Application: Brooklyn Prospect Charter School - CSD 13

Ashley Platt - aplatt@prospectschools.org
Annual Reports

Summary

ID: 0000000243
Status: Annual Report Submission

Entry 1 School Info and Cover Page

Completed Aug 26 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

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 13 331300861077

a1. Popular School Name

Brooklyn Prospect Downtown Elementary School; Brooklyn Prospect Clinton Hill Middle School

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 #13 - BROOKLYN

d. DATE OF INITIAL CHARTER

6/2014

e. DATE FIRST OPENED FOR INSTRUCTION

6/2016

h. SCHOOL WEB ADDRESS (URL)

https://www.brooklynprospect.org/

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

720

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

628

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

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

Yes

I2. NAME OF CMO/EMO AND ADDRESS

NAME OF CMO/EMO	Prospect Schools
PHYSICAL STREET ADDRESS	355 Bridge Street
CITY	Brooklyn
STATE	New York
ZIP CODE	11201
EMAIL ADDRESS	aplatt@prospectschools.org
CONTACT PERSON NAME	Ashley Platt

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for 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	80 Willoughby Street Brooklyn, NY 11201	[redacted]	NYC CSD 13	K-5	K-5

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Folake Akinola-Pinard	[redacted]		fakinola-pinard@brooklynprospect.org
Operational Leader	Andrea Khan			akhan@brooklynprospect.org
Compliance Contact	Ashley Platt			aplatt@prospectschools.org
Complaint Contact	Folake Akinola-Pinard			fakinola-pinard@brooklynprospect.org
DASA Coordinator	Jenna Talesnick			jtalesnick@brooklynprospect.org
Phone Contact for After Hours Emergencies	Folake Akinola-Pinard			fakinola-pinard@brooklynprospect.org

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

CofO-80Willoughby.pdf

Filename: CofO-80Willoughby.pdf **Size:** 459.6 kB

Site 1 Fire Inspection Report

School Site 2

m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	1100 Fulton Street Brooklyn, NY 11238	[redacted]	NYC CSD 13	6-8	6-8

m2a. Please provide the contact information for Site 2.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Jackie DeLuca	[redacted]		jdeluca@brooklynprospect.org
Operational Leader	Courtney Sakamoto			csakamoto@brooklynprospect.org
Compliance Contact	Ashley Platt			aplatt@prospectschools.org
Complaint Contact	Jackie DeLuca			jdeluca@brooklynprospect.org
DASA Coordinator	Jessica Ruperto Rivera			jruperto-rivera@brooklynprospect.org
Phone Contact for After Hours Emergencies	Jackie DeLuca			jdeluca@brooklynprospect.org

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

Private Space

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

m2d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 if located in private space in NYC or located outside of NYC .

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 2 Certificate of Occupancy (COO)

190411-CertOfOccupancy.pdf

Filename: 190411-CertOfOccupancy.pdf **Size:** 675.0 kB

Site 2 Fire Inspection Report

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

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).

Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
		In 2019-20, the		

1	Change in admissions/enrollment policy	Board enacted a material change to the enrollment policy, increasing the socioeconomically disadvantaged (SED) set-aside (in-district and out-of district) from 45% to 50% for intake/lottery grades (Kindergarten, 6th).		
2	Change in discipline or code of conduct policy	The 2019 BPCS Policy Handbook was revised to include updated content in these sections: Discipline Policy Dignity for All Students Act Levelled Disciplinary Infractions Bullying, Bias and Harassment Behavior Interventions, Tracking and Communication In general, the changes reflected our network shift towards restorative justice alternatives to punitive discipline; emphasis on DASA interventions that promote inclusion and safety; alignment with		

		NYC DOE’s updated disciplinary levels; increased focus on behavior supports for struggling students.		
3				
4				
5				

More revisions to add?

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.

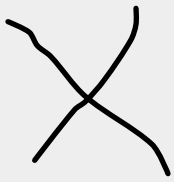
Name	Ashley Platt
Position	Director of Network Operations
Phone/Extension	[redacted]
Email	aplatt@prospectschools.org

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 Aug 26 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 PROSPECT CHARTER SCHOOL-CSD 13 331300861077

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/profile.php?instid=800000083987

Entry 3 Progress Toward Goals

Completed Aug 26 2020 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”.

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				

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

	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

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

Incomplete

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.

Entry 7 Disclosure of Financial Interest Form

Completed Aug 26 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.

Rohan Gopaldas Trustee Financial Disclosure Form

Filename: Rohan Gopaldas Trustee Financial Discl CrTFDWq.pdf **Size:** 322.9 kB

Ahmed Haque Trustee Financial Disclosure Form

Filename: Ahmed Haque Trustee Financial Disclosu zJMrmMF.pdf **Size:** 386.7 kB

Gravelle Pierre Trustee Financial Disclosure Form

Filename: Gravelle Pierre Trustee Financial Disc zY1tT5l.pdf **Size:** 65.7 kB

David von Spreckelsen Trustee Financial Disclosure

Filename: David von Spreckelsen Trustee Financia gxwIWN0.pdf **Size:** 66.8 kB

Sam Koch Trustee Financial Disclosure Form

Filename: Sam Koch Trustee Financial Disclosure c1tUTMu.pdf **Size:** 322.7 kB

Sara Keenan Trustee Financial Disclosure Form

Filename: Sara Keenan Trustee Financial Disclosu 5NLBXmp.pdf **Size:** 316.7 kB

Christine Burke Trustee Financial Disclosure Form

Filename: Christine Burke Trustee Financial Disc NrUlL4Q.pdf **Size:** 2.9 MB

Jilian Gersten Trustee Financial Disclosure

Filename: Jilian Gersten Trustee Financial Discl JBLIA4Z.pdf **Size:** 5.7 MB

Jill Inbar Trustee Financial Disclosure Form

Filename: Jill Inbar Trustee Financial Disclosur aFDJKVo.pdf **Size:** 2.1 MB

Entry 8 BOT Membership Table

Completed Aug 26 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 PROSPECT CHARTER SCHOOL-CSD 13 331300861077

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

	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	Burke, Christine [redacted]	Treasurer	Executive; Academic Oversight; Audit & Finance (Chair)	Yes	3	07/01/2018	06/30/2021	12
2	Gersten, Jilian [redacted] Gopaldas	Parent Rep	N/A	Yes	2	07/01/2019	06/30/2020	12

3	, Rohan [redacted]	Trustee/Member	N/A	Yes	1	02/01/2019	09/24/2019	5 or less
4	Inbar, Jill [redacted]	Chair	Executive (Chair); Academic Oversight; Audit & Finance; Facilities; Governance	Yes	2	07/01/2018	06/30/2021	12
5	Haque, Ahmed [redacted]	Trustee/Member	Academic Oversight (Chair)	Yes	1	10/02/2019	10/02/2022	12
6	Keenan, Sara [redacted]	Trustee/Member	Academic Oversight	Yes	1	01/13/2020	01/13/2023	12
7	Koch, Sam [redacted]	Trustee/Member	Executive; Governance (Chair)	Yes	3	07/01/2018	06/30/2021	12
8	Pierre, Gravelle [redacted]	Secretary	Audit & Finance	Yes	1	06/30/2019	06/30/2022	12
9	Von Spreckelsen, David [redacted]	Trustee/Member	Executive; Facilities (Chair)	Yes	3	07/01/2018	06/30/2020	

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	8
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	8

3. Number of Board meetings held during 2019-2020

18

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Aug 26 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.

