approve the officers as listed below. The motion was approved unanimously.

<u>Name</u>	<u>Position</u>
Rudyard Ceres	President
Stephanie Cuba	Vice President
Andra Wishom	Treasurer
Carol Schulhof	Secretary

b. Appointment of the Board Legal Counsel

A motion was made by Stephanie Cuba and duly seconded to appoint Barclay Damon as the Board Legal Counsel. The motion was approved unanimously.

c. Appointment of the AHERA Contact

A motion was made by Stephanie Cuba and duly seconded to appoint the NHA Director of Construction as the AHERA Contact. The motion was approved unanimously.

d. Appointment of the Title VI, Title IX, and Section 504 Contact

A motion was made by Stephanie Cuba and duly seconded to appoint the School Principal as the Title VI, Title IX, and Section 504 Contact. The motion was approved unanimously.

e. Appointment of the Whistleblower Compliance Officer

A motion was made by Stephanie Cuba and duly seconded to appoint the School Principal as the Whistleblower Compliance Officer. The motion was approved unanimously.

9. ACTION ITEMS

a. Approval of the Personnel Hires

A motion was made by Stephanie Cuba and duly seconded to approve the Personnel Hires of:

- Bernadette Boyd as a 6th Grade Special Education Teacher
- Lenin Ovalles as a Music Teacher
- Toni Adler as a Teacher in Residence

The motion was approved unanimously.

b. Authorization of the Board President to Approve the 2020-2021 School Calendar

A motion was made by Stephanie Cuba and duly seconded to Authorize the Board President to Approve the 2020-2021 School Calendar on behalf of the Board and bring back to the Board for ratification at a future Board meeting. The motion was approved unanimously.

10. NEW BUSINESS

Jim McCarthy introduced Andrew Gayle who will be the new NHA Board Representative.

11. PUBLIC COMMENT

None was given.

## 12. EXECUTIVE SESSION

A motion was made by Stephanie Cuba and seconded by Lucien Perry to enter executive session in order to discuss a personnel issue. Jim McCarthy, Andrew Gayle, and Sally Girouard were invited into the session.

The motion was approved in a roll call vote.

Stephanie Cuba voted yes  
Andra Wishom voted yes  
Carol Schulhof voted yes  
Jennifer Wilkins voted yes  
Lucien Perry voted yes

## EXECUTIVE SESSION

A motion was made by Stephanie Cuba and seconded by Lucien Perry to re-enter open session.

The motion was approved in a roll call vote.

Stephanie Cuba voted yes  
Andra Wishom voted yes  
Carol Schulhof voted yes  
Jennifer Wilkins voted yes  
Lucien Perry voted yes

## 13. ADJOURNMENT

The meeting was adjourned at 6:21 p.m.

**NEXT MEETING:**  
**Monday, August 3, 2020 at 5:00 p.m.**

**OFFICER OF THE BOARD**

**SIGNATURE** \_\_\_\_\_

# Brooklyn Excelsior Charter School

## 2020-21 School Year

July/August						
Su	M	T	W	Th	F	Sa
26	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	31					

July 13-16 - NHA Leadership Summit  
 July 17 - New Principal Training  
 August 10-14 - New Teacher Summit

31st Staff PD

September						
Su	M	T	W	Th	F	Sa
		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			

1st-4th Staff PD; 3rd New Parent Orientation  
 7th Labor Day; 8th First Day of School  
 18th Rosh Hashanah  
 28th Yom Kippur

October						
Su	M	T	W	Th	F	Sa
				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

12th Columbus Day  
 20th Regional PD

November						
Su	M	T	W	Th	F	Sa
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					

3rd Election Day; 6th End of 1st Quarter  
 10th PT Conferences; 11th Veteran's Day  
 26th-27th Thanksgiving Break

December						
Su	M	T	W	Th	F	Sa
		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		

24th-Jan 1st Winter Break

January						
Su	M	T	W	Th	F	Sa
					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						

1st New Year's Day  
 4th School Resumes; 8th End of 2nd Quarter  
 18th MLK Day

February						
Su	M	T	W	Th	F	Sa
	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						

15th-19th Mid Winter Break  
 22nd School Resumes

March						
Su	M	T	W	Th	F	Sa
	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			

16th-17th Principals Mtg  
 26th End of 3rd Quarter  
 30th PT Conferences

April						
Su	M	T	W	Th	F	Sa
				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	

2nd-9th Spring Break  
 12th School Resumes

May						
Su	M	T	W	Th	F	Sa
						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					