03.05.2020 BPCS Board Meeting Minutes

Filename: 3.05.2020 BPCS Board Meeting Minutes rfpd7ay.pdf **Size:** 114.3 kB

03.13.2020 BPCS Board Meeting Minutes

Filename: 3.13.2020 BPCS Board Meeting Minutes 6rx7Qtc.pdf **Size:** 113.1 kB

03.18.2020 BPCS Board Meeting Minutes

Filename: 03.18.2020 BPCS Board Meeting Minutes pQypxHh.pdf **Size:** 122.0 kB

03.22.2020 BPCS Board Meeting Minutes

Filename: 03.22.2020 BPCS Board Meeting Minutes lRyn9To.pdf **Size:** 116.7 kB

05.12.2020 BPCS Board Meeting Minutes

Filename: 5.12.2020 BPCS Board Meeting Minutes iErVMgw.pdf **Size:** 112.5 kB

06.29.2020 BPCS Board Meeting Minutes

Filename: 6.29.2020 BPCS Board Meeting Minutes AaaPhEC.pdf **Size:** 169.5 kB

05.20.2020 BPCS Board Meeting Minutes

Filename: 5.20.2020 BPCS Board Meeting Minutes DV2n8Py.pdf **Size:** 116.7 kB

06.02.2020 BPCS Board Meeting Minutes

Filename: 6.2.2020 BPCS Board Meeting Minutes w7oiEpx.pdf **Size:** 111.8 kB

02.12.2020 BPCS Board Meeting Minutes

Filename: 2.12.2020 BPCS Board Meeting Minutes 21JO8WC.pdf **Size:** 146.4 kB

04.22.2020 BPCS Board Meeting Minutes

Filename: 4.22.2020 BPCS Board Meeting Minutes a3d6J3V.pdf **Size:** 146.0 kB

04.14.2020 BPCS Board Meeting Minutes

Filename: 4.14.2020 BPCS Board Meeting Minutes BeIZ21z.pdf **Size:** 142.0 kB

02.06.2020 BPCS Board Meeting Minutes

Filename: 2.06.2020 BPCS Board Meeting Minutes 2iJem65.pdf **Size:** 136.7 kB

02.21.2020 BPCS Board Meeting Minutes

Filename: 2.21.2020 BPCS Board Meeting Minutes VxlYbjE.pdf **Size:** 138.8 kB

10.16.2019 BPCS Board Meeting Minutes

Filename: 10.16.2019 BPCS Board Meeting Minutes hUj3pSv.pdf **Size:** 135.1 kB

12.11.2019 BPCS Board Meeting Minutes

Filename: 12.11.2019 BPCS Board Meeting Minutes WkSK2X6.pdf **Size:** 145.6 kB

11.13.2019 BPCS Board Meeting Minutes

Filename: 11.13.2019 BPCS Board Meeting Minutes d934ze3.pdf **Size:** 144.7 kB

09.23.2019 BPCS Board Meeting Minutes

Filename: 9.23.2019 BPCS Board Meeting Minutes RaCc0TG.pdf **Size:** 150.7 kB

01.15.2020 BPCS Board Meeting Minutes

Filename: 01.15.2020 BPCS Board Meeting Minutes H3zGIu0.pdf **Size:** 140.6 kB

Entry 10 Enrollment & Retention

Completed Aug 26 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 PROSPECT CHARTER SCHOOL-CSD 13 331300861077

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
Economically Disadvantaged	Our admissions policy provides for lottery preference for incoming families eligible for free and reduced-price lunch. Recruitment occurred throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch. Updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.	Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open seats for economically disadvantaged applicants. Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch. We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.
English Language Learners/Multilingual Learners	Our application is available in multiple languages (English, Mandarin and Spanish) Spanish translation is offered at our admissions information sessions. Brochures are distributed in Spanish and English. We provide outreach by multi-lingual staff and in immigrant communities. Advertising and school materials and communications are	Our application is available in multiple languages (English and Spanish). Spanish translation is offered at our admissions information sessions. Mandarin translation is provided, as needed, by staff. Brochures are distributed in Spanish and English. We provide outreach by multi-lingual staff and in immigrant communities. Advertising and school materials

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

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	Brooklyn Prospect has hired a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled. We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, and other programs that have fees.	Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled. We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, after-school programming, and other programs that have fees.
English Language Learners/Multilingual Learners	Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full time ELL specialist is on staff to work with teachers and families. Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.	Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full time ELL specialist is on staff to work with teachers and families. Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.
Students with Disabilities	We have a full special education department ('Student Support Services') which is advertised on our website, along with team bios. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.	We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website. Further, we offer a range of i services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.

Entry 12 Percent of Uncertified Teachers

Completed Aug 26 2020 Hidden from applicant

Instructions

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

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

Entry 12 Uncertified Teachers

School Name: **BROOKLYN PROSPECT CHARTER SCHOOL-CSD 13 331300861077**

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	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	0

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	0

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 3rd 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.

Prospect Schools Calendar of Important Dates 2020-2021

Filename: Prospect Schools Calendar of Important r2lUtCw.pdf **Size:** 141.5 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 Prospect Charter School - CSD 13

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 Aug 26 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 Prospect Charter School - CSD 13

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
	658	489	500

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 Participa

														ting Students
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
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		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	

		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
		✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	✖	
Total															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Incomplete Hidden from applicant

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.

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

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

1. Name of education corporation: Prospect Schools

2. Trustee's name (print): Rohan P. Gopaldas

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): N/A

[redacted]

No d 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 *Please write "None" if applicable. Do not leave this space blank.*	NONE	NONE	NONE

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	NONE	NONE	NONE	NONE

Please write "None" if applicable. Do not leave this space blank.

_____

Signature

July 22, 2020

Date

Form Revised November 16, 2015

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The State University of New York

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DATE RECEIVED: _____

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

1. Name of education corporation: Brooklyn Prospect Charter School

2. Trustee's name (print): Ahmed Faisal Haque

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Academic Committee Chair

[redacted]

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))
NA	None	NA	NA

Please write "None" if applicable. Do not leave this space blank.

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**
NA	None	NA	NA	NA

Please write "None" if applicable. Do not leave this space blank.

Ahmed Hamed

_____

Signature

June 15, 2020

Date

Form Revised November 16, 2015

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The State University of New York

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DATE RECEIVED: _____

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

1. Name of education corporation: **Brooklyn Prospect Charter School**

2. Trustee's name (print): **Gravelle Pierre**

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): **N/A**

[redacted]

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	

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		

Signature

24 JUNE 2020

Date

Form Revised November 16, 2015

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The State University of New York

FOR INSTITUTE USE ONLY
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DATE RECEIVED: _____

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

1. Name of education corporation: BROOKLYN PROSPECT CHARTER SCHOOL
2. Trustee's name (print): DAVID VON SPRECKELSEN
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): FACILITIES COMMITTEE CHAIR

[redacted]

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	NONE	
Please write "None" if applicable. Do not leave this space blank.			

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
	N/A			

Please write "None" if applicable. Do not leave this space blank.

Signature

7/12/20

Date

Form Revised November 16, 2015

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

SUNY Charter Schools Institute
The State University of New York

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

1. Name of education corporation: Brooklyn Prospect Charter School

2. Trustee's name (print): Sam Koch

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Chair, Governance Committee

[redacted]

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 .	

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.		

_____ _7/15/2020_____

Signature ***Date***

Form Revised November 16, 2015

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

SUNY Charter Schools Institute
The State University of New York

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

1. Name of education corporation: Brooklyn Prospect _____

2. Trustee's name (print): Sara Keenan _____

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): Secretary -starting in July 2020

[redacted]

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.			

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				

_____Sara M. Keenan_____
_7/14/20_____
Signature ***Date***

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 t Avoid Conflic of Interest
None				

Signature

7/14/20
Date

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

SUNY Charter Schools Institute
The State University of New York

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

1. Name of education corporation: BROOKLYN PROSPECH CHARTER SCHOOL
2. Trustee's name (print): CHRISTINE C BURKE
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): CHAIR OF FINANCE COMMITTEE

[redacted]

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 —		/

Please write "None" if applicable. Do not leave this space blank.

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	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 t	Steps Taken to Avoid Conflict of Interest
[redacted]				blank.

Christine Burke
Signature

21 June 2020
Date

Form Revised November 16, 2015

FOR INSTITUTE USE ONLY

FILING FOR SCHOOL YEAR: _____

DATE RECEIVED: _____

SUNY Charter Schools Institute
The State University of New York

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

1. Name of education corporation: BROOKLYN PROSPECT / PROSPECT SCHOOLS
2. Trustee's name (print): JILIAN CAHAN GERSTEN
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): EX-OFFICIO MEMBER

[redacted]

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))
N	O	N	E

Please write "None" if applicable. Do not leave this space blank.

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	Nature of	Approximate	Name of Trustee and/or Immediate Family Holding an	Steps Taken to Avoid Conflict of Interest
[redacted]				
Please write "None" if applicable. Do not leave this space blank.	NONE	NONE	NONE	N/A

Signature 7/14/20 *Date*

Form Revised November 16, 2015

SUNY Charter Schools Institute
The State University of New York

FOR INSTITUTE USE ONLY
FILING FOR SCHOOL YEAR: _____
DATE RECEIVED: _____

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

1. Name of education corporation: BROOKLYN PROSPECT CHARTER SCHOOL
2. Trustee's name (print): JILI JINBAR
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): BOARD CHAIR

[redacted]

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	NONE	NONE	NONE

Please write "None" if applicable. Do not leave this space blank.

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	NONE	NONE	NONE	NONE

Please write "None" if applicable. Do not leave this space blank.

Signature 6/18/2020 ***Date***

Form Revised November 16, 2015

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
March 5, 2020
4:30 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Thursday, March 5, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Jilian Gersten
Gravelle Pierre
Ahmed Haque

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Hillary Prince, CFO and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:30 pm.

Governance

Jill began the meeting by reviewing Prospect Schools Mission and Core Values.

Hillary provided an overview of Prospect Schools' Compensation Philosophy and led a discussion on the steps necessary to enact a proposed faculty and staff compensation increase for the Network.

Trustees followed with questions on both the feasibility and sustainability of the intended budget reductions necessary to make the compensation increase budget-neutral. Christine and Hillary responded with specific details of efficiencies that the schools were working to achieve by the end of the school year. Hillary also commented that Network Leadership was in frequent contact with the schools during this process.

After a full discussion, Jill called for a motion to approve the compensation increase. Christine moved and David seconded the motion. All Trustees voted in the affirmative and the motion was unanimously approved.

Facilities

David updated the Board on the 17th Street Development. Although the developer is awaiting final authorization, the project is again moving forward after a period of delays. David communicated that he is optimistic about meeting the scheduled move-in date. After further discussion, Jill called for a motion to approve the 17th Street Lease Amendment. David moved and Christine seconded the motion. All Trustees voted in the affirmative and the motion was unanimously approved.

Jill concluded with a brief summary of upcoming events.

The meeting was officially adjourned at 5:00pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
March 13, 2020
2:00 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Friday, March 13, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Sam Koch
Gravelle Pierre
Sara Keenan
David von Spreckelsen

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff..

Jill Inbar served as Chairperson and Jennifer Perkins served as secretary of the meeting.
The meeting was called to order at 2:06 pm.

Coronavirus

Dan Rubenstein framed for the Board that Prospect Schools would be recommending suspension of in-person classes in light of the coronavirus outbreak. He detailed the consideration that went into the recommendation to suspend classes.

Dan proposed to shutdown both middle schools and the high school on Monday, followed by the shutdown of the elementary school on Tuesday. All schools would engage in remote learning, for which the network had been preparing. He proposed closing for 2 weeks, during which the network would reevaluate the need to remain closed.

.
Jonathan McIntosh reviewed a detailed timeline for school closing and plan for continuity of learning, as well as plans for distributing food and technology to students.

Sam motioned to approve the recommendation of the Prospect Schools leadership to suspend in-person classes, Sara seconded. The Board unanimously approved.

The Board also discussed parental responses to the WTMS move.

The meeting was adjourned at 2:34pm.

Respectfully submitted, Jen Perkins.

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Quarterly Meeting
March 18, 2020
4:30pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, March 18, 2020 at 4:31 PM EST via video conference. The following Trustees participated via video conference or telephone, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff. Also present were several members of the public: Andrea Scotting, Ardeshir Khazaei, Dana Gallagher, Dr. Koray Caliskan, Emily Stubbs, David Oakland, Felicia Jackson, Jason Mogel, Karoline Hassfurter, Les Wacker, Rachael Kilian, Tali Noimann, Brian Hull, Gina Zucker, Steven Miller and two unidentified members of the public.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:31pm.

Review of Mission

David read aloud the Mission. Ahmed reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments on the minutes from the February 6th meeting--circulated to the Board in advance. After an opportunity to discuss them, Ahmed motioned to approve Board minutes from the February 6th meeting and David seconded the motion. The motion was unanimously approved.

Jill asked if there were any questions or comments on the minutes from the February 12th meeting--circulated to the Board in advance. After an opportunity to discuss them, Jillian motioned to approve

Board minutes from the February 12th meeting and Gravelle seconded the motion. The motion was unanimously approved.
Jill asked if there were any questions or comments on the minutes from the February 21st meeting--circulated to the Board in advance. After an opportunity to discuss them, Gravelle motioned to approve Board minutes from the February 21st meeting and David seconded the motion. The motion was unanimously approved.

The Board discussed Ms. Kiersten Gibson-Cooper's candidacy for WTMS Principal.

> On March 16, Board Members participated in an extended conversation with Ms. Kiersten Gibson-Cooper and had the opportunity to further assess her readiness and capacity to serve as Principal.
>
> Members were impressed with Ms. Gibson-Cooper's track record as a teacher at BPCS and the many ways she has demonstrated strong leadership skills during her tenure--specifically in her role in New Teacher Development and Principal in Residence over the past twelve months.
>
> After further discussion and consideration, Gravelle motioned to approve Ms. Gibson-Cooper as WTMS Principal and Jillian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Academics

Jon provided a summary update on performance metrics and informed the Board that the Network was on track to meet performance metrics discussed most recently during the December 2019 quarterly meeting.

Facilities

David updated the Board on the 17th Street project which is now moving forward after meaningful delays. If NYC agencies are unaffected by COVID-19 restrictions, the developer will move forward with the project in the next several days,

Hillary provided details relating to the 80 Willoughby location and a potential timeline of when the location would be listed for sale.

Finance

Hillary presented a financial update for the Board. Overall, the Network is securely within its budget targets. There was discussion regarding revenue from New York State and how the school would be affected by unanticipated State budget cuts that may result from the COVID situation. School

leadership confirmed that while there was no anticipated disruption to funding in 2019/2020, they remain alert and ready to respond to funding reductions over subsequent years.

School and Network Updates

Jon presented a summary of steps the Network has taken to prepare for remote learning for BPCS students. Trustees with students in the schools commented that the transition from classroom to remote learning platform had occurred seamlessly. Jon went on to provide greater detail about specific metrics BPCS would use, over time, to assess and fine-tune remote learning.

Dan presented to the Board a long-term growth plan for the Network that touched on organization, facilities, faculty retention/recruiting, and finances. The Board has frequently discussed these issues and remains supportive of Prospect School's vision.

Community Comments

Several members of the community participated in today's meeting and had an opportunity to comment on the Board's decision to temporarily move Windsor Terrace Middle School (WTMS) to a new facility at 40 Flatbush Avenue Extension. During the public comment period, community members registered traffic-safety concerns and longer commutes for some students as their primary objections to the relocation. After no more members of the public expressed an interest to comment further, the public comment period ended.

At the end of the public comment period, the meeting adjourned at 6:26.

Respectfully submitted:
Gravelle Pierre, Secretary
Brooklyn Prospect Charter Schools

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Quarterly Meeting
March 22, 2020
3:00 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Sunday, March 22, 2020 at 3:00 PM EST via video conference. The following Trustees participated via video conference or telephone, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Sam Koch
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 3:06 PM.