31st Memorial Day

June						
Su	M	T	W	Th	F	Sa
		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			

3rd Regional PD/Chancellor's Day

18th End of 4th Quarter  
 25th Last Day of School

July						
Su	M	T	W	Th	F	Sa
				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

 Students Do Not Report/ Staff Report All Day  
 Students Report Half Day/ Staff Report All Day  
 Students/ Staff Do Not Report

Board Approved:

Last Update:

180 School Days  
 7:30am- 3:00pm School Hours  
 7:30am - 11:30am (half)

1301.75 Instructional Hours

# Brooklyn Excelsior Charter School

## 2020-21 School Year

July/August							July 13-16 - NHA Leadership Summit July 17 - New Principal Training August 10-14 - New Teacher Summit
Su	M	T	W	Th	F	Sa	
26	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	31						31st Staff PD
September							
Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	1st-4th Staff PD; 3rd New Parent Orientation
6	7	8	9	10	11	12	7th Labor Day; 8th First Day of School
13	14	15	16	17	18	19	18th Rosh Hashanah
20	21	22	23	24	25	26	
27	28	29	30				28th Yom Kippur
October							
Su	M	T	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	12th Columbus Day
18	19	20	21	22	23	24	20th Regional PD
25	26	27	28	29	30	31	
November							
Su	M	T	W	Th	F	Sa	
1	2	3	4	5	6	7	3rd Election Day; 6th End of 1st Quarter
8	9	10	11	12	13	14	10th PT Conferences; 11th Veteran's Day
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	26th-27th Thanksgiving Break
29	30						
December							
Su	M	T	W	Th	F	Sa	
		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	24th-Jan 1st Winter Break
27	28	29	30	31			
January							
Su	M	T	W	Th	F	Sa	
					1	2	1st New Year's Day
3	4	5	6	7	8	9	4th School Resumes; 8th End of 2nd Quarter
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	18th MLK Day
24	25	26	27	28	29	30	
31							

	Students Do Not Report/ Staff Report All Day
	Students Report Half Day/ Staff Report All Day
	Students/ Staff Do Not Report

Board Approved: 8/25/2020

February							
Su	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	15th-19th Mid Winter Break
21	22	23	24	25	26	27	22nd School Resumes
28							
March							
Su	M	T	W	Th	F	Sa	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	16th-17th Principals Mtg
21	22	23	24	25	26	27	26th End of 3rd Quarter
28	29	30	31				30th PT Conferences
April							
Su	M	T	W	Th	F	Sa	
				1	2	3	
4	5	6	7	8	9	10	2nd-9th Spring Break
11	12	13	14	15	16	17	12th School Resumes
18	19	20	21	22	23	24	
25	26	27	28	29	30		
May							
Su	M	T	W	Th	F	Sa	
						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						31st Memorial Day
June							
Su	M	T	W	Th	F	Sa	
		1	2	3	4	5	3rd Regional PD/Chancellor's Day
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	18th End of 4th Quarter
20	21	22	23	24	25	26	25th Last Day of School
27	28	29	30				
July							
Su	M	T	W	Th	F	Sa	
				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	

Last Update: 7/27/2020

180 School Days

7:30am- 3:00pm School Hours

7:30am - 11:30am (half)

1208 Instructional Hours



# FIRE DEPARTMENT

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

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.31.2019.

### PREMISES

EXCELSIOR SCHOOL OF BROOKLYN  
856 Quincy Street  
Brooklyn NY 11221

EXCELSIOR SCHOOL OF BROOKLYN  
856 Quincy Street  
Brooklyn NY 11221

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 **01.14.2019**.

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

~~XXX~~ 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.

**NOTE: FDNY SUMMONS # 11652707Y; VC6, VC17 ISSUED**

\_\_\_\_\_ As of XXXXXXXX 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.

*Tomasz Korbas*

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU



# Certificate of Occupancy

CO Number: 301756151F

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*

<b>A.</b>	Borough: Brooklyn	Block Number:		Certificate Type: Final
	Address: 856 QUINCY STREET	Lot Number(s):		Effective Date: 01/25/2006
	Building Identification Number (BIN):	Building Type:		
	Special District: None			
This Certificate supercedes CO Number(s): None				
For zoning lot metes & bounds, please see BISWeb.				
<b>B.</b>	Construction classification:	Number of stories:		
	Building Occupancy Group classification:	Height in feet:		
	Multiple Dwelling Law Classification: None	Number of dwelling units: 0		
<b>C.</b>	Fire Protection Equipment: None associated with this filing.			
<b>D.</b>	Type and number of open spaces: Parking spaces (4), Parking (3130 square feet)			
<b>E.</b>	This Certificate is issued with the following legal limitations: None			
Borough Comments: None				