Governance

Jill reviewed the details of the new Public Meeting Executive Order that was put in place to allow meetings to continue during this time of social distancing and shelter-in-place/stay-at-home orders and explained its implications to the Board. In addition, Jill reminded Board members that a parent from the WTMS Campus filed a Freedom of Information request focused on details of the temporary WTMS location and the 17th Street building project.

Facilities

During the meeting, the Board and Prospect School leaders acknowledged community-member concerns about the temporary location of the WTMS at 40 Flatbush Extension in downtown Brooklyn. The Board discussed the parents concerns raised in correspondence and as part of the public comment period during the Board Meeting on March 18, 2020. In addition, Board members had an opportunity to raise questions and discuss the issues raised by those parents.

The leadership discussed and summarized the steps that they anticipated taking to alleviate these concerns. In addition, the Board discussed how the leadership would communicate those plans to the community and how the leadership planned to give a voice to parents in mapping out strategies to mitigate these concerns. The Board expressed its approval of the leadership decision to form a parent committee to help work with the school in these efforts and to advocate for issues of concern to parents while the leadership addressed them.

Our school leadership commented that although this was a difficult decision to make, they continue to feel that it was both reasonable and in-line with the Network's core values. School leaders also provided greater detail into their decision-making process and the several alternatives they had previously considered to alleviate overcrowding at the Windsor Terrace facility.

After an opportunity to discuss issues brought up by the parents letters, the Town Hall and in the public comment period during the March 18, 2020 Board Meeting, Board members remained uniformly supportive of the plan to temporarily relocate WTMS. Overall, the Board expressed that the decision was in accordance with the Board's broader fiduciary responsibilities and in the best interest of all of the students of Brooklyn Prospect.

Following a reiteration of support for the temporary move, Trustees continued to discuss with school leaders their plan for communicating the decision to the broader community and agreed that a decision statement should be distributed to the BPCS community in a timely manner and as soon as possible provided that the school had the time to present the most useful and accurate details of the current plans to address parent concerns. The Board expressed it's hope that these measures would address the concerns of some parents about the WTMS move for fall 2020 and close this issue.

The meeting adjourned at 3:51 PM.

Respectfully submitted:
Gravelle Pierre, Secretary
Brooklyn Prospect Charter Schools

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting
May 12, 2020
2:30pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Tuesday, May 12, 2020 via video conference. The following BPCS Trustees were present in via video conference, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Sam Koch
Jilian Gersten
Gravelle Pierre
Ahmed Haque

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO, Elaine Perez, COO; and Jennifer Perkins, Chief of Staff. A member of the public and practicing attorney with expertise specifically in the non-profit sector, Tomer Inbar, also attended the meeting.

Jill Inbar served as Chairperson and Gravelle Pierre served as Secretary of the meeting.
The meeting was called to order at 2:33 pm.

Finance

Due to the COVID-19 Crisis, New York State is decreasing the amount of funding available for schools in 2020/2021. BPCS leadership has taken several steps to reinforce the Network's financial position and ensure continued stability during this period of uncertainty.

The board approved and the network applied for and received a loan on May 1, 2020 from the Small Business Administration (SBA) Paycheck Protection Program. Network leadership led a discussion covering the eligibility requirements for the loan, the conditions for loan forgiveness and several other factors for the Board to consider before voting to accept the loan.

Mr. Inbar, provided specific information related to the Not-For-Profit sector and the situations under which loans have been utilized. He additionally responded to specific questions regarding the loan and posed by board members.

After an opportunity to discuss, Jill called for a motion that BPCS accept the loan and pursue loan forgiveness. Ahmed moved and Gravelle seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

The meeting was officially adjourned at 3:00 pm.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Annual Meeting
June 29, 2020
2:30pm

Minutes

The annual meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Monday, June 29, 2020 at 2:32 PM EST via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Christine Burke
Sam Koch
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; Elaine Perez, COO; and Jennifer Perkins, Chief of Staff. Also present were several members of the public: Enuma Menkiti, Erin Shadowens, Gavin Nagle, John Ianniello, Katie Luecke, Nandi Edouard, Stacy Strobel, Zahra Rehman and Zaira Gonzalez.

Jill Inbar served as Chairperson and Gravelle Pierre served as Secretary of the meeting.
The meeting was called to order at 2:32 pm.

Review of Mission

Jilian read aloud the Mission. Christine reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the May 12th, May 20th and June 2nd meetings--circulated to the Board in advance. After an opportunity to discuss them, Ahmed motioned to approve Board minutes from May 12th, May 20th and June 2nd meetings. Gravelle seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

The Board considered appointments for the positions of Board Chair (Jill Inbar), Secretary (Sara Keegan) and Treasurer (Gravelle Pierre) for a two-year term beginning on July 1, 2020. After an opportunity to discuss, Sam motioned to approve Jill, Sara, and Gravelle as Officers of the Board.

Jilian seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

Jill advanced the candidacy of Cherry Ann Richards as PTSO ex-officio member for the 2020-2021 Academic Year.

Members of the Governance Committee had previously met with and engaged in an extended conversation with Ms Richards who currently serves as PTSO President for WTMS. Jill commented that Ms Richards' close engagement with both BPCS and BPCS families in previous years makes her a strong candidate for the Board position.

After the Board had an opportunity to discuss Ms Richards' background (previously circulated), Jilian motioned to approve the appointment of Cherry Ann Richards to the Board of Trustees ex-officio, pending SUNY approval and authorization of her service. Christine seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The Board considered setting the number of members at seven. After an opportunity to discuss, Jill motioned to set the number of members at seven as of July 1, 2020. Sam seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

Finance

School leadership provided an update on recent changes to New York State funding. Due to the coronavirus pandemic, a previously anticipated five percent funding increase for the 2021 academic year was cancelled and per-pupil spending is now expected to be lower by two percent over the next academic year.

In response to the anticipated budget reductions and uncertainty of city-wide student growth trends in the near future, BPCS leadership has proposed a revision to the Network growth plan beyond the planned ICS merger.

After an opportunity to discuss, Board members concluded that a revised growth plan that considered future school expansion no earlier than the 2021-2022 school year was the best course of action. Ahmed moved to approve the revised growth plan and Christine seconded. All members voted in the affirmative and the motion was unanimously approved.

School leadership reviewed several options available to the Network which would allow BPCS to continue meeting its obligations to students, faculty and staff and the larger BPCS community at the same time reinforcing its financial position during this period of uncertainty.

One suggested step involved adjustments to BPCS retirement savings plan contributions. After an in-depth conversation about BPCS priorities, Board members felt that proposed changes made now would minimize the possibility of less palatable adjustments later. Sam motioned to approve changes to BPCS 401k contributions.

Sara seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

BPCS leadership presented to the Board a final FY21 budget for consideration.

The Network has reduced planned expenditures from an earlier draft budget but is awaiting guidance from the State regarding the necessity of further reductions. BPCS leadership has opted for a more conservative budget management plan and will adjust spending and staffing levels accordingly. After discussion, the Board agreed that a conservative approach would create greater flexibility as State budget plans become clearer. Christine moved to approve the FY21 budget. Ahmed seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Antiracism at Prospect Schools

One of the Network's core values, Care, involves "supporting others by grounding every action in empathy while championing equity and inclusion in our work." Members of the BPCS community have recently urged the Network to expand and deepen the definition of Care by becoming a leader in anti-racist education. In response, BPCS leadership has committed to immediate and defined changes designed to more effectively achieve our goals by taking the following actions:

- Creating a 3-year strategic plan to prioritize equity, equity and anti-racism practices;
- Hiring a Network Director of Diversity, Equity & Inclusion to start in the fall;
- Forming a DEI Leadership Council to ensure representation across divisions and develop a platform to help influence our DEI work, liaise with network senior leadership, and help progress overarching goals;
- Naming and prioritizing anti-racism in our materials and accountability metrics;
- Designating part of the budget for DEI/Anti-racism initiatives.

The Board has responded by creating a DEI/Anti-racism committee to hold the organization accountable for achieving these goals over time, review overall DEI/Anti-racism strategy, ensure appropriate board member composition and execute training for the Board.

Academics

Network leadership briefed the Board on topics related to the School's remote learning platform and metrics and reopening plans. BPCS is currently planning to create programming that moves from hybrid to full online to full in-person.

Facilities

Network leadership provided progress updates on each of the schools' current projects--all of which are moving forward.

School and Network Updates

Network leadership provided fundraising, staffing and operations summaries. Notable was the significant increase in grant awards received and individual contributions in the 2019/2020 school year.

Community Comments

Several members of the BPCS school community attended today's meeting and had an opportunity to comment on the Board's decision to explore a potential merger with ICS and topics related to the Network's DEI/anti-racism policies and principles. After all members of the public had an opportunity to comment and none expressed an interest to comment further, the public comment period ended.

At the end of the public comment period, the meeting adjourned at 4:23pm.

Respectfully submitted:
Gravelle Pierre, Secretary
Brooklyn Prospect Charter School

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting
May 20, 2020
12:00 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, May 20, 2020 via video conference. The following BPCS Trustees were present in via video conference, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Sam Koch
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO, Elaine Perez, COO; and Jennifer Perkins, Chief of Staff. A member of the public, Tomer Inbar, also attended the meeting.

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

Review of Mission

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

Governance

Jill asked if there were any questions or comments related to minutes from meetings held on April 14th and April 22nd--circulated to the Board in advance. After an opportunity to discuss them, Ahmed motioned to approve Board minutes from April 14 and April 22. Jill seconded the motion. All members voted in the affirmative and the motion was unanimously approved.

Sam provided an update on the appointment of Officers of the Corporation (Chair, Secretary and Treasurer) to be elected by the Board at the annual meeting on 29 June 2020.

BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Facilities

David updated the Board on the 17th Street project which has encountered delays in part due to COVID-19. Provided there are no additional disruptions, construction is anticipated to begin in upcoming weeks.

Hillary provided details relating to the 80 Willoughby location noting that the building has been listed for sale and BPCS is developing a bid. The seller has not yet set a deadline for the bidding process.

Academics

Jon provided a summary update of remote-learning performance metrics and informed the Board that the Network is meeting its goals of strong, consistent engagement and attendance--at levels very close to those achieved during live-learning.

Finance

Christine and Hillary led a brief discussion on how the school would be affected by unanticipated State budget cuts that may result from the COVID-19 shut-down. BPCS is preparing for the possibility of a significant reduction and has taken several steps to reinforce the Network's financial position and ensure continued stability during this period of uncertainty.

School and Network Updates

Dan summarized for the Board the conversations that BPCS leadership is having related to opening for the 2020-2021 academic year. BPCS is planning for multiple scenarios with the intent of moving close to a decision in July in order to give both staff and families the maximum amount of time to plan before the next school year begins.

Christine motioned to enter Executive Session to discuss the acquisition of a particular corporation. Jilian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Gravelle motioned to exit the Executive Session. Christine seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The meeting was officially adjourned at 12:56 pm.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting
June 2, 2020
3:00pm

Minutes

A joint meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") and Prospect Schools was held on Tuesday, June 2, 2020 via video conference. The following BPCS Trustees were present in via video conference, satisfying quorum:

Jill Inbar
Christine Burke
Sam Koch
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

The following Prospect School Trustees were present via video conference, satisfying quorum:

Kate Eberle Walker
Elizabeth Varley Camp
Jennifer Benn
Kevin Mole
Stephen Bailey

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO, Elaine Perez, COO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 3:01pm.

BROOKLYN PROSPECT
CHARTER SCHOOL
Board of Trustees

Review of Mission

Jilian read aloud the Mission. Sara reviewed Prospect Schools Core Values.

School and Network Updates

Jill called for a motion to enter Executive Session to discuss matters leading to the appointment of a particular corporation. Ahmed moved and Kevin seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Stephen motioned to exit the Executive Session. Jilian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The meeting was officially adjourned at 4:00pm.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
February 12, 2020
12:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, February 12, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Jilian Gersten
Sam Koch
Christine Burke
David Von Spreckelsen
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO, and Jennifer Perkins, Chief of Staff. A member of the pubic, Jim Van Putten, also attended the meeting.
Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 12:04pm.

Review of Mission

Ahmed read aloud the Mission. Jill reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the January 15th meeting that were circulated to the Board in advance. After an opportunity to discuss them, Jill called for a motion to approve Board minutes from the January 15th meeting. Jilian moved and Ahmed seconded the motion. The motion was unanimously approved.

Jill announced the appointment of Ahmed Haque as the Academic Oversight Committee Chair. Board members concurred with the decision.

The Board discussed Mrs. Dana Mulwanda's candidacy as Principal for Elementary School #2.

On February 5th, Board Members participated in a lengthy conversation with Mrs. Dana Mulwanda and had the opportunity to further assess her readiness and capacity to serve as Principal.

Trustees noted that Mrs. Mulwanda's long experience with Brooklyn Prospect and personal values make her an ideal candidate. Members also noted that Mrs. Mulwanda has been preparing for this leadership role for the past 18 months.

After further discussion and consideration, Jill called for a motion to approve Mrs. Mulwanda as Principal for Elementary School #2. Gravelle moved and Sara seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Facilities

Hillary provided a brief update of the Gowanus middle school project noting that legal documents were being prepared for an interim location for Windsor Terrace Middle School. Hilary expected that documents would be available for the Board to review in an upcoming meeting and that there had forward progress after an extended period of little activity. The Board next discussed, in detail, logistics and facility availability for a second elementary school. After a full discussion, Jill motioned to approve the location for the network's second elementary school. Dave seconded the motion. The motion was unanimously approved.

Finance - Compensation

Dan provided details and guided a discussion related to faculty and staff compensation. Dan reminded the Board that NYC DOE implemented a 3-year increase to faculty compensation in the 2019-2020 school year. In order to remain competitive with the broader market, Prospect Schools is recommending a two-year phase-in to increase instructional faculty salaries. For non-instructional staff, an in-depth evaluation revealed that Prospect Schools' salaries were falling within a lower compensation range and this was having a quantifiable negative impact on morale.

Dan expressed his desire to improve compensation for faculty and staff and requested that the Board fully consider the measure at an upcoming meeting.

Jill motioned to enter Executive Session to discuss the proposed lease of real property. Sam seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Jill motioned to return to public session. Sam seconded the motion. All Board members voted in the affirmative.

School & Network Updates

Dan and Penny concluded the meeting with a brief review of Prospect Schools' role in the community and the importance that network growth plays in creating a stronger academic ecosystem for existing and future BPCS families.

The meeting was officially adjourned at 1:00pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting
April 22, 2020
12:00pm

Minutes

A joint meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") and Prospect Schools was held on Wednesday, April 22, 2020 via video conference. The following BPCS Trustees were present in via video conference, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO, Elaine Perez, COO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 12:04pm.

Review of Mission

Sara read aloud the Mission. Christine reviewed Prospect Schools Core Values.

Governance

Minutes from meetings held March 5, March 13, March 18 and March 22 were circulated to the Board in advance. After an opportunity to discuss them, Jilian motioned to approve Board minutes each of the meetings. Sara seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Facilities

The Board was asked to consider and approve License Agreements for 40 Flatbush Ave Extension and a Lease Reassignment for the 17th Street Development.

School leadership circulated the agreements to the Trustees in advance. After the Board had an opportunity to ask questions and discuss, Jill called for a motion to approve the agreements.

Christine motioned to approve the License Agreements for 40 Flatbush Ave Extension. Ahmed seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Gravelle motioned to approve the Lease Reassignment for the 17th Street Development. Jilian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Finance

Due to the COVID-19 Crisis, New York State is decreasing the amount of funding available for schools in 2020/2021. BPCS leadership has taken several steps to reinforce the Network's financial position and ensure continued stability during this period of uncertainty.