Borough Commissioner  
Brooklyn 1

Borough Commissioner

Commissioner

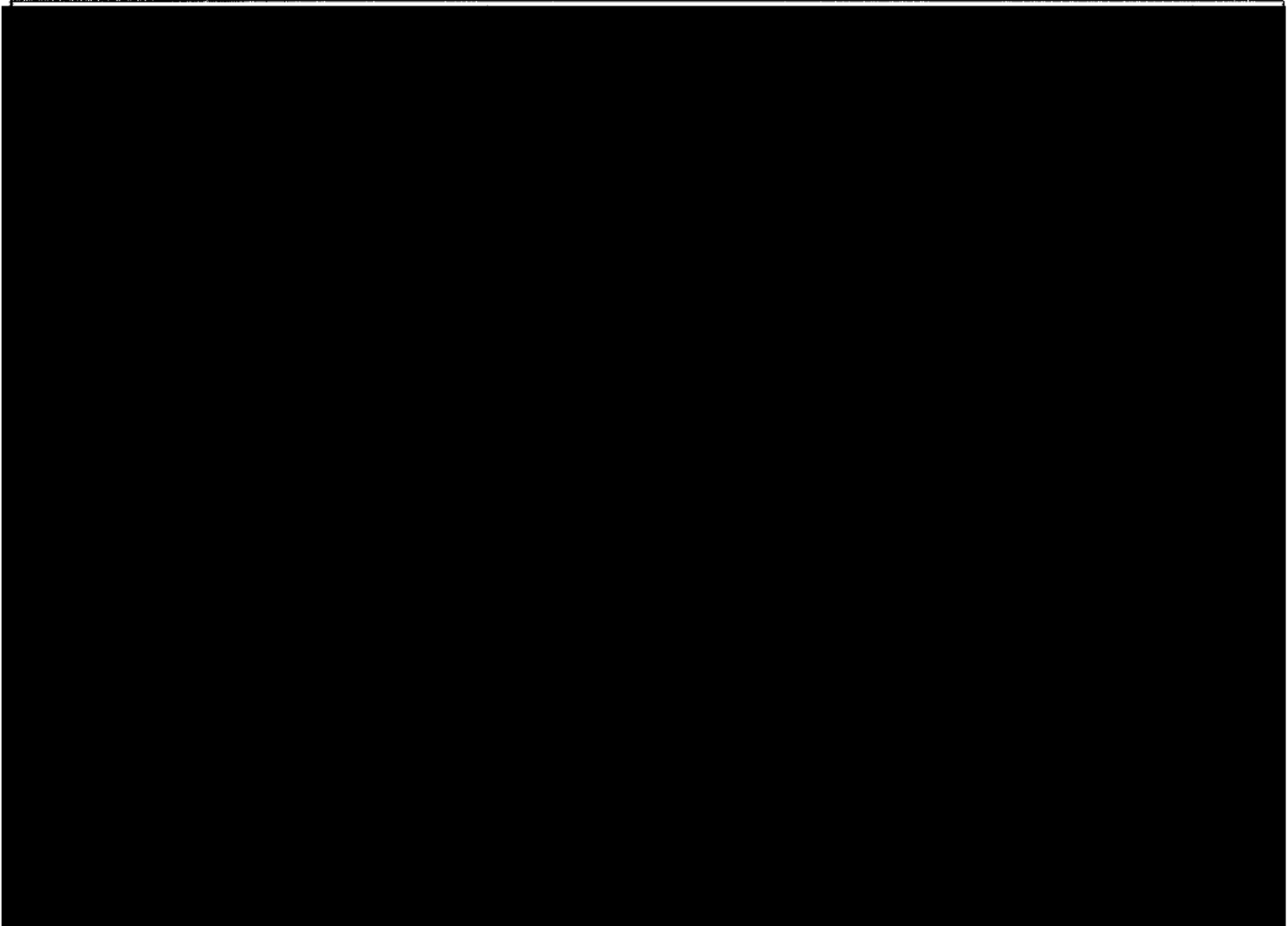


# Certificate of Occupancy

CO Number: 

## 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
------------------	---------------------------------	---------------------------------	--	--	---	---------------------	--------------------



END OF SECTION

  
Borough Commissioner  
Brooklyn 1

Borough Commissioner



Commissioner