School leadership provided an update on the status of the Network's loan application recently placed with the Small Business Administration.

Jilian motioned to accept the loan, if approved. Jill seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The Board also reconsidered a recent decision to increase Staff and Faculty compensation. There was broad agreement among Board Members and School leadership that it was prudent to freeze all BPCS salaries for fiscal year 2021 and include within the budget a contingency line equivalent to 1.5% COLA increases.

Christine motioned to accept the revised Compensation plan. Ahmed seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Academics

Jon provided an update on the Network's remote learning platform.

Of note, BPCS digital access engagement and attendance has remained very high and is on par with historical physical attendance levels.

Jon provided further details on measures BPCS is taking to sustain and improve our platform with particular emphasis on direct engagement with students, grading and promotion.

School and Network Updates

David provided an update on the 17th Street Development which has experienced minor delays related to the COVID-19 crisis.

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Jill called for a motion to enter Executive Session to discuss matters leading to the appointment of a particular corporation;. Gravelle moved and Sam seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Jill motioned to exit the Executive Session. Christine seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The meeting was officially adjourned at 1:00pm.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Monthly Meeting
April 14, 2020
3:00pm

Minutes

A joint meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") and Prospect Schools was held on Tuesday, April 14, 2020 via video conference. The following BPCS Trustees were present in via video conference, satisfying quorum:

Jill Inbar
Christine Burke
David Von Spreckelsen
Sam Koch
Jilian Gersten
Gravelle Pierre
Ahmed Haque
Sara Keenan

The following Prospect School Trustees were present via video conference, satisfying quorum:

Kate Eberle Walker
Elizabeth Varley Camp
Jennifer Benn
Kevin Mole

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO, Elaine Perez, COO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 3:03pm.

Review of Mission

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

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Finance

School leadership provided an update on recent changes to New York State funding. Due to the coronavirus pandemic, a previously anticipated five per-cent funding increase for the 2021 academic year was recently cancelled and per-pupil spending is now expected to be flat over the next academic year.

Hillary reviewed specific steps being taken by the Network to reinforce its financial position during this period of uncertainty and ensure ongoing stability for BPCS.

One step in particular relates to the decision made by the Board in March to increase Staff and Faculty compensation over the next two years. Hillary and Christine led a discussion of the several options that were first presented to the Finance Committee on April 10.

After an opportunity to discuss, there was broad consensus among Board Members that it was prudent to freeze all BPCS salaries for fiscal year 2021 and preserve flexibility in the upcoming budget. The BPCS Board will vote on this matter at the April 22 Board Meeting.

Network leadership informed the Board that they had begun a conversation with all Faculty and Staff on the possibility that adjustments would be made to the Network's compensation plan. Network leadership has planned a subsequent meeting in early May to provide an update.

School and Network Updates

Dan briefed the Board on a few topics related to the School's remote learning platform and how Network leadership is contemplating a return to live-teaching by planning against several different scenarios.

The meeting was officially adjourned at 3:48pm.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
February 6, 2020
4:00 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Thursday, February 6, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Sam Koch
Christine Burke
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; and Hillary Prince, CFO..

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:03 pm.

Governance

Christine motioned to enter Executive Session to discuss the financial history of a particular corporation and matters leading to the appointment of a particular corporation. Sara seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Jill motioned to exit Executive Session. Gravelle seconded the motion. The motion was unanimously approved.

The meeting was officially adjourned at 5:10pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
February 21, 2020
4:00 pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Friday 21, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Christine Burke
David Von Spreckelsen
Gravelle Pierre
Ahmed Haque
Sara Keenan

Jill Inbar participated by teleconference. By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Hillary Prince, CFO and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:03 pm.

Facilities

David provided the Board an update on lease terms for the proposed Windsor Terrace Middle School ("WTMS") temporary site (25 Chapel Street, Brooklyn).

The Board discussed the terms of the lease and the viability of the space and heard from the school administration on its recommendation to adopt the lease as presented. The school administration expressed its full support for the proposed lease and said it was the best solution to current overcrowding at the Windsor Terrace facility and would provide a better learning environment for students.

After questions and discussion, Jill called for a motion to approve the lease of the 25 Chapel Street location. David moved and Christine seconded the motion. The Trustees voted unanimously in favor of the motion to enter into the lease and the motion was approved.

David and Hillary also updated the Board on the 17th Street development--specifically the terms reached with the developer should there be additional delays in delivering the project. Board members felt that the proposed financial remedies were reasonable and would strike a good balance between recovering damages for delays and not putting the developer in a position that threatens the eventual completion of the project.

Jill concluded with a brief summary of upcoming events.

The meeting was officially adjourned at 4:27pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Quarterly Meeting
October 16, 2019
12:05pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, October 16, 2019 at 12:05 PM EST at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present via video conference, satisfying quorum:

Jill Inbar
Jilian Gersten
Sam Koch
Gravelle Pierre

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 12:05pm.

Review of Mission

Sam read aloud a slide with the mission.

Governance

Jill informed the Board that Ahmed Haque was officially approved by SUNY and is now a member of the Board. This brings the number of trustees to seven.

Jill asked if there were any questions or comments about the minutes from the September 23rd meeting that were circulated to the Board in advance. After an opportunity to discuss them, Jilian motioned to approve Board minutes from the September 23rd meeting. Jill seconded the motion. The motion was unanimously approved.

Sam provided an update on ongoing recruitment efforts and informed the Board that a prospective candidate had been identified and had met with both Dan and Penny. The prospective candidate was next to meet with the Governance Committee.

Sam commented that the candidate has strong expertise in both the education and non-profit charters and would be a strategic addition to the Board. Identifying candidates remains a priority.

Jill will provide an update at the next Board meeting.

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Facilities

Hillary provided a brief summary-update of the Gowanus Middle School project noting that little has changed since the September 23rd meeting.

School and Network Updates

Dan provided additional information related to the start of the school year--commenting that BPCS is having a strong start and noted the launch of initiatives specifically designed to improve operational efficiency and curriculum sequencing.

> Jon discussed efforts to fine-tune the BPCS curriculum to more efficiently meet the school's academic goals.

Dan concluded with an update of BPCS's Professional Development program--feedback from which has been highly positive.

The meeting was officially adjourned at 12:46pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Quarterly Meeting
December 11, 2019
4:30pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, December 11, 2019 at 4:33 PM EST at Prospect Schools, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Christine Burke
Jilian Gersten
Gravelle Pierre
Ahmed Haque

By invitation of the board, the following persons representing Prospect Schools ("PS") participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff. Kate Eberle Walker, Prospect Schools Board of Trustees Chair and Frank Haberle, a member of the community, were also in attendance.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:33pm.

Review of Mission

Jilian read aloud the Mission. Jill reviewed Prospect Schools Core Values.

Governance

Jill asked if there were any questions or comments about the minutes from the November 13th meeting--circulated to the Board in advance. After an opportunity to discuss them, Ahmed motioned to approve Board minutes from the November 13th meeting. Gravelle seconded the motion. The motion was unanimously approved.

The Board discussed Mrs. Folake Akinola-Pinard's candidacy as DTES Successor Principal.

> On December 5th, Board Members participated in an extended conversation with Mrs. Akinola-Pinard and had the opportunity to further assess her readiness and capacity to serve as Principal.

Members were impressed with the thoughtfulness and candor with which Mrs. Akinola-Pinard contemplated the challenges and responsibilities she expects to encounter if selected for the position.

After further discussion and consideration, Jilian and Gravelle motioned to approve Mrs. Akinola-Pinard as DTES Principal. Ahmed seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The Board next considered a previously circulated update to the Admissions Policy.

Dan and Penny discussed in detail proposed changes to the policy and how the changes would more closely align BPCS admissions practice with our efforts to create and maintain a diverse student body. After Board members had an opportunity to ask questions, Ahmed motioned to approve the Admissions Policy Update. Jilian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Jill provided an update of Sara Keenan's candidacy for Board Member. Jill noted that Sara is still awaiting final approval by SUNY.

Academics

The Board discussed BPCS academic performance goals for 2019/2020--specifically Mathematics and ELA proficiency targets.

Jon reviewed the Network's Interim Assessment--noting the many areas in which BPCS is exceeding its targets and a few that require additional focus.

Ahmed inquired specifically about instructional coverage and the role it plays in meeting proficiency targets.

Jon acknowledged that the availability of stand-in instruction as an important factor in meeting proficiency targets, and one that BPCS Administration is closely monitoring and actively managing.

Dan noted while the benefit of previous years' initiatives have been mostly realized at this time, BPCS has been pursuing targeted policies designed to address areas that have provided the greatest challenge. Dan then provided policy details and rationale and briefly discussed the timeline over which the Administration expected these more recent initiatives to impact overall performance.

Finance

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Hillary presented a financial update for the Board. Overall, the Network is within its budget targets for 2019/2020. Although some small variances have recently arisen within Network, Hillary commented that this has happened before and is close to being resolved.

The Board then discussed whether specific budget line-items should be more closely monitored and how BPCS financial ratios compare to its peer group both in New York and across the nation.

Hillary commented that she is developing a financial dashboard--a new initiative designed to provide greater transparency. The dashboard will make peer comparisons easy and help fine-tune financial decision-making.

Development

Penny announced that Prospect Schools was recently welcomed to become a member of the Charter School Growth Fund (CSGF)--a prestigious network of the nation's best public charter schools. As a portfolio member of CSGF, Prospect Schools is eligible to receive additional funding and resources that will position Prospect Schools to make a greater impact within our community.

School and Network Updates

Dan briefed the Board on a number of topics, including an effort to create a study abroad program in China and a Spanish language country for 10th grade students. The goal is to launch a pilot program in 2020-2021.

Facilities

Jill motioned to enter Executive Session to discuss the proposed lease of real property. Christine seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Ahmed motioned to exit Executive Session. Gravelle seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The meeting was officially adjourned at 6:22.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
November 13, 2019
12:01pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, November 13, 2019 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. Jill Inbar was present in person and the following Trustees were present via video conference, satisfying quorum:

Jilian Gersten
Sam Koch
David Von Spreckelsen
Gravelle Pierre
Ahmed Haque

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; and Jonathan McIntosh, CAO.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 12:01pm.

Review of Mission

Jill noted the Mission and Core Values of Prospect Schools.

Governance

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

Jill advanced the candidacy of Sara Keenan for Board membership. The Governance Committee recently interviewed Sara and believe she will make a meaningful contribution as a Board Member.

Jill commented that Sara's background in education and Board experience make her a strong candidate.

Sam remarked that Sara's practical day-to-day experience in the Charter School space would be valuable to the Board. Sam further commented that the Governance Committee was satisfied that Sara would be an excellent addition to our Board.

After the Board had an opportunity to discuss Sara's background and qualifications (previously circulated), Jilian motioned to approve the appointment of Sara Keenan to the Board of Trustees, pending SUNY approval and authorization of her service. Sam seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

Jill commented that there have been two new Board Members approved this Fall and noted that this is a meaningful step toward achieving our goal of building a more robust and diversified governance body.

Jill provided an update on the Principal Succession process at the Elementary School. Dan and Penny officially recommended Mrs. Folake Akinola-Pinard to the role of Principal at the Downtown Elementary School to commence January 1, 2020.

Dan commented that Mrs. Akinola-Pinard has been a contributor to Brooklyn Prospect since the founding of the Elementary School in 2013 and has served in a number of roles--including Team Member, Culture Head, Teacher Resident Head and Successor Principal Fellow.

Jon provided to the Board a summary of the metrics used by Brooklyn Prospect as milestones to demonstrate readiness. Jon noted that Mrs. Akinola-Pinard has demonstrated consistent progress over the past 18 months.

Jilian inquired about ongoing developmental support should Mrs. Akinla-Pinard be elected by the Board to the position of Principal.

Jon confirmed that Brooklyn Prospect will continue to provide coaching with special emphasis on systems analysis and learning systems.

Other Board members had an opportunity to ask questions to Jon and Dan about the proposed recommendation.

The Board of Trustees will formally meet the candidate on December 5th and vote at the December 11th meeting.

Facilities

David provided a brief summary-update of the Gowanus Middle School project noting that little has changed since the October 16th meeting.

Dan added that the BPCS community has, on several occasions, been updated on the progress of the Middle School project.

The board was given an opportunity to ask questions.

School and Network Updates

Penny provided an update on Brooklyn Prospect's involvement with the Charter School Growth Fund (CSGF). School leadership believes that the program could provide BPCS with resources and valuable insight as our network grows. The board asked questions regarding timeline and commitments.

The meeting was officially adjourned at 1:05pm.

Respectfully submitted:
Gravelle Pierre, Secretary

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Quarterly Meeting
September 23, 2019
4:30pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Monday, September 23, 2019 at 4:34 PM EST at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person:

Jill Inbar
Jilian Gersten
David Von Spreckelsen
Sam Koch
Gravelle Pierre
Rohan Gopaldas

The following Trustees were present via video conference:

Christine Burke

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO; Jonathan McIntosh, CAO; and Jennifer Perkins, Chief of Staff.

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 4:34pm.

Review of Mission

Rohan read aloud a slide with the mission.

Governance

The Board discussed the June 12th minutes and had an opportunity to ask questions. After the discussion, Jilian motioned to approve Board minutes from the June 12th meeting. David seconded the motion. All Board members voted in the affirmative.

The Board discussed the District-Wide School Safety Team and had an opportunity to ask questions. After the discussion, Christine motioned to approve the appointment of the District-Wide School Safety Team. Sam seconded the motion. All Board members voted in the affirmative.

The Board discussed the District-Wide and School Safety Plans and had an opportunity to ask questions. After the discussion, David motioned to approve the adoption of the District-Wide and School Safety Plans. Jilian seconded the motion. All Board members voted in the affirmative.

The Board discussed the completed CMO evaluation and had an opportunity to ask questions. After the discussion, Sam motioned to approve the completed CMO evaluation. Rohan seconded the motion. All Board members voted in the affirmative.

The Board discussed the appointment of Gravelle as Secretary and had an opportunity to ask questions. After the discussion, Jilian motioned to approve Gravelle as Secretary. Sam seconded the motion. All Board members voted in the affirmative.

The Board discussed the appointment of Ahmed Haque and had an opportunity to ask questions. After the discussion, David motioned to approve the appointment of Ahmed Haque to the Board of Trustees. Rohan seconded the motion. All Board members voted in the affirmative.

> Sam commented that Ahmed's distinguished qualifications made him an ideal candidate for Board membership.
>
> Jill informed the Board that Rohan will be retiring from the Board and commented on his outstanding contribution as a member.

The Board discussed the number of Trustees and had an opportunity to ask questions. After the discussion, Rohan motioned to approve the set number of Trustees at 7. Jilian seconded the motion. All Board members voted in the affirmative.

Board Recruitment Next Steps

Jill encouraged other members to continue their efforts to identify potential Board candidates. Sam remains the point of contact.

> Jilian asked if the candidates could still be sourced from BPCS parents, noting that 3 current members are themselves parents. Jill reaffirmed that the focus was to build a well qualified and diverse board and parents should not be excluded from the pool.

Academics

Jon presented a detailed review of BPCS performance relative to SUNY standards. Overall BPCS exceeds expectations and has made large gains year-over-year.

Dan provided greater detail into several metrics and commented that while BPCS is in a great position, the administration was committed to even faster improvement in a few focus areas. He

discussed a few initiatives that have been underway since the summer that he felt would deliver strong results by the end of the present school year.

> Dan and Jon discussed the evolution of the administration's strategy for improving overall academic performance and commented on specific adjustments to the process that they anticipate will deliver positive results network-wide.

Facilities

David presented an update of the Gowanus Middle School project and acknowledged the possibility of delays to the scheduled opening of that campus in Fall 2020. He and Hillary provided details of the alternative solutions the Facilities Committee has identified that would prevent significant disruptions to the planned relocation.

Finance

Hillary provided an updated budget information across the network and confirmed that the annual audit is now being conducted.

School and Network Updates

Dan concluded with a brief discussion of Prospect's efforts to codify the set of core principles that have driven BPCS success over the past decade.

The meeting was officially adjourned at 6:10.

Respectfully submitted: Gravelle Pierre

BROOKLYN PROSPECT
CHARTER SCHOOL

Board of Trustees

Board Meeting
January 15, 2020
12:00pm

Minutes

A meeting of the Board of Trustees (the "Board") of Brooklyn Prospect Charter School ("BPCS") was held on Wednesday, January 15, 2020 at Brooklyn Prospect, 355 Bridge Street, Brooklyn, NY 11201, and via video conference. The following Trustees were present in person or via video conference, satisfying quorum:

Jill Inbar
Jilian Gersten
Sam Koch
Christine Burke
David Von Spreckelsen
Gravelle Pierre
Ahmed Haque
Sara Keenan

By invitation of the board, the following persons representing Prospect Schools ("PS") also participated in the meeting: Dan Rubenstein, CEO; Penny Marzulli, Deputy CEO; Hillary Prince, CFO, and Jennifer Perkins, Chief of Staff..

Jill Inbar served as Chairperson and Gravelle Pierre served as secretary of the meeting.
The meeting was called to order at 12:00pm.

Review of Mission

Ahmed read aloud the Mission. David reviewed Prospect Schools Core Values.

Governance

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

The Board has made substantial progress towards creating a more robust and diversified governance body--adding three Trustees in the last eight months. Jill asked the Board to consider increasing the set number of Trustees. After an opportunity to discuss, Sam motioned to approve the set number of Trustees at eight and Gravelle seconded the motion. The motion was unanimously approved.

Facilities

Hillary provided a brief update of the Gowanus Middle School project noting forward progress after an extended period of little activity. The Board next discussed, in detail, logistics and facility availability for a second elementary school. After a full discussion, Jill motioned to approve the location for the network's second elementary school. Dave seconded the motion. The motion was unanimously approved.

Jill motioned to enter Executive Session to discuss the proposed lease of real property. Sam seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

At the conclusion of the Executive Session discussion, Sam motioned to exit Executive Session. Jillian seconded the motion. All Board members voted in the affirmative and the motion was unanimously approved.

The meeting was officially adjourned at 1:03pm.

Respectfully submitted:
Gravelle Pierre, Secretary

PROSPECT SCHOOLS

2020-2021 CALENDAR OF IMPORTANT DATES (PUBLIC)

September 4-9	Student Intake / Advisory Conferences*
September 10	First Day of Classes
October 12	Indigenous Peoples' Day – NO SCHOOL. OFFICE CLOSED.
October 21	Network-led Professional Development for faculty & staff. NO STUDENTS IN PERSON. STUDENTS HAVE ASYNCHRONOUS CLASSWORK.
November 3	Election Day. School-based Professional Development for faculty & staff. NO STUDENTS IN PERSON. STUDENTS HAVE ASYNCHRONOUS CLASSWORK.
November 11	Veterans Day – NO SCHOOL. OFFICE CLOSED.
November 23-27	Thanksgiving Recess – NO SCHOOL. OFFICE CLOSED.
November 30	Classes resume
December 23	Half-day. NO STUDENTS IN PERSON. STUDENTS HAVE ASYNCHRONOUS CLASSWORK.
December 24 - January 1	Winter Recess – NO SCHOOL. OFFICE CLOSED.
January 4	Classes resume
January 18	Martin Luther King, Jr. Day – NO SCHOOL. OFFICE CLOSED.
January 27	Professional Development for ES / MS faculty & staff. NO ES / MS STUDENTS IN ATTENDANCE.
February 3	Professional Development for HS faculty & staff. NO HS STUDENTS IN ATTENDANCE.
February 15	Presidents' Day – NO SCHOOL. OFFICE CLOSED.
February 16-19	Mid-Winter Break – NO STUDENTS IN ATTENDANCE. OFFICE OPEN.
February 22	Classes resume
March 3	Network-led Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
April 5	BPCS Admissions Lottery
March 29 - April 2	Spring Recess – NO STUDENTS IN ATTENDANCE. OFFICE OPEN.
April 5	Classes resume
May 31	Memorial Day – NO SCHOOL. OFFICE CLOSED.
June 3	Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
June 11	Last Instructional Day for HS students (Regents & Finals **June 14-25***)
June 18	Juneteenth (observance of) – NO SCHOOL. OFFICE CLOSED.
June 25	Last day of school for ES / MS Students (early dismissal*)

* Schedules determined by individual schools.

In the event of any school cancellations, additional days may be added to this calendar.

NYC Buildings

Certificate of Occupancy

CO Number: 320968896F

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

A.

Borough: Brooklyn **Address:** 1104 FULTON STREET **Building Identification Number (BIN):** [redacted]	**Block Number:** [redacted] **Lot Number(s):** **Building Type:** [redacted]	**Certificate Type:** Final **Effective Date:** 04/10/2019

This building is subject to this Building Code: 2008 Code

For zoning lot metes & bounds, please see BISWeb.

B.

Construction classification: [redacted] (2014/2008 Code)

Building Occupancy Group classification: (2014/2008 Code)

Multiple Dwelling Law Classification: None

No. of stories: [redacted] **Height in feet:** [redacted] **No. of dwelling units:** 0

C.

Fire Protection Equipment:
Standpipe system, Fire alarm system, Sprinkler system

D.

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

E.

This Certificate is issued with the following legal limitations:
None

Borough Comments: None

Borough Commissioner

Acting Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

NYC Buildings

Certificate of Occupancy

CO Number: [redacted]

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
[redacted]						
END OF SECTION						

Borough Commissioner

Acting Commissioner

END OF DOCUMENT

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DEPARTMENT OF HOUSING AND BUILDINGS

BOROUGH OF BROOKLYN, CITY OF NEW YORK

hm

No.

Date OCT 22 1946

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C.26-181.0 to C26-187.0 inclusive Administrative Code 2.1.3.1. to 2.1.3.7. Building Code.)

This certificate supersedes C. O. No.

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~XXX~~ altered ~~XXXXXX~~ building—premises located at 374/382 Bridge Street, Southwest Corner of Willoughby Avenue. Block 152 Lot 33

, conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

~~XXXXX~~ Alt. No.— ALT. 1896/45 Construction classification— FIREPROOF

Occupancy classification— COMMERCIAL HIGH / SCHOOL (GIRLS') . Height 10 stories. 130 feet.

Date of completion— CONST. 10/3/46 PLUMB. 10/3/46 SD 10/22/46 . Located in UNRESTRICTED Use District.

B———— Area ———— Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs per Sq. Ft.	PERSONS ACCOMMODATED MALE	FEMALE	TOTAL	USE
THIRD	60	-	194	194	Faculty Room, Three (3) Class Rooms, Physic Lab.
FOURTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Typewriting Room.
FIFTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Art Room.
SIXTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Typewriting Room.
SEVENTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Typewriting Room.
EIGHTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Typewriting Room.
NINTH	60	-	194	194	Faculty Room, Three (3) Class Rooms, Typewriting Room.
TENTH	60	-	194	194	Faculty Room, Typewriting Room, Two (2) Class Rooms and Music Room.

TOTAL: ——— HIGH SCHOOL.

TEMPORARY — SIXTY (60) DAYS

EXPIRES — DECEMBER 22, 1946.

TK

Borough Superintendent.

NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof, or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof, from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Housing and Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

"§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy