

Application: Brooklyn Urban Garden Charter School

Susan Tenner - susan.tenner@bugsbrooklyn.org
Annual Reports

Summary

ID: 0000000131
Status: Liaison Review
Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Jul 30 2020

Instructions

Required of ALL Charter Schools

Each Annual Report begins with completed School Information and Cover Page. The information is collected in 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 URBAN GARDEN CHARTER SCHOOL 331500861011

a1. Popular School Name

BUGS

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.

BOARD OF REGENTS

c. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

d. DATE OF INITIAL CHARTER

9/2011

e. DATE FIRST OPENED FOR INSTRUCTION

7/2019

f. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

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

g. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school's mission and goals, are core to the school's overall design, and are critical to its success.

KDE 1	Inquiry Based Study of the Science of Sustainability: BUGS will be a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.
KDE 2	Extended Time for Learning: Longer blocks of class time, a longer school day and a longer school year will provide additional time to: maximize learning opportunities; implement innovative, cross disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.

KDE 3	A Positive and Inclusive School Climate: BUGS will create a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school wide discipline program, positive behavior supports, and research based interventions, BUGS will foster a college bound, career ready student body that respects and values the diversity of others in their community and around the world.
KDE 4	A Professional Learning Community: A learning focused, collaborative culture will be based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and ongoing professional development will enhance teachers' collective focus on student learning.
KDE 5	Authentic Assessments and Individualization: Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students' individual needs and is facilitated by trained and supported teachers.
KDE 6	Use of Technology: Computer based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.BUGSbrooklyn.org

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

300

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

290

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

Check all that apply

Grades Served

6, 7, 8

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

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	500 19th Street, Brooklyn NY 11215	[REDACTED]	NYC CSD 15	6-8	7-8

m1a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Susan Tenner			susan.tenner@BUGSbrooklyn.org
Operational Leader	Lydia Bailey			lydia.bailey@BUGSbrooklyn.org
Compliance Contact	Susan Tenner			susan.tenner@BUGSbrooklyn.org
Complaint Contact	Susan Tenner			susan.tenner@BUGSbrooklyn.org
DA A Coordinator	Dameon Muhammad			dameon.muhammad@BUGSbrooklyn.org
Phone Contact for After Hours Emergencies	Susan Tenner			susan.tenner@BUGSbrooklyn.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 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)

[Certificate of Occupancy.pdf](#)

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

Site 1 Fire Inspection Report

[10212019 Fire Inspection Report- BUGS.pdf](#)

Filename: 10212019 Fire Inspection Report- BUGS.pdf **Size:** 688.4 kB

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).

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	SUSAN Tenner
Position	Executive Director
Phone/Extension	[REDACTED]
Email	susan.tenner@BUGSbrooklyn.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 harter, 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 ave been deliberately misrepresented, that will onstitute grounds for the revocation of our harter. 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

Incomplete Hidden from applicant

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 URBAN GARDEN CHARTER SCHOOL 331500861011

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.)

(No response)

Entry 3 Progress Toward Goals

Completed Aug 2 2020

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 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.

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	Goal - Met, Not Met or Unable to	If not met, describe efforts
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		Toward Attainment of Goal	Assess	the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, the school will be designated as in "good standing."		Met	
Academic Goal 2	Each year, the percent of students who score proficiently on 6 8 ELA state assessments for all students at the school level will meet or exceed the district and state average.		Unable to Assess	N/A
Academic Goal 3	Each year, the percent of students who score proficiently on 6 8 math assessments will meet or exceed the district and state average.		Unable to Assess	N/A
	Each year, as measured by the New York City Department of Education's School Quality Guide, the			

Academic Goal 4	school will meet or exceed the target for Median Adjusted Growth Percentile of the school's Lowest Performing Students in ELA.		Unable to Assess	N/A
Academic Goal 5	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the school's Lowest Performing Students ¹ in math.		Unable to Assess	N/A
Academic Goal 6	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in ELA.		Unable to Assess	N/A
	Each year, as measured by the			

Academic Goal 7	New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in math.		Unable to Assess	N/A
Academic Goal 8	ELA Growth: The school will maintain or increase the percent of students in the school testing at a proficient level for ELA or trending toward proficiency for ELA from one year's test administration to the next.		Unable to Assess	N/A
Academic Goal 9	Growth Math: The school will maintain or increase the percent of students in the school testing at a proficient level for math or trending toward proficiency for math from one year's test administration to the next.		Unable to Assess	N/A

Academic Goal 10				N/A
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2. Do have more academic goals to add?

No

3. Do have more academic goals to add?

No

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
	Parent Satisfaction: In each year of the charter term, parents will express satisfaction with the			

Org Goal 1	<p>school's program, based on the school's Org Goal 1 annual survey and/or NYC Department of Education survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more parents participate in the survey.</p>	BUG End of Year Survey	Met	
Org Goal 2	<p>Teacher Satisfaction: In each year of the charter term, teachers will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more teachers participate in the survey.</p>	BUGS survey	Met	

Org Goal 3	<p>Student Satisfaction: In each year of the charter term, students will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more students participate in the survey.</p>		Unable to Assess	<p>We have a lot of student survey data providing student feedback on remote learning for last year and planning for the next, however, we do not have a general satisfaction number until the DOE survey results come out for the 2019-20 survey.</p>
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	Each year, the school will maintain financial stability, with total revenue meeting or exceeding total expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.			Our 2018-19 audit was clear and our financial stability goals met. Our 2019-20 audit is in process.
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

No

Thank you.

Entry 3 Accountability Plan Progress Reports

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download [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 Sep 29 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 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 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 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.

BUGS Annual Board Docs Hiannoli relay

Filename: BUGS Annual Board Docs Hiannoli relay.edu.pdf Size: 711.3 k

BUGS Annual Board Doc-Christine

Filename: BUGS Annual Board Doc Christine.Kang@gmail.com.pdf Size: 709.1 k

BUGS Annual Board Documents-Brooks

Filename: BUGS Annual Board Documents Brooks.Tannerpdf.pdf Size: 713.1 k

BUGS Annual Board Documents - Signature Required-hertzog

Filename: BUGS Annual Board Documents Signatur DQkXZEX.pdf Size: 722.1 k

[BUGS Annual Board Documents Reginablairlee pdf](#)

Filename: BUGS Annual Board Documents Reginablairlee pdf.pdf **Size:** 723.7 k

[BUGS Annual Board Documents-AdamDrucker gmail](#)

Filename: BUGS Annual Board Documents AdamDrucke Udb0krR.pdf **Size:** 703.4 k

[BUGS Annual Board Documents-Cathy](#)

Filename: BUGS Annual Board Documents Cathy.boec OkSnt4g.pdf **Size:** 714.9 k

[BUGS Annual Boards Documents don](#)

Filename: BUGS Annual Boards Documents don.mabre un1UZql.pdf **Size:** 724.8 k

[BUGS Annual Conflict of Interest Disclosure Form jamal](#)

Filename: BUGS Annual Conflict of Interest Discl pD9t2RU.pdf **Size:** 715.4 k

[Updated BUGS Annual Board Mtg Documents-FeliceEkelman gmail](#)

Filename: Updated UGS Annual Board Mtg Documen 3ZrwImm.pdf **Size:** 703.5 k

[BUGS BUGS Annual Board Doc-Louis Green03 gmail](#)

Filename: BUGS BUGS Annual Board Doc Louis Green 89H7IO4.pdf **Size:** 702.2 k

[BUGS Annual Board Documents JmPiccolo01 gmail](#)

Filename: BUGS Annual Board Documents JmPiccolo0 TLDz8k0.pdf **Size:** 712.0 k

[Updated BUGS Board Annual Document -EWalker gmail](#)

Filename: Updated UGS oard Annual Document E ullISWZH.pdf **Size:** 715.1 k

Entry 8 BOT Membership Table

Completed Aug 2 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 URBAN GARDEN CHARTER SCHOOL 331500861011

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	[REDACTED]	Chair	Finance, Education & Accountability, Governance & Nominating	Yes	3	06/30/2018	06/30/2021	12
2	[REDACTED]	Vice Chair	Governance & Nominating	Yes	2	06/30/2019	06/30/2022	10
3	[REDACTED]	Treasurer	Finance	Yes	1	06/30/2019	06/30/2022	12
4	[REDACTED]	Trustee/Member	Ed & Accountability	Yes	1	06/30/2019	06/30/2022	12
	[REDACTED]	Trustee/M	Ed &			09/01/20	6/30/202	

5	[REDACTED]	ember	Accountability	Yes	1	17	0	11
6	[REDACTED]	Secretary	Governin g & Nominati ng, Fundraisi ng	Yes		09/01/20 18	6/30/202 1	12
7	[REDACTED]	Trustee/M ember	F nance, Ed & Accounta bility	Yes		05/01/20 19	06/30/20 21	12
8	[REDACTED]	Parent Rep	Ed & Accounta bility	No	2	06/30/20 19	6/30/202 0	12
9	[REDACTED]	Trustee/M ember	F nance	Yes		09/01/20 19	06/30/20 22	12

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

Yes

1b. Current Board Member Information

	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
10	[REDACTED]	Trustee/Member	Ed & Accountability	Yes		01/01/2020	06/30/2022	12
11	[REDACTED]	Trustee/Member	Governance & Nominating	Yes		04/01/2020	06/30/2022	12
12	[REDACTED]	Trustee/Member	Ed & Accountability	Yes		04/01/2020	06/30/2022	12
13	[REDACTED]	Trustee/Member	Finance	Yes		06/30/2020	06/30/2023	12
14								
15								

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total Number of BOT Members on June 30, 2020	13
b.Total Number of Members Added During 2019-2020	5
c. Total Number of Members who Departed during 2019-2020	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	13

3. Number of Board meetings held during 2019-2020

14

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 9 Board Meeting Minutes

Completed Jul 31 2020

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.

Board Minutes 2019-2020

Filename: Board Minutes 2019 2020 EU8fE3.pdf Size: 1.2 M

Entry 10 Enrollment & Retention

Completed Jul 31 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.

Entry 10 Enrollment and Retention of Special Populations

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

BROOKLYN URBAN GARDEN CHARTER SCHOOL 331500861011

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2019-2020	Describe Recruitment Plans in 2020-2021
	The mission of BUGS is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental sustainability. We makes sure our	

Economically Disadvantaged

inclusive and welcoming message is included on our website, print, digital materials, social media, and is brought to life in our culture. Our inclusive and supportive school environment has played a strong role in helping us meet our targets in this area.

BUGS has experienced an increase in the number of applications from 845 for SY 2019-20 to 941 for SY 2020-21, There has also been 95% Increase in 6th grade applications from within CSD 15 from 315 for SY 2019-20 to 613 for SY 2020-21.

BUGS engaged in consistent communications through emails and newsletters to district and surrounding elementary school with high percentage FRPL parent coordinators, guidance counselors, special education and ELL staff highlighting BUGS programs and services and encouraging families to attend BUGS Open House programs, as well as inviting rising 5th graders to visit during the school day.

BUGS has also recruited current parents with children who formerly attended those feeder schools to reach out to the guidance counselors to relay their experiences to those staff and fellow parents through formal and informal settings.

BUGS participated in middle school school fairs in four

We will continue to deepen relationships with feeder schools that reflect the targeted student populations and design virtual opportunities to connect with families during COVID.

BUGS will also focus on developing virtual school tours that showcase our inclusive culture and academic program.

BUGS will also continue to work with our parents and students to encourage them to spread the word about BUGS sustainability education and warm, supportive culture, and provide recruitment materials.

We plan to continue Vanguard mailing to zip codes with high population FRPL and ELLs.

	<p>districts to increase awareness of families and sent Vanguard mailer to target high FRPL zip codes.</p> <p>BUGS also distributed information packages with invitations to tour the school to community based organizations serving economically disadvantaged families and provided our brochure to grocery stores, churches, libraries, public housing offices, and other agencies.</p>	
	<p>After a targeted approach, with a planned boost in effort for March disrupted by COVID, we did not meet our targets in this area for accepted seats of current incoming 6th graders.</p> <p>We continuously strove to improve our enrollment in this area. To encourage multi-lingual families to get to know BUGS, we adapted our website to be accessible in many languages.</p> <p>We provided bi-lingual recruitment outreach materials at Brooklyn District Fairs (BUGS attended 4 Fairs) and manned our table with staff who speak many different languages.</p> <p>BUGS designed and produced brochure in Spanish and English that was mailed to 4,000 families in high ELL concentration zip</p>	<p>BUGS will continue to build on many of the initiatives from 2019-20 by phone, email, text, or virtually with the hope that in-person events may be possible before the lottery deadline.</p> <p>In addition, we will explore extra weighting for ELLS to ensure they receive first-round lottery seats.</p> <p>We will also plan for ELL specific recruitment activities for remote learning and limited brick and mortar options for 2021-2022 school year, including: virtual bi-lingual Open Houses produced by BUGS and virtual information sessions at CSD 15 elementary schools.</p> <p>We plan to work with high percentage ELL population elementary schools to leverage our virtual experience to plan remote family info sessions, one-on-one sessions, and support elementary school staff.</p>

English Language Learners/Multilingual Learners

codes).

BUGS also distributed multi-language brochures and materials in person to elementary schools with high ELL populations in CSD 15.

In the spring, we partnered with an external grassroots marketing team for community flyering and info tables in high ELL population neighborhoods. Unfortunately many of our planned activities were disrupted by COVID shutdowns.

Regularly emailed parent coordinator and ELL coordinators at elementary schools in CSD 15 to let them know about BUGS bilingual Open Houses, as well as school tours and support programs for English language learners/Multilingual Learners.

BUGS Spanish-speaking Parent Coordinator called English language learners/Multilingual Learners who were offered seats for 2019-20 and declined, so as to better understand and address issues regarding enrollment and apply lessons learned for recruitment for 2020-21.

BUGS increased communications and outreach with ELL applicants -- calling and emailing families of English language learners/Multilingual Learners with information about BUGS, ELL supports, and welcoming emails from BUGS ELL families.

We will also leverage social media channels to reach ELL families.

We will also begin to analyze actual ELLs among self-reported ELLs for targeted outreach earlier in the recruitment timeline process. Since BUGS uses the NYC Charter schoolmint application, the ELL identification information is initially based on responses to a general question "Does your child need extra language support."

BUGS also plans to research options of yellow school bus or private van service for students in high ELL neighborhoods for 2021-2022 school year.

We will continue to design and provide recruitment outreach materials and mailers in various languages and distribute brochures in person if possible given COVID safety measures to elementary schools with high ELL populations in CSD 15 and community-based and service organizations.

We will consider partnering again with an external grassroots marketing team for community flyering and info tables in high ELL population neighborhoods.

We will continue to consistently email and call parent and ELL coordinators at elementary schools in CSD 15 to let them know about BUGS virtual bilingual Open Houses, as well as

	<p>We also provided ELL program support info to current BUGS ELL families to share with their friends and families who are English language learners/Multilingual Learners to encourage applying to BUGS.</p> <p>The BUGS team also evaluated signage to make sure school is welcoming to English language learners/Multilingual Learners families.</p> <p>We also continued to recruit multilingual staff, and continue ELL instructional strategy training for all staff.</p> <p>We also provided multi-language information packages to community based organizations in target zip codes.</p>	<p>virtual school tours and support programs for English language learners/Multilingual Learners.</p> <p>We plan to increase communication with ELL applicants -- call and email families of English language learners/Multilingual Learners with information about BUGS, ELL supports, and welcoming emails from BUGS ELL families.</p> <p>We will also continue to provide ELL program support info to current BUGS ELL families to share with their friends and families who are English language learners/Multilingual Learners to encourage applying to BUGS as well as recruit current BUGS ELL families to be BUGS ambassadors and share their experiences with the parent coordinators and families at their elementary school.</p>
<p>Students with Disabilities</p>	<p>BUGS is well-known among our feeder schools for having a strong inclusion program, which helped us meet our targets in this area.</p> <p>We also designed bi-lingual Student Academic Support Services information for families distributed at District Fairs, and provided to community-based organizations with focus on students with disabilities.</p> <p>The Director of Inclusion, or PED specialist, was present at all outreach events to have</p>	<p>BUGS will continue to deepen our successful efforts in this recruitment area and provide information about our inclusion model and special education services with feeder schools, community-based organizations,</p>

	<p>conversations with families. We also featured programs for students with disabilities at BUGS Open House and other presentations.</p> <p>We regularly communicated with Special Education coordinators at CSD 15 elementary schools with updates about programs and services.</p>	<p>and prospective families.</p>
--	--	----------------------------------

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2019-2020	Describe Retention Plans in 2020-2021
Economically Disadvantaged	<p>BUGS retention of economically disadvantaged students is in line with the district target even amid CSD 15's Middle School Diversity Initiative that changed the admissions process for district middle schools and resulted in more CSD 15 families applying to and accepting seats at BUGS for the 2019-20 school year. During the year we implemented school-wide culture events to promote diversity and inclusion including the launch of a House system based on Harry Potter's Hogwarts program and inspired by the Ron Clark Academy House System that has demonstrated success creating a positive and supportive culture making sure that all feel welcome and connected. We also implemented professional development trainings targeted toward anti-racism, response to behavior, and cultural responsiveness to ensure staff and student</p>	<p>Given the challenges from COVID 19 to our families, our retention plans for economically disadvantaged students include focused check-ins from our school counselors and parent coordinators with families who may be experiencing economic, health, or food trauma; connecting with the culture team to identify families who may be in distress through change in attendance or behavior. The BUG Ops team will make sure families are supported with laptops and internet access to enable full tech access and engagement. We have also offered to support families who may be experiencing financial</p>

	<p>connections are strong across diverse economic and social lenses. When BUGS transitioned to all remote learning in March due to COVID-19, our leadership team, parent coordinator, and tech team increased its focus on equity making sure that economically disadvantaged families had the technology and support they needed with our parent coordinator making regular check in phone calls. The PTA also checked in with families and provided extra outreach and support to families facing economic hardship due to family illness or job loss.</p>	<p>hardship with school supplies, as well as uniforms. Although we may be in remote learning, BUGS will continue to offer free after-school. The PTA is developing strategies to be more welcoming to all families and our board is also designing outreach to more accurately reflect our families and make sure all voices are heard.</p>
<p>English Language Learners/Multilingual Learners</p>	<p>BUGS was able to meet its ELL/MLL retention efforts through a strategy that included training all teachers to embed supports in the classroom and recognize that it is a community responsibility to support all learners. BUGS also provided online resources to support our ELLs including Achieve 3000 and Learning Ally. As our ELL students felt more engaged in the classroom and community, our parent coordinator and school counselors regularly checked in with families to answer questions and foster engagements and relationships with the school. The parent coordinator also provided bi-lingual communications and provided translation services at school and PTA events. The culture team also created community events focused on our CARES values that encouraged inclusivity and</p>	<p>During 2020-21 we will continue to showcase BUGS commitment to, and experience with, a highly diverse student population. A critical component includes fostering strong relationships with families to keep them up-to-date with remote learning and how to use school technology. Our bi-lingual parent coordinator will frequently check in and follow-up with our ELL/MLL families.</p> <p>BUGS will prioritize in-person/onsite seats for English language learners to allow increased opportunities for our most vulnerable students to receive face-to-face instruction.</p>

	celebrated diversity.	
Students with Disabilities	<p>Our mission of sustainability and inclusion drives all operations, honing retention of students with disabilities and helping us meet our retention goals.</p> <p>Classes are co-taught with one general education and one special education certified teacher. Special education and general education teachers meet regularly.</p> <p>Depending on their specific needs, SWDs received push in academic support, push in and pull out counseling services, and push in and pull out hearing services.</p> <p>As needed, classrooms offered assistive technology for class work and assessments and teachers modified classroom materials to meet the needs of students with IEPs.</p> <p>Our Director of Inclusion works with all staff, families, students and paras (and in close partnership with the CSE) to ensure students' needs are met, IEPs are updated, and staff are trained (this year featured special trainings on autism), equipped, and co-ordinated whether in school or during remote learning to address the needs of the whole child, while</p>	<p>Students with Individualized Education Plans will continue to receive special education support and related services. The services offered during the 2020-21 school year will mirror those supports listed in each IEP as closely as possible, however there will be some limitations. BUGS offers integrated co-teaching (ICT) in all classes. In order to allow for appropriate social distancing measures, no more than 15 students will be allowed in one classroom per period, with instruction facilitated by one teacher in the classroom at a time. School re-opening guidelines prohibit facilitating instruction in ICT classes, therefore, co-teachers will be providing instruction in small groups and/or separate classrooms during the same period when onsite/in-person or remotely.</p> <p>BUGS will prioritize in-person/onsite seats for students with disabilities to allow increased opportunities for our most vulnerable students to receive face-to-face instruction.</p> <p>Students with IEPs will, when possible, attend in person classes on the same day that their special education teacher is scheduled to be onsite. That teacher will lead instruction that allows for independent and guided small group instruction.</p>

communicating closely with families. Staff also received ongoing professional development in the areas of special education service delivery and school culture/discipline in relation to students' academic development and IEP needs.

Because all classes are co-taught, students will be able to receive small group instruction. Students will be able to receive reading and math intervention as needed. Prioritization of 1:1 check-ins for students who have Frequent Teacher Check-ins listed on their IEPs, under the Management Needs section.

Entry 12 Percent of Uncertified Teachers

Completed Jul 30 2020

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 URBAN GARDEN CHARTER SCHOOL 331500861011

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)	4
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	1
Total Category A: 5 or 30% whichever is less	5.0

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

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	2
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	3
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category B: not to exceed 5	5.0

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2020)	3.8
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2020)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2020)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2020)	0
Total Category C: not to exceed 5	3.8

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	22.9

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	36.7



Thank you.

Entry 13 Organization Chart

Completed Jul 30 2020

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.

2019-20 BUGSOrgChart

Filename: 2019 20 BUGSOrgChart.pdf Size: 680.6 k

Entry 14 School Calendar

Completed Sep 29 2020

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has 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 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.

BUGS School Calendar 2020-21 (NYSED)

Filename: BUGS School Calendar 2020 21 NYSED.pdf Size: 142.2 k

Entry 15 Links to Critical Documents on School Website

Completed Jul 30 2020

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 Urban Garden Charter School**

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)	https://www.bugsbrooklyn.org/governance
2. Most Recent Board Meeting Notice and Related Agenda Item Documents	https://www.bugsbrooklyn.org/governance
2a. Webcast of Board Meetings (per Governor's Executive Order)	https://www.bugsbrooklyn.org/governance
3. Link to NYS School Report Card	https://www.bugsbrooklyn.org/governance
4. Most Recent Lottery Notice Announcing Lottery	https://www.bugsbrooklyn.org/apply
5. Authorizer-Approved DASA Policy	https://www.bugsbrooklyn.org/bugs-family-handbook
6. District-wide Safety Plan	https://www.bugsbrooklyn.org/bugs-family-handbook
6a. Authorizer-Approved Discipline Policy (as per August 29, 2019 Emergency Response Plan Memo)	https://www.bugsbrooklyn.org/bugs-family-handbook
7. Authorizer-Approved FOIL Policy	https://www.bugsbrooklyn.org/bugs-family-handbook
8. Subject matter list of FOIL records	https://www.bugsbrooklyn.org/bugs-family-handbook
9. Link to School Reopening Plan	https://www.bugsbrooklyn.org/return-to-school

Thank you.



Entry 16 COVID 19 Related Information

Completed Jul 30 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 Urban Garden Charter School

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

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

	Number of students enrolled in school on the last day instruction was provided within physical school facilities	Number of students attending instruction on the last day instruction was provided within physical school facilities	Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year
	290	202	268

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.

Assess	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Grade	Number
				3	4	5	6	7	8	9						

		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
		x	x	x	x	x	x	x	x	x	x	x	x	x	
Total															0

Entry 17 Staff Roster - NEW TASK For Regents Schools Only

Completed Jul 30 2020

[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](#).

[2019-20 Staff Roster_NYSED AR](#)

Filename: 2019 20 Staff Roster NYSED AR.xlsx Size: 10.6 kB

BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Hallie Iannoli



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Trustee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Hallie Iannoli

Print Name



Signature

07 / 07 / 2020

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Hallie Iannoli

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden
Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

N/A

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

N/A

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

N/A

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

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

Yes No

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

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


07 / 07 / 2020

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.








**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

I, Hallie Iannoli, board member of the Brooklyn Urban Garden Charter School:


- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.


Signed: 


Dated: 07 / 07 / 2020


TITLE	BUGS Annual Board Docs - Signature Required
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DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
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-  **07 / 07 / 2020**
COMPLETED 12:01:17 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Christine Kang



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

DOO, Treasurer

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Christine Kang



06 / 29 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Christine Kangp

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

The Brooklyn Urban

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Treasurer

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

N/a

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

N/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

N/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

N/a

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

Yes **No**

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

DOO, 2013-2015

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

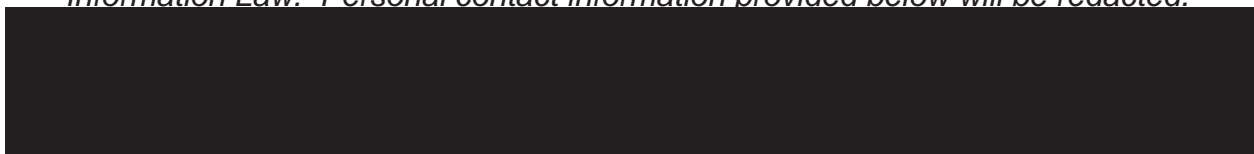
Ant S. Law

06 / 29 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Christine Kang

I, _____, board member of the Brooklyn Urban Garden Charter School:


- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.


Signed: 


Dated: 06 / 29 / 2020


TITLE	BUGS Annual Board Doc
FILE NAME	BUGS Annual...rm (1).docx and 2 others
DOCUMENT ID	
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-  **06 / 30 / 2020**
SIGNED 03:10:17 UTC

-  **06 / 30 / 2020**
COMPLETED 03:10:17 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

Brooks Tanner

1. Trustee/Officer/Key Person Name (print)



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Chair of the Board of Trustees

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

none

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

none

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

none

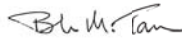
* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Brooks Tanner



06 / 30 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Brooks Tanner

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair of the Board of Trustees

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

NA

3. Are you related, by blood or marriage, to any person employed by the school?
no

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

NA

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
no

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

NA

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

NA

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

Yes No

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

NA

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
NONE	none	none	none

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
NONE	none	none	none	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

B. M. Tam

06 / 30 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.







**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Brooks Tanner

I, _____, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: _____
Brooks Tanner

Dated: 06 / 30 / 2020

TITLE	BUGS Annual Board Documents
FILE NAME	BUGS Annual...rm (1).docx and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

06 / 29 / 2020
23:08:50 UTC



VIEWED

06 / 29 / 2020
23:15:25 UTC



SIGNED

06 / 30 / 2020
13:40:07 UTC



COMPLETED

06 / 30 / 2020
13:40:07 UTC





**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

I, Charles Hertzog, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: Charles Hertzog

Dated: 07 / 08 / 2020

BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Charles Hertzog



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

BUGS Board Member, Ed and
Accountability Member

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Charles Hertzog	<i>Charles Hertzog</i>	07 / 08 / 2020
_____	_____	_____
Print Name	Signature	Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Charles Hertzog

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

BUGS

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board Member, Ed and
Accountability Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

None

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

None

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

None

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

None

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

Yes No

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

None

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	none	none	none

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	none	none	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Charles Hertzog

07 / 08 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

TITLE	BUGS Annual Board Documents - Signature Required
FILE NAME	Code of Eth...dgment.docx and 2 others
DOCUMENT ID	<div style="background-color: black; width: 100%; height: 15px;"></div>
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

07 / 01 / 2020
13:55:15 UTC



VIEWED

07 / 08 / 2020
16:36:57 UTC



SIGNED

07 / 08 / 2020
17:26:01 UTC



COMPLETED

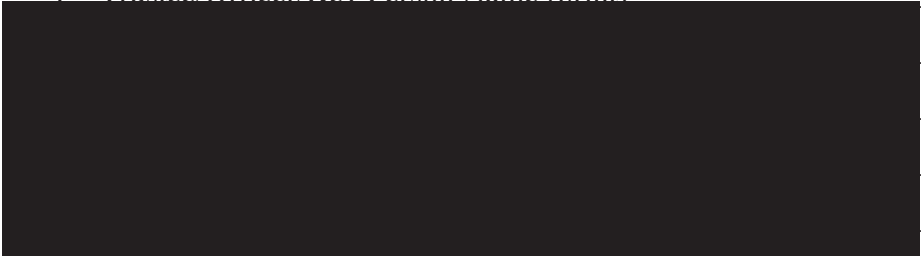
07 / 08 / 2020
17:26:01 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Regina Fechter



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Chair of Ed & Accountability committee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

N/a

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

n/a

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

n/a

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Regina Fechter

Regina Fechter

07 / 07 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Regina Fechter

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Chair of Ed & Accountability Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

n/a

3. Are you related, by blood or marriage, to any person employed by the school?

no

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

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

no

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

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

No

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

Yes No

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

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
none	none	none	none

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	none	none	none

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

Regina Fecher

07 / 07 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

I, Regina Fechter, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: Regina Fechter

Dated: 07 / 07 / 2020

TITLE	BUGS Annual Board Documents - Signature Needed
FILE NAME	BUGS Annual...e Form.docx and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



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13:49:58 UTC



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07 / 08 / 2020
02:02:13 UTC



SIGNED

07 / 08 / 2020
02:23:48 UTC



COMPLETED

07 / 08 / 2020
02:23:48 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Adam Drucker



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Trustee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Adam Drucker



07 / 29 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Adam Drucker

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

None

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

None

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

None

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

None

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

Yes No

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

None

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



07 / 29 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Adam Drucker

I, _____, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed:  _____

Dated: 07 / 29 / 2020

TITLE	BUGS Annual Board Documents
FILE NAME	BUGS Annual...e Form.docx and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History



SENT

07 / 29 / 2020

15:01:08 UTC



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07 / 29 / 2020

22:51:42 UTC



SIGNED

07 / 29 / 2020

23:06:30 UTC



COMPLETED

07 / 29 / 2020

23:06:30 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Cathy Boeckmann



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Trustee, Vice Chair, Chair of Governing & Nominating Committee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Cathy Boeckmann

Print Name

Catherine Boeckmann

Signature

06 / 30 / 2020

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Cathy Boeckmann

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee, Vice Chair, Chair of Gov Nom Committee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

n/a

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

n/a

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

Yes No

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

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
none	none	n/a	n/a

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	n/a	n/a	n/a
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Catherine Boeckmann

06 / 30 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.







**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

I, Cathy Boeckmann, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: *Catherine Boeckmann*

Dated: 06 / 30 / 2020

TITLE	BUGS Annual Board Documents
FILE NAME	BUGS Annual...rm (1).docx and 2 others
DOCUMENT ID	<div style="background-color: black; width: 100%; height: 15px;"></div>
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06 / 30 / 2020
15:20:57 UTC



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15:20:57 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Donald W. Mabrey



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Trustee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

N/A

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

N/A

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

N/A

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Donald W. Mabrey

Donald W. Mabrey

07 / 05 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Donald W. Mabrey

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation): B.U.G.S. Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

None

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

None

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?
No

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

None

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

None

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

Yes No

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

None

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Donald W. Mabrey

07 / 05 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

Donald W. Mabrey
I, _____, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: Donald W. Mabrey

Dated: 07 / 05 / 2020

TITLE	BUGS Annual Boards Documents - Signature
FILE NAME	BUGS Annual...e Form.docx and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

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07 / 05 / 2020

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07 / 05 / 2020

11:38:36 UTC



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07 / 05 / 2020

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BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Jamal Deek



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Trustee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

none

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

none

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

none

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Jamal Deek

Jamal Deek

07 / 01 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Jamal Deek

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden
Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

n/a

3. Are you related, by blood or marriage, to any person employed by the school?

no

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

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

no

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

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

no

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

Yes No

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

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None

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

Jamal Deek

07 / 01 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.







**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Jamal Deek

I, _____, board member of the Brooklyn Urban Garden Charter School:


- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.


Signed: *Jamal Deek*


Dated: 07 / 01 / 2020


TITLE	BUGS Annual Conflict of Interest Disclosure Form,.....
FILE NAME	BUGS Annual...e Form.docx and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
STATUS	● Completed

Document History

-  **07 / 01 / 2020**
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-  **07 / 01 / 2020**
SIGNED 17:10:06 UTC

-  **07 / 01 / 2020**
COMPLETED 17:10:06 UTC



Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Felice ekelman

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn urban garden school

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Board member

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

None

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

None

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

None

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

None

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

Yes No

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

None

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Richard Johnson

07 / 30 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020

BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

Felice ekelman

1. Trustee/Officer/Key Person Name (print)

[Redacted area] _____

6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Board member

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

None

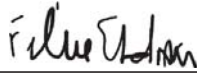
* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Felice ekelman



07 / 30 / 2020

Print Name

Signature

Date



**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Felice ekelman

I, _____, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.


Signed: *Felice Ekelman*


Dated: 07 / 30 / 2020


TITLE	Updated: BUGS Annual Board Mtg Documents
FILE NAME	FinancialDisclosure2020.doc and 2 others
DOCUMENT ID	
AUDIT TRAIL DATE FORMAT	MM / DD / YYYY
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SIGNED 18:01:17 UTC

-  **07 / 30 / 2020**
COMPLETED 18:01:17 UTC



BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Louis Green



representative, Principal): hool (e.g., Trustee, chair, treasurer, parent

Trustee

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

None

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

None

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

NA

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Louis Green

Print Name



Signature

07 / 17 / 2020

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name:

Louis Green

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Trustee Finance Commiter

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

NA

3. Are you related, by blood or marriage, to any person employed by the school?
No

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

NA

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

NA

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

NA

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

Yes No

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

NA

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
None	None	None	None

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
None	None	None	None	None
<i>Please write "None" if applicable. Do not leave this space blank.</i>				


07 / 17 / 2020

Signature Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.






last revised 06/8/2020



**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

I, Louis Green, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: 

Dated: 07 / 17 / 2020

TITLE	BUGS BUGS Annual Board Doc
FILE NAME	BUGS Annual...rm (1).docx and 2 others
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BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Jacqueline Piccolo



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

Board Secretary

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

n/a

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

n/a

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

n/a

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Jacqueline Piccolo

Print Name



Signature

07 / 28 / 2020
Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Jacqueline Piccolo

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

Secretary

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

none

3. Are you related, by blood or marriage, to any person employed by the school?

^{no}
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

none

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

^{no}
If **Yes**, please describe the nature of your relationship and how this person could benefit from your participation.

none

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

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

no

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

Yes No

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

none

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
none	none	none	none

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
none	none	none	none	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>				



07 / 28 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.






last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**

Jacqueline
I, Piccolo, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed: 

Dated: 07 / 28 / 2020

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BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

Annual Conflict of Interest Disclosure Form

1. Trustee/Officer/Key Person Name (print) Erin Walker



6. List all positions held on the BUGS Board or at the School (e.g., Trustee, chair, treasurer, parent representative, Principal):

trustee, former parent representative

7. Identify any entity of which you or your Relative* is an officer, director, trustee, member, owner or employee and with which the School has a relationship:

I am the Learning Ally Audiobook Solution Director. BUGS utilizes an annual membership (worth approximately \$1000) to the Learning Ally Audiobook Solution at no cost in exchange for feedback on improvements to be made.

9. Identify any Financial Interest** you or your Relative has in any corporation, organization, partnership or other entity which provides professional or other goods or services to the School for a fee or other compensation:

I am employed by Learning Ally which is a non-profit company that provides a free membership (worth approximately \$1,000) to BUGS on an annual basis. The current agreement runs through June 30, 2021. It would be renewable depending on Learning Ally's need for feedback.

10. Identify any position or other material relationship you or your Relative may have with any not-for-profit corporation with which the School has a business relationship:

I am employed by Learning Ally which is a non-profit company that provides a free membership (worth approximately \$1,000) to BUGS on an annual basis. The current agreement runs through June 30, 2021. It would be renewable depending on Learning Ally's need for feedback.

* "Relative" means a spouse or domestic partner as defined in section 2994-A of the New York Public Health Law, ancestors, brothers and sisters (whether whole or half-blood), children (whether natural or adopted), grandchildren, great-grandchildren, and spouses or domestic partners of brothers, sisters, children, grandchildren, and great-grandchildren.

*** A person has a “Financial Interest” if such person would receive an economic benefit, directly or indirectly, from any transaction, agreement, compensation agreement, including direct or indirect remuneration as well as gifts or favors that are not insubstantial or other arrangement involving BUGS.*

Agreement and Acknowledgment

The undersigned acknowledges and agrees that (i) the above information is true and correct as of the date hereof; (ii) he/she has received, has read and understands the BUGS Conflict of Interest Policy applicable to Trustees, Officers, Key Persons and employees; and (iii) he/she agrees to comply with such Conflict of Interest Policy.

Erin Walker



07 / 21 / 2020

Print Name

Signature

Date

Disclosure of Financial Interest by a Current or Proposed Board of Trustees Member

Name: Erin Wa ker

Name of Charter School Education Corporation (the Charter School Name, if the charter school is the only school operated by the education corporation):

Brooklyn Urban Garden Charter School (BUGS)

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g. president, treasurer, parent representative).

trustee, former parent representative

2. Are you an employee of any school operated by the education corporation?
 Yes No

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

n/a

3. Are you related, by blood or marriage, to any person employed by the school?

No

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

n/a

4. Are you related, by blood, marriage, or legal adoption/guardianship, to any student currently enrolled in the school?

No

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

n/a

5. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of this school?

No

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

n/a

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

Yes No

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

n/a

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, 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)	Name of person holding interest or engaging in transaction and relationship to you
none	none	none	none

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
LearningAlly	Provided free membership.	Approximately \$1000 given for free in exchange for feedback on improvements	Erin Walker, employee of Learning Ally	Reported nature of relationship. No personal financial benefit has occurred.

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



07 / 21 / 2020

Signature

Date

Please note that this document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.





last revised 06/8/2020




**Code of Ethics, Conflict of Interest Policy and Whistle Blower Protection Policy
Acknowledgment**


Erin Walker

I, _____, board member of the Brooklyn Urban Garden Charter School:

- a) Have received a copy of the Code of Ethics, Conflict of Interest Policy and the Whistle Blower Protection Policy,
- b) Have read and understand the policies, and
- c) Agree to comply with the policies.

Signed:  _____

Dated: 07 / 21 / 2020 _____

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Brooklyn Urban Garden Charter School
Board of Trustees Meeting
July 23, 2019
6:30pm - 8:00pm
500 19th Street, Brooklyn, NY 11215

Minutes

Members present: Jamal Deek, Jackie Piccolo, Christine Kang - **Quorum Not Present**

Others present: Louis Green (prospective board member), Susan Tenner (BUGS executive director), Charles Hertzog (prospective board member), Adam Drucker (prospective board member), Susan Bakst, Michelle Defossett (prospective board member by video conference), Don Mabrey (prospective board member by video conference)

Members not present: Brooks Tanner, Regina Fechter, Hallie Iannoli

1. Welcome/Mission Moment/Approval of Minutes

- A. The meeting was called to order at 6:35 pm.
- B. There was a round of introductions for the benefit of prospective board members attending and on video conference.
- C. Jackie Piccolo deferred approval of the June Minutes to the next meeting since a quorum was not present.
- D. Susan Tenner led the board in a "Mission Moment." She shared a video of the 8th grade graduation processional and an inspiring story about the salutatorian, her challenges, and accomplishments.
- E. The motions to approve Louis Green as a final candidate for the BUGS Board of Trustees upon SED's approval and to add three words to the BUGS mission to clarify the breadth of the school's sustainability education platform were deferred to the next meeting since a quorum was not present.

II. Education & Accountability Committee

- A. Regina Fecher was not in attendance to report on behalf of the Committee. The Committee plans to convene at a later date and will focus on planning for the year and school-wide goals.
- B. Susan Tenner shared a few insights into the not yet released NYC Department of Education survey data of teachers and students. She noted the positive differential between BUGS and the district on quality of professional development. She briefly discussed how the survey illustrated differences between teacher and student views on classroom behavior. A focus of the leadership team this year will be on better understanding and evaluating on-task behavior and classroom management skills. Jamal Deek has agreed to manage a data project to support the Committee's work.



III. Finance Committee

- A. Christine Kang reported for the Committee that the auditors have begun work on the end of year audit and the Committee is hopeful that they will be able to present a final FY 19 report at the August meeting.
- B. Jamal Deek previewed a new budget report format that is easy to understand and navigate.

IV. Governance and Nominating Committee

- A. Jackie Piccolo reported that the Governance and Nominating Committee did not meet in July.

V. ED Report

- A. Susan Tenner shared that the school would like to adapt the new DOE guidelines to support transgender students. Some aspects of the guidelines were already addressed at the Board level earlier this year, e.g. school bathroom policy. This expansive view of the policy will let students assign their own gender (with the permission of parent(s)), instead of the gender on their birth certificate.
- B. Susan also provided an update on teacher retention, student recruitment, and student retention.
- C. A discussion was held about possible next steps for BUGS in terms of growth and expanding the school's impact. The Board and other attendees strategized with Susan different ways BUGS could live its sustainability mission and distinguish itself from other learning organizations. Participants suggested BUGS build its role as a thought leader and leverage opportunities to share what the school has learned about environmental education through designing professional development or hosting educational programs for other schools.

VI Public Comment: There was no public comment.

The meeting adjourned at 7:45 pm.



Brooklyn Urban Garden Charter School
Board of Trustees Meeting
August 27, 2019
6:30 p.m. - 8:00 p.m.
500 19th Street
Brooklyn, NY 11215

Minutes

Members Present: Jamal Deek, Hallie Iannoli, Christine Kang, Brooks Tanner, Erin Walker-
Quorum Present.

Others Present Susan Tenner (BUGS executive director), Adam Drucker (prospective board member), Felice Ekelman (prospective board member), Louis Green (prospective board member by video conference), Charles Hertzog (prospective board member), Don Mabry (prospective board member), Susan Bakst

Members Not Present: Cathy Boeckmann, Regina Fecher, Jackie Piccolo

1. Welcome/Mission Moment/Approval of Minutes

- A. The meeting was called to order at 6:39 p.m.
- B. There was a round of introductions for the benefit of prospective board members attending and on video conference.
- C. Susan Tenner led the board in a "Mission Moment" that focused on staff reactions to the mission exercise during staff orientation. The board also discussed the mission statement with the agreement that the board should help to craft a separate statement or policy that provided a structure to guide student learning and activities. Charles Hertzog and Hallie Iannoli offered to be thought partners with Susan Tenner on the statement or policy.
- D. Brooks Tanner made a motion to approve the minutes of the June meeting, Christine Kang seconded the motion and all approved.
- E. Brooks Tanner made a motion to approve the minutes of the July meeting, Christine Kang seconded the motion (with suggested edit) and all approved.

2. Education & Accountability Committee

- A. Hallie Iannoli presented on behalf of the committee. The committee focused this month on new school-wide goals and sustainability instructional strategies to increase performance in core subjects. The emphasis this year will also be on social-emotional

learning with a push for it to be more integrated across the matrix. Student learning assessments will be centered on project-based learning and portfolio, school-based assessments, and state assessments.

- B. The committee and board discussed NY State Exam results with interest in looking deeper at data to determine key indicators, useful predictive data, and individual growth as compared to group proficiency. The board suggested that the committee and school team look at the impact of opt-outs on test score outcomes.
- C. Adam Drucker offered to work with Jamal Deek on additional data analysis.

3. Finance Committee

- A. Christine Kang updated the board about the status of the audit with expectations of it being completed by the third week of September. The team is still closing out fiscal year 2019 and the committee anticipates that income will exceed expectations.
- B. The committee shared that the new finance report template will align with NYSED requests for key performance indicators and provide a more user-friendly format.
- C. Brooks Tanner commended Susan Tenner on the budget surplus and the board agreed to discuss at a later date strategies to manage the surplus and reserves in the best interest of program and mission.

4. Governance and Nominating Committee

- A. Brooks Tanner reported for the committee. There was a discussion of the fall board schedule, setting a schedule for Susan Tenner's review, goal-setting for the year, and preparation for the retreat. The committee is excited about the new individuals interested in joining the board.
- B. Christine Kang made a motion to approve Louis Green application for the BUGS board, Hallie seconded. All approved.

5. Executive Director Report

- A. Susan Tenner reviewed proposed Code of Conduct revisions previously circulated to the board and requested a resolution for the board to approve. Brooks Tanner asked for a motion to adopt the changes to the code of conduct, Christine Kang seconded the motion and all approved:
- B. Susan Tenner reported on the roll-out of NYC DOE transgender guidelines to staff and suggested to the board that more training may be scheduled.

6. Public Comment -- There was no public comment.

The meeting adjourned at 8:15 p.m.



Brooklyn Urban Garden Charter School
Board of Directors Meeting
September 24, 2019
6:30 - 8:00 p.m.
500 19th Street, Brooklyn, NY 11215

Minutes

Members Present: Brooks Tanner, Regina Fechter, Jackie Piccolo, Louis Green, Jamal Deek, Erin Walker (PTO Co-President), Jenara Prieto (PTO Co-President) - **Quorum present**

Others Present: Susan Tenner, Luisa Batiz (visitor), Michelle DeFossa (prospective board member), Wynette Caesar, Susan Bakst, Felice Ekelman (prospective board member), Dan Mabrey (prospective board member), Charles Hertzog (prospective board member by video conference)

Members Not Present: Cathy Boeckmann by video conference, Christine Kang by video conference.

I. Welcome, Introductions, Approval of Minutes, Mission Moment

- A. The meeting was called to order at 6:38 p.m.
- B. Attendees and those participating by video conference introduced themselves.
- C. Regina Fechter made a motion to approve the Minutes of the August meeting. Jamal Deek seconded the motion, and all approved.
- D. The Mission Moment was focused on the participation by BUGS students, staff, and families in the Global Climate Strike on September 20. Susan Tenner conveyed how inspiring it was to see so many young people coming together for this critical event that aligned so well with the school's mission and values. Susan gave a shoutout to Jess Norris Khawaja and the school team for supporting the students and managing the operations needed to make it such a successful and meaningful experience.

II. Education & Accountability Committee

- A. Regina Fechter reported on behalf of the Committee. This month the Committee began looking at data with Wynette Caesar, Principal, and Sade Martinez, Director of Inclusion, that focused on the effectiveness of Advancement Groups. The Board helped the academic team with suggestions about programs that might support increased engagement and stronger outcomes. Wynette Caesar and Susan Tenner will report back to the Committee with suggested strategies for 2020-21 school year.

- B. The Committee continued to look at test data from SY 2018-19 and will continue to analyze trends and unpack the data to better understand and support student achievement. The Committee will report findings at the next meeting.

III. Finance Committee

- A. Christine Kang reported on behalf of the Committee that the fieldwork for the FY 18-19 audit is complete. There were no material issues or flags, and the surplus is higher than projected due to a lower projected estimate of special education revenue.
- B. Christine reported on the current budget. Enrollment remains on track to meet projections.
- C. Susan Tenner shared that Friends of BUGS is fully incorporated. Confirmation of its 503-c-3 status is expected soon.

IV. Governance and Nominating Committee

- A. Cathy Boeckmann reported on behalf of the Committee. Board recruiting is strong and the Committee is excited about the interest of potential trustees who have expertise in education. The Committee is also focused on honoring the goal of having a board who reflects the diversity of the student body, which includes a focus on Latinx representation on the board.
- B. The Committee will create a timeline for Susan Tenner's performance review and also circulate a draft of the review that the board will be invited to read and provide input.
- C. There is a planning committee for the Board Retreat in November that includes Brooks, Cathy, and Susan T. One more committee member is needed. All board members are invited to weigh in on topics to be included. Regina Fechter and Cathy will meet to discuss the format of the online Board self-assessment survey and report on year-on-year results.
- D. Louis Green was welcomed to the board following approval of his application to the NYSED. .

V. Executive Director Report

- A. Susan Tenner led a review of the student enrollment/retention/suspension dashboard. She discussed the impact of the new CSD 15 middle school diversity initiative on the demographics of the 6th grade class and how it now more closely reflects CSD 15.
- B. Susan reminded the board that the end-of-year appeal is approaching and invited members to share ideas and suggestions.
- C. Susan shared takeaways and updates from the State of the Charter Sector Conference sponsored by the NYC Charter School Center. The board helped Susan strategize about how to build on relationships with local elected officials such as mobilizing parents, attending Community Board meetings, and inviting representatives to school events.

VI. Public Comment - There was no public comment

The meeting was adjourned at 8:15 p.m.



Brooklyn Urban Garden Charter School
Board of Directors Meeting
October 22, 2019
6:30 - 8:00 p.m.
500 19th Street, Brooklyn, NY 11215

Minutes

Members Present: Brooks Tanner, Christine Kang, Jackie Piccolo; **Quorum not present**

Others Present: Susan Tenner, Adam Drucker (prospective Board member); Digant Bahl (Accounting Solutions of New York).

Members Not Present: Cathy Boeckmann by video conference, Regina Fechter by video conference, Louis Green by video conference, Hallie Iannoli by video conference, Jamal Deek by video conference, Charles Hertzog (prospective board member by video conference), Don Mabrey (prospective board member by video conference).

I. Welcome, Introductions, Approval of Minutes, Mission Moment

- A. The meeting was called to order at 6:41 p.m.
- B. Approval of minutes was deferred; Minutes were forged from last time due to lack of quorum.
- C. The Mission Moment focused on the sustainability survey for teachers, Susan has asked all board members to take the survey prior to the board retreat, to get a sense of the rigor and expectations of the sustainability knowledge of teachers and staff. The survey was created by Director of Sustainability Jess Norris Khawaja to create a baseline of the staff, and helps provide a strong benchmark of sustainable practices and knowledge (future perspectives, sustainable thinking).

II. Education & Accountability Committee

- A. Hallie reported on behalf of the Committee. This month, the team heard from the math department, specifically reviewing test performance, curriculum and the search for math teachers and a Director. The board together discussed the qualifications needed for math teachers, the importance of certification or not, content knowledge, and the mix of types of math teachers we have. It was noted that talented math teachers are challenging to find and the team is searching rigorously to fill open positions.

- B. The math team is considering making adaptations to the math curriculum, given Next Generation guidelines and to support higher test performance metrics. The team will report back on adaptations needed and next steps for implementation.

III. Finance Committee

- A. Christine Kang introduced Digant Bahl of Accounting Solutions of New York, Inc. Digant provided a detailed walkthrough of this year's draft audit report for BUGS. The audit included a clean opinion, with no material findings.
- B. Digant Bahl also reviewed the financial reports for this month, and shared the new format of reporting moving forward, which provides a cleaner, intuitive report that highlights important metrics. He reported that we have a surplus of income for the year, and are cash positive in our operating accounts.

IV. Governance and Nominating Committee

- A. Cathy Boeckmann reported on behalf of the Committee.
- B. Cathy shared details on the upcoming board retreat, providing an overview that planning is underway and the concept of the day is "understanding the BUGS journey and setting up to think about the future". The BUGS board and staff will take an online survey in the weeks leading up to the retreat to reflect on performance of the board, gaps, and opportunities for improvement and advancement.
- C. She also noted that there have been changes to the Board recruiting process from SED, including requiring board members to be independently verified by BUGS, updated forms and other minor shifts in the application requirements.

V. Executive Director Report

- A. Susan Tenner led a review of the new metrics dashboard that keeps track of school performance in key areas. She mentioned specifically demographic and staff retention information, noting that teacher retention is up and attrition is the lowest in BUGS history (24% in SY18-19).
- B. Susan continued to discuss details for State of the Charter Sector Conference sponsored by the NYC Charter School Center, sharing information about the future of regulation on charters. The team discussed ways in which regulation may change for charters in the future, and potential next steps to continue building relationships with key officials.

VI. Public Comment - There was no public comment

Brooks proposed to adjourn the meeting and go into executive session.

The meeting was adjourned at 8:15 p.m.



**Brooklyn Urban Garden Charter School
Board of Directors Meeting**

November 10, 2019

Brooklyn Botanic Gardens, 1000 Washington Avenue, Brooklyn, NY

Minutes

Members Present: Cathy Boeckmann, Jackie Piccolo, Brooks Tanner, Louis Green, Christine Kang, Jamal Deek, Cathy Boeckmann, Hallie Iannoli, Regina Fechter, Erin Walker (PTO Co-President), Jenara Prieto (PTO Co-President) - **Quorum Present**

Others Present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Don Mabrey (prospective board member), Felice Ekelman (prospective board member), Michelle DeFossett (prospective board member), Adam Drucker (prospective board member)

Parents present for lunch discussion: Loren Evinson, Amber Carlin-Mishkin, Jeanette Zochniak

1. Welcome/Icebreaker

- A. The meeting was called to order at 9:34 a.m.
- B. The drafts of minutes from the September and October board meetings were presented for approval. Brooks Tanner made a motion to approve, Jackie Piccoli seconded, and all approved.
- C. Susan Tenner reminded the Board that Giving Tuesday and the End-of-Year Campaign would be announced soon. She also asked the Board to approve an increase of \$500 for the staff holiday party. The Board agreed to the additional funds.
- D. Jackie Piccolo engaged the group in a get-to-know you exercise called "Your Learning Journey."

II. The BUGS Journey

- A. Susan Tenner led a presentation about the school's history, important milestones, and look to the future.
- B. The Board suggested capturing the BUGS history and including the story in the onboarding materials for new board members. Jamal Deek offered to help with the information design.
- C. The Board suggested evaluating the impact of shifting the leadership structure from Assistant Principals to Directors on succession planning.

III. Board/Parent Connection

- A. Recognizing the importance of the Board maintaining a connection to parents as key stakeholders, several parents of current students were invited to have lunch with the Board.

- B. Parents representing 6th, 7th, and 8th grade participated in the panel discussion. Parents were asked to comment about why they chose BUGS for their child, what journey has their child been on so far at BUGS, and what are their hopes and concerns about their child in middle school?
- C. Parents chose BUGS because of its size, community-based orientation, focus on whole-child and how it fosters kindness and humanity in students, integration of sustainability across the curriculum, positive word-of-mouth, joyful and happy culture, regular feedback from teachers, access to grades on TeacherEase, Quiet Time, safe space to experiment, teachers who know and care about students. Suggestions include more visual and performing arts, additional systems to support students' executive function, more clarity about CARES reports, and that parents and students are informed and engaged if systems are going to change (7th grade parent, re: Deanslist and points system change).

IV. The BUGS Journey Continued

- A. The Board looked at staff survey results and discussed key takeaways for increasing BUGS impact on students, families, teachers, education sector, and the planet. Discussion topics included staff interest in having more space, more innovative family engagement opportunities for building school-family partnerships and supporting academics, additional professional development opportunities and more time for lesson prep and fewer non-teaching responsibilities, increased curriculum sharing with other schools, focus on all aspects of sustainability including school materials, sourcing, transportation, and initiatives that allows the school to demonstrate sustainability commitment.
- B. Next steps considered by the Board include: looking deeper into staff motivation and unpacking data from the survey through possible use of an outside consultant, more research to better understand internal versus external growth opportunities, and focus on strategic thinking and planning for the future.

V. The BOARD Journey

- A. Cathy Boeckmann presented about BUGS board history, important milestones, board survey results, and set the stage for committee breakout discussions to assess foundational questions and the role of the Board going forward. Strengths that were discussed included passion for mission, all board members contribute financially to the school, strong partnership with Executive Director, and strong financial management tools. Growth areas to consider include the board's education experience and ability to support the school to become academically stronger, engagement in fundraising and cultivating relationships, meeting attendance, greater understanding of trustee expectations, becoming more strategic in planning and leadership, and better defining clear board-level and committee goals.
- B. Board committees reported back about their discussions and role in shaping and supporting a future vision. Next steps discussed by the committees include:
 - a. Governance and Nominating Committee — setting board-level and committee-level goals, refining onboarding materials and process, and assessing whether to engage a board consultant to guide strategic planning process, board expertise needed to achieve goals, and board diversity.
 - b. Education and Accountability Committee — building out goals that will help the committee to support school leaders attain goals (embedding sustainability in the curriculum to impact growth and achievement), developing a vision statement, strategic planning in addition to education accountability measurements and reports that will help drive academic achievement.

- c. Finance Committee — increasing committee’s understanding of how financial allocations impact student achievement, developing systems to measure impact, and benchmarking with other similar schools.

VI. **Public Comment** — There was no public comment

The meeting adjourned at 4:10 pm.



Brooklyn Urban Garden Charter School
Board of Directors Meeting
December 17, 2019
500 19th Street, Brooklyn, NY 11215

Minutes

Members Present: Brooks Tanner, Louis Green, Christine Kang, Hallie Hannoli, Jamal Deek, Regina Fechter, Erin Walker (PTA Co-President) - **Quorum Present**

Others Present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Don Mabrey (prospective board member), Felice Ekelman (prospective board member) Adam Drucker (prospective board member), Wynette Caesar (BUGS Principal), Dameon Muhammad (Dean of Student Affairs)

I. Welcome, Approval of Minutes, Mission Moment

- A. The meeting was called to order at 6:45 p.m.
- B. Regina Fechter made a motion to approve the Minutes of the November board meeting. Jamal Deek seconded the motion, and all approved.
- C. The Mission Moment was focused on a Strengths Weaknesses Opportunities Threat (SWOT) analysis incorporating a list of discussion points from the November off-site board meeting. Groups were assigned a SWOT quadrant and asked to report to the group about whether the list was comprehensive and if they had questions about the items. The board will address the issues discussed during the Mission Moment at the committee level and report back to the board with recommendations for follow-up actions.

II. Education and Accountability Committee

Regina Fechter ceded the committee report to Dameon Muhammad, Dean of Student Affairs, who shared highlights of his culture and climate report and provided an overview of the change in the structure of the Office of Student Affairs (OSA) with the addition of new staff and the creation of the climate team (OSA, students, grade team leaders, and sometimes families). He explained how his team supports teachers and students to be successful using a range of tools including a culturally responsive curriculum, restorative practices, and other strategies that support the development of social emotional skills.

III. Finance Committee

- A. Christine Kang thanked Jamal Deek for the new finance committee report format.
- B. The committee will conduct an RFP process for the FY2020 audit as a matter of normal best practice.
- C. Christine shared her commitment to increasing the finance committee's understanding of issues facing charter schools and developing ways to provide the committee with more insights into academics, culture, and operations at BUGS.

IV. Governance and Nominating Committee

- A. Brooks Tanner reported for Cathy and shared that the board membership is in good shape with eight current board members, and four in consideration to join the board.
- B. Brooks requested that board members let him know if they would like to get more involved or need more information to effectively leverage their expertise.
- C. Cathy is working on a board tracker to codify board expertise and also to set goals at the board and committee level.
- D. Cathy is also reviewing the onboarding process with suggestions to make it more comprehensive and useful.
- E. The committee is moving forward with Susan Tenner's FY 2019 review.
- F. Brooks made the following motion to approve Don Mabrey's application for the BUGS board:

The Brooklyn Urban Garden Charter School Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Don Mabrey as a member to its Board of Trustees, with a term expiring on June 30, 2022, pending approval by NYSED. The resolution approving Don Mabrey is adopted upon NYSED's approval.

Christine Kang seconded. All approved.

V. Executive Director Report

- A. Susan Tenner provided an overview of the new board homebase online resource that provides documents and institutional information for BUGS board members. She thanked Brooks for leading the resource building effort.
- B. The NYSED tour and meeting has been rescheduled for January 22. Susan asked the board to be available to meet with NYSED either at BUGS or virtually.
- C. Susan thanked board members for contributing to the end-of-year campaign and encouraged them to help fundraise for the BUGS Community Market.

Public Comment - There was no public comment

Regina Fechter made a motion to adjourn the meeting, Jamal Deek seconded. All approved.

The meeting was adjourned at 8:20 p.m.



Brooklyn Urban Garden Charter School
Board of Directors Meeting
January 28, 2020
500 19th Street, Brooklyn, NY 11215

Approved Minutes

Members Present: Brooks Tanner, Jackie Piccolo, Louis Green, Christine Kang, Hallie Iannoli, Don Mabrey - **Quorum Present**

Others Present: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Felice Ekelman (prospective board member), Charles Hertzog (prospective board member), Wynette Caesar (BUGS Principal)

Members Not Present: Cathy Boeckmann by video conference, Jamal Deek by video conference, Erin Walker (PTA Co-President) by video conference

I. Welcome, Approval of Minutes, Mission Moment

- A. The meeting was called to order at 6:40 p.m.
- B. Jackie Piccolo made a motion to approve the Minutes of the January board meeting. Christine Kang seconded the motion, and all approved.
- C. The Mission Moment was focused on the recent BUGS alumni meeting and a Sustainability Studio project. Six of the founding class attended a BUGS reunion planning event to discuss interest and next steps for a reunion event in May or June. Susan Tenner also shared a video of a 6th grader discussing the "joey pouch" he made in Sustainability Studio class. There was a brief discussion about how projects like this demonstrate the power of student action.

II. Education Accountability Committee

Hallie Iannoli shared highlights of the committee's meeting with the science and sustainability team leaders.

- A. The science team had recently switched standards from Common Core to Next Generation. Teachers appreciate the change because the Next Generation standards are more aligned with the school's focus on sustainability competencies.

- B. Teachers are excited that midline assessment results are showing higher proficiency levels in the 8th grade compared to the end of last year. The science team is also hopeful that they might receive funding that will build on the 7th grade watershed project and provide more project-based learning opportunities.
- C. The sustainability curriculum development with the science team has been strong and aligned. With a strong science curriculum in place, the sustainability team will focus on building stronger alignment with other curricula teams.
- D. BUGS is looking to explore using the sustainability curriculum for intervention and to address the range of student needs.
- E. The Education Accountability and Finance committees will continue to work together with the leadership team on Year 8 planning and resource alignment to support the school's logic model.
- F. BUGS has moved forward with hiring two teaching assistants (one for 7th and 8th grade) and is looking to hire one more for 6th grade. The teaching assistants follow one section all day and develop academic strategies. BUGS recognizes the value of training the teaching assistants and growing them to become certified teachers.
- G. Board members also encouraged BUGS to consider technology options for differentiated learning.
- H. Susan Tenner provided the Board with a preview of the logic model for year 8 and she and Wynette explained how the changes being discussed would have a more powerful impact on student outcomes.

III. Finance Committee

- A. Christine Kang presented the finance report noting an increase in cash payments and per pupil revenue. She discussed the committee's interest in allocating surplus funds to support students with special needs this fiscal year and will work with the Ed Accountability committee and school leaders to determine an effective funding strategy.
- B. Since BUGS has been using the same accounting firm for a number of years, as a matter of best practice, the Finance Committee will be soliciting proposals from a number of firms that have experience with charter schools in addition to the current firm to conduct its audit.
- C. Brooks Tanner requested the Board provide feedback on the new finance report format.

IV. Governance and Nominating Committee

Cathy Boeckmann reported that Board recruitment is moving along nicely. Don Mabrey is officially on the Board and three other potential members are in various phases of final review.

- A. Cathy is researching different platforms that would provide more structure and rigor around document management and board governance. She will report back to the Board at the February meeting.
- B. Susan Tenner's review is under way. The Committee is completing interviews with direct reports and then the board will be invited to provide feedback.

- C. The committee is also examining the need and rationale for a long-term strategic planning exercise for BUGS.

V. ED Report

- A. Susan Tenner and Brooks Tanner discussed the school visit with David Frank and Kimberly Santiago from NYSED. While the authorizers have a firm eye on test scores, they are also interested in other metrics that are important to student growth and achievement.
- B. The Board Members discussed working more closely with school leaders on school-wide alignment on objectives.
- C. Susan Tenner suggested having a clinic or workshop to show the Board unit and lesson plans and other tools.
- D. The Board briefly discussed its role to provide accountability to NYSED's Performance Management Framework, ask tough questions, and more actively serve as a critical friend to school leadership.
- E. Brooks Tanner encouraged the Board to check out other schools and seek suggestions of consultants or advisors.

Public Comment - There was no public comment

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

The meeting was adjourned at 8:08 p.m.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting**

February 25, 2020

6:30 - 8:00 p.m.

500 19th Street, Brooklyn, NY 11215

Approved Minutes

Members Present: Brooks Tanner, Hallie Iannoli, Louis Green, Regina Fechter - **No Quorum**

Others Present: Susan Tenner (BUGS Executive Director) , Susan Bakst (BUGS Director of Marketing and Outreach), Charles Hertzog (prospective board member), Felice Ekelman (prospective board member), Michelle Defossett (prospective board member) by video conference, Adam Drucker (prospective board member) by video conference

Members Not Present: Erin Walker (PTA Co-President) by video conference, Christine Kang by video conference, Jamal Deek by video conference, Jackie Piccolo by video conference

1. Welcome, Approval of Minutes, and Mission Moment

- A. The meeting was called to order at 6:37 p.m.
- B. Brooks Tanner deferred approval of the January Minutes to the next meeting since a quorum was not present.
- C. Mission Moment: Susan Tenner shared results from the Sustainability Survey taken by the Board last fall. She discussed some of the answers such as the school's definition of sustainability. Susan said she would share the answer key with Board members and offered to unpack additional answers at a later date.

II. Education Accountability Committee

Regina Fechter discussed the committee's meeting with the Director of Math, Jarod (W) Wunneburger.

- A. The committee is excited about Jarod's approach to learning math, integration of sustainability concepts, and focus on tier 1 teaching strategies.
- B. Regina briefly reviewed Jarod's strategies to lessen gaps between BUGS and District 15. He is digging into student data and assessments, and helping his team to do it too.

- C. Another focus for Jarod is providing additional coaching for the math team and building concrete instructional skills, hiring additional teachers, and planning more math minutes for the next school year.
- D. Jarod is also piloting adaptive software (Dreambox Learning) to impact student learning and allow teachers to have instructional time with smaller groups of students.
- E. Brooks suggested having another check-in with Jarod later this year. Susan Tenner suggested doing a walk through with Jarod in preparation for the NYSED visit at the end of April. Susan will reach out to the board to find a mutually convenient date.

III. Finance Committee

Louis Green presented the finance committee report.

- A. The committee discussed the financial summary. They also discussed additional spending and how to allocate this year's surplus.
- B. The committee is doing further analysis of the salary matrix to align with renewal letters to the staff in April.
- C. The committee is looking at the lease renewal, planning a retreat follow-up, designing committee onboarding, and setting goals for next year.

IV. Governance Nominating Committee

Cathy presented on behalf of the committee indicating that the bulk of the report would be reviewed in executive session. The committee is moving forward with an exploration of the Board on Track web-based software platform. The platform offers a way to save documents and streamline processes, and advises on board governance and organization. Cathy requested that the Board review the website and see if anyone in their personal networks has feedback about the platform. Susan Tenner said she would post on the Charter Center's ops listserv.

V. ED Report

- A. Susan Tenner shared the school renewal timeline and the date for the midterm site visit (April 28). It might be necessary to change the date of the Ed and Accountability meeting because of the NYSED schedule.
- B. Susan asked the Board to help promote the Raising Resilient Girls fundraiser. She also thanked the Board for their generous contributions to the end-of-year appeal. She invited everyone to the Open House on February 27.
- C. Susan explained strategies for goals and measurable outcomes to demonstrate progress toward achieving goals outlined in NYSED's Corrective Action Plan. Hallie requested more information about the feedback loop process and tracking which actions result in growth.
- D. Year 7 and Year 8 spending was discussed. BUGS is looking to bring on an additional teaching assistant and math specialist this school year.
- E. The school leadership team is reviewing PD plans for next year with focus on building more collaborative time for teachers to develop lesson plans integrating sustainability and ramping up special education supports.

Public Comment - There was no public comment

At 7:55 p.m. Brooks Tanner motioned to move into Executive Session. The motion was seconded and approved unanimously.

At 8:15 p.m. a motion was made to move out of Executive Session and adjourn the meeting. The motion was seconded carried unanimously.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting**

March 24th, 2020

Video Conference via Google Hangout (during Executive Order/Quarantine Period)
6:30 p.m. - 8:00 p.m.

Minutes

Members Present by Video Conference: Brooks Tanner, Hallie Iannoli, Louis Green, Regina Fechter, Hallie Iannoli, Jackie Piccolo, Cathy Boeckmann, Don Mabrey, Erin Walker (PTA Co-President), Jamal Deek

Others Present by Video Conference: Susan Tenner (BUGS Executive Director) , Susan Bakst (BUGS Director of Marketing and Outreach), Wynette Caesar (Principal), Charles Hertzog (prospective board member), Felice Ekelman (prospective board member), Adam Drucker (prospective board member), Digant Bahl (BUGS Director of Finance, contractor via ASNY)

Members Not Present: Christine Kang

I. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:34 p.m.
- B. Brooks Tanner welcomed the attendees and invited them to share how they are doing in the new normal of life amidst COVID-19.
- C. Louis Green made a motion to approve the minutes of the January Board Meeting, Cathy Boeckmann seconded the motion, and all approved.
- D. Louis Green made a motion to approve the minutes of the February Board Meeting, Don Mabrey seconded, and all approved.

II. Executive Director (ED) Report

- A. Susan Tenner discussed the smooth launch of remote learning and the factors that made it possible including trust among staff and families, nimbleness and spirit of innovation among the team, and leadership of the tech team. There was 98% attendance on the first day of remote learning.
- B. The team is also focused on access and support for English Language Learners, those students eligible for Free and Reduced Lunch (FRPL), and those with disabilities. Families are receiving one-on-one calls, laptops and tech support as needed, and the Director of Inclusion is arranging for related services for IEPs. She is also conducting remote IEP meetings.

- C. Wynette Caesar shared an overview of the remote learning launch, the decision to follow the daily class schedule to maintain consistency for students and families, and the process of getting students used to the platform, connected, and understanding that rules of the classroom apply to remote learning. The leadership team is working with teachers on pacing and balancing co-teaching roles. The Office of Student Affairs is checking in with students who struggle behaviorally and keeping them engaged in learning.
- D. The team is discussing how to design and implement assessments. BUGS is waiting for a decision about Regents exams.
- E. The school team is moving forward with the NYSED mid-term review. NYSED has arranged for Brooks Tanner and Susan Tenner to check in with the school's NYSED liaison regularly and are working to address the CAP (Corrective Action Plan) issues.

III. Education Accountability Committee

Regina Fechter shared that the committee is discussing the design and impact of remote learning assessments and other topics covered in the ED discussion above.

IV. Finance Committee

Digant Bahl provided a broad overview of potential impacts on the financial situation of the COVID-19 crisis for BUGS.

- A. While the per pupil amount has not yet been confirmed for the next school year, Digant suggested that the best way to mitigate changes to revenue was to build reserves, which BUGS has done.
- B. The expectation is that the philanthropy climate will not be strong next year and that should be reflected in next year's budget.
- C. BUGS recently reviewed salary matrix and hiring for 20-21 school year, and is making updates to forecasting next year's budget accordingly

V. Governance and Nominating Committee

- A. Cathy Boeckmann reported that the committee has submitted its Executive Director review to Susan Tenner and has agreed to more regularly hold performance conversations.
- B. The committee's review of the Board-on-Track platform is on hold for now, as energies are focused on planning around the pandemic. Cathy will report in more detail about the platform when the situation becomes more stable.
- C. Louis Green made a motion to approve Charles Hertzog's application for the BUGS board, Don Mabrey seconded. All approved.
- D. Brooks Tanner made a motion to approve Felice Ekelman's application for the BUGS board, Don Mabrey seconded. All approved.
- E. Louis Green made a motion to approve the Form 990 pending adjustments as noted by Cathy Boeckmann, Regina Fechter seconded. All approved.

Public Comment - There was no public comment

Don Mabrey made a motion to adjourn the meeting. Louis Green seconded. All approved.

The meeting was adjourned at 8:10 p.m.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting**

April 28, 2020

6:30 - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Minutes

Members Present by Video Conference: Brooks Tanner, Hallie Iannol, Louis Green, Jackie Piccolo, Cathy Boeckmann, Don Mabrey, Jamal Deek, Regina Fechter, Christine Kang, Charles Hertzog, Felice Ekelman, Jamal Deek, Erin Walker (PTA Co-President)

Others Present by Video Conference: Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Susan Bakst (BUGS Director of Marketing and Outreach), Adam Drucker (prospective board member), Digant Bahl (BUGS Director of Finance, contractor via ASNY)

1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:34 p.m.
- B. Louis Green made a motion to approve the minutes of the March Board Meeting, Jamal Deek seconded the motion, and all approved.

II. Finance Committee

Christine Kang invited Digant Bahl to update the board about the school's financial situation with the shift to the remote learning model and to provide a high level view of what to expect for FY 21.

- A. Digant reported that the school has been, to-date, in healthy financial shape with special ed revenue higher than budgeted, and costs lower because of reduced school operations and consulting services with the BUGS campus being closed.
- B. The finance committee is taking a conservative approach to financial projections for FY 21 since revenues may be impacted by a number of uncertainties, including minimal guidance on state funding for next year, unclear enrollment future with new and current families choosing to leave NYC, and other similarly unpredictable factors.
- C. The committee shared discussions of different expense reduction options for salaries, hiring, and health care for 2020-21. Susan Tenner reviewed different scenarios with the board and potential impacts on salaries and programs for next year. Wynette Caesar emphasized the

importance of supporting staff morale, hiring, and staff appreciation for their above and beyond efforts during this challenging time.

- D. Christine reminded the board that staff ordinarily would have received recommitment letters in March or April. She prepared the board to expect more details at the May board meeting and a deeper discussion of various financial scenarios, their pros, cons and trade-offs and the potential use of financial reserves.
- E. The board was updated that BUGS had applied for a Paycheck Protection Program (PPP) loan. While denied in the first round, BUGS is in the queue for consideration for the second round. The amount requested was \$940,000. The board discussed the implications of the loan. Since there were no objections to applying, it was agreed that BUGS would keep moving forward with the application and inform the board if the PPP request was approved.

III. Education Accountability Committee

- A. Regina Fechter updated the board about different scenarios for next year amidst hiring and staff decisions and program implications.
- B. Susan Tenner shared that the team is developing a variety of scenarios to be prepared for COVID-19 impacts on opening the school for the 2020-21 school year. Wynette Caesar discussed the strategies BUGS is evaluating to deliver rigorous learning and staff professional development if the school is back in the building, continuing remote learning, or a version of both.
- C. The finance committee will analyze different options for investing in teachers with the goal of providing the Education Accountability Committee funding guidelines for staffing for the upcoming school year.

IV. Governance and Nominating Committee

Cathy Boeckmann asked for a motion to approve Adam Drucker as a trustee pending approval by NYSED. Brooks made the motion, Louis Green seconded the motion, and all approved.

V. ED Report

- A. Susan Tenner updated the board about the school's decision to use the google g-suite platform for remote learning since it met the school's needs around privacy, access, and enabled BUGS to build on systems in place before COVID-19-- allowing for an easy transition once the school building was closed.
- B. Susan asked for trustees to join a Re-entry Task Force to think about process, procedures, and scenarios for a return to school road map. Trustees who expressed interest in joining the committee included: Don, Jackie, Felice, Charles, and Christine.
- C. For the mission moment, Susan shared highlights from the Earth Day virtual assembly and student leaders' motivation, including BUGS students, as reasons to fight for climate justice.

Public Comment - There was no public comment

Felice Ekelman made a motion to adjourn the meeting, Charles Hertzog seconded, and the meeting was adjourned at 8:18 p.m.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting
Special Convening**

May 6, 2020

6:00 - 7:00 p.m.

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Minutes

Members Present by Video Conference: Brooks Tanner, Hallie Iannoli, Louis Green, Regina Fechter, Jackie Piccolo, Cathy Boeckmann, Don Mabrey, Jamal Deek, Christine Kang, Charles Hertzog, Felice Ekelman, Erin Walker (PTA Co-President)

Others Present by Video Conference: Susan Tenner (BUGS Executive Director) , Susan Bakst (BUGS Director of Marketing and Outreach), Adam Drucker (prospective board member), Digant Bahl (BUGS Director of Finance, contractor via ASNY)

The meeting was called to order at 6:09 p.m.

Brooks Tanner explained that this special board meeting had been called as per agreement at the board's last regular meeting to convene if BUGS' application for a loan under the Paycheck Protection Program (PPP) created by the Coronavirus Aid, Relief, and Economic Security (CARES) Act were approved. Brooks introduced the discussion by:

- Reviewing the relevant certifications required in the application for the PPP as to need and purpose of the loan.
- Providing a summary of insights gained from previous discussions with outside counsel as well as from a conference call about the topic sponsored by the NYC Charter School Center which included comments from an experienced charter school attorney and the head of a New York charter which had applied under the PPP.
- Sharing an overview of three options for the board's consideration that had been developed in discussions with the Executive Director, certain board members and the Director of Finance:
 - 1) Accept the loan and apply for forgiveness sometime after the 8 week period "in the normal course" with the intent that all or most of the loan would be forgiven as per the announced requirements of the program.
 - 2) Repay the loan now. The Small Business Administration (SBA) has issued a "safe harbor" granting that any applicant that returns funds by May 14 (such date having been extended earlier in the day from May 7) will be "deemed to have made the required certification in good faith."
 - 3) Given current lack of clarity around eligibility under PPP, defer a decision on repaying the loan or applying for forgiveness to some future date.. Specifics and logistical issues around such an alternative may need to be further developed.

Brooks invited Susan Tenner and Digant Bahl to share their perspectives with the board after which Brooks asked each board member to provide their point of view. It was agreed that a decision could be deferred and that the full board would convene again on Wednesday, May 13.

Public Comment - There was no public comment

The meeting was adjourned at 7:19 p.m.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting
Special Convening**

May 13, 2020

6:00 - 7:00 p.m.

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Minutes

Members Present by Video Conference: Brooks Tanner, Louis Green, Jackie Piccolo, Cathy Boeckmann, Don Mabrey, Jamal Deek, Christine Kang, Charles Hertzog, Felice Ekelman, Erin Walker (PTA Co-President)

Others Present by Video Conference: Susan Tenner (BUGS Executive Director) , Susan Bakst (BUGS Director of Marketing and Outreach), Adam Drucker (prospective board member), Digant Bahl (BUGS Director of Finance, contractor via ASNY)

The meeting was called to order at 6:06 p.m.

Brooks Tanner updated the board about reductions in state stimulus funding for next year and other budget constraints that could affect trustees' consideration of options regarding the Paycheck Protection Program (PPP) loan from the SBA. He also shared new SBA guidance that borrowers with PPP loan amounts of less than \$2 million will be deemed to have made the "necessity" certification in good faith. Susan Tenner and Digant Bahl also discussed their views about the loan. Digant stated that he did not think it feasible to extend the decision regarding seeking forgiveness of the loan beyond the expiration of the program at June 30.

After a thorough discussion of options including a return of the funds, Christine Kang made a motion to not repay the PPP loan at this time.. Felice Ekelman seconded. All approved.

Public Comment - There was no public comment

The meeting was adjourned at 6:53 p.m.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting**

May 26, 2020

6:30 - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Minutes - Approved

Members Present by Video Conference: Brooks Tanner, Hallie Iannoli, Louis Green, Regina Fechter, Hallie Iannoli, Jackie Piccolo, Cathy Boeckmann, Don Mabrey, Erin Walker (PTA Co-President), Jamal Deek, Charles Hertzog, Felice Ekelman, Christine Kang

Others Present by Video Conference: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Wynette Caesar (Principal), Adam Drucker (prospective board member), Digant Bahl (BUGS Director of Finance, contractor via ASNY), Neil Klinger (visitor and potential board member)

1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:35 p.m.
- B. Brooks Tanner introduced Neil Klinger who described his interest in learning more about BUGS and the board.
- C. Regina Fechter made a motion to approve the minutes for April 28, May 6, and May 13. Louis Green seconded the motion, and all approved.

2. Mission Moment

- A. Susan Tenner asked the board to focus on re-entry at BUGS for the 2020-21 school year and reviewed different scenarios and priorities. She asked the board to review and contribute to a shared document on 20-21 planning and discussed who would like to be involved in a reopening task force as planning continues.
- B. The board indicated that safety, short- and long-term sustainability, innovation, and current experiences and insights from remote learning should inform our approach to re-entry. Other points of consideration included social-emotional well-being and defining safety beyond physical health, as well as engaging all stakeholders and ensuring all voices are heard in the feedback process.

3. Education Accountability Committee

- A. Regina Fechter provided an overview of the culture and climate report presentation by the Office of Student Affairs with information about how the team is supporting students, engagement, and school-wide goals during remote learning.
- B. The BUGS team shared the rationale for grading policy and assessments during remote learning based on student mastery of standards through projects and classwork rather than summative assessments. The committee and BUGS team discussed planning for the return of state assessments in the next school year and the potential to put a stronger emphasis on standards-based grading in the future.
- C. The board also reviewed school-wide goals and frameworks for the NYSED mid-year virtual meeting later that week.

4. Finance Committee

- A. Digant Bahl reviewed changes in school's expenses due to the closing of the school building during remote learning and other budget assumptions with the board to answer questions and have the budget ready for a vote at the June annual meeting.
- B. The board discussed the repercussions of uncertainty in funding and the impact of operating at a deficit next year so as to meet staffing and resource needs that would provide students a safe and high-quality education.
- C. The board agreed to invest in staff with a salary increase of 1% to boost morale and recognize the team's hard work during a challenging school year. The budget will also include the addition of a new science teacher to assist with sustainability focus, new sustainability curriculum, and more integration across subject areas.
- D. Projected enrollment currently reflects a deep waitlist but considerable uncertainty was noted in this regard.
- E. The discussion of a college scholarship for BUGS alumni was moved to the next meeting.

5. Governance and Nominating Committee

Cathy Boeckmann provided updates on three topics.

- A. The committee has submitted Adam Drucker's candidacy documents for review by NYSED. The committee is also enthusiastic about Erin Walker's interest in moving from her current ex-officio position to a regular three-year term.
- B. Cathy reminded the board of the importance of more intentional succession planning for board and committee chairs. She will have more to share about the topic with the board at future meetings.
- C. Cathy recommended that in light of the current financial picture and uncertainty due to COVID-19 that consideration of investing in an outside charter school board consulting firm be put on hold. The committee will look at the pain points that led to consideration of the program and see if there are other ways to address how we share and manage documents.

6. ED Report

Susan Tenner thanked the board for their support and engagement in preparing for the NYSED meeting.

Public Comment - There was no public comment

Jackie Piccolo made a motion to adjourn the meeting, Louis Green seconded. All approved. The meeting was adjourned at 8:04pm



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

June 23, 2020

6:30pm - 8:00pm

Video Conference via Google Hangout (during Executive Order/Quarantine Period)

Minutes

Members Present by Video Conference: Brooks Tanner, Louis Green, Regina Fechter, Hallie Iannoli, Jackie Piccolo, Cathy Boeckmann, Erin Walker (PTA Co-President), Jamal Deek, Charles Hertzog, Felice Ekelman, Christine Kang, Adam Drucker

Others Present by Video Conference: Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach), Wynette Caesar (Principal), Ana Bast (parent)

1. Welcome and Approval of Minutes

- A. The meeting was called to order at 6:37 p.m.
- B. Ana Bast, who was nominated as co-president of the PTA, introduced herself.
- C. Louis Green made a motion to approve the minutes for May 26, Jackie Piccolo seconded the motion, and all approved.

2. Mission Moment

Susan Tenner asked the board to reflect on recent protests against systemic racism and police brutality. Board members also discussed how the board could be more proactively anti-racist.

3. Governance and Nominating Committee

- A. Cathy Boeckmann led a discussion about how the board could be more intentional about diversifying its membership. The committee will provide a synthesis of the board's discussion, recommendations, and priorities.

Suggestions for consideration, included:

- Encourage deeper connections between BUGS teachers and board members to expand insights and increase the diversity of the pool of board applicants.

- Consider ways to increase families' awareness about the board, actively inviting families to board meetings, building relationships to encourage board engagement, and creating space for the range of family perspectives to be heard.
 - Increase board participation at PTA meetings.
 - Recruit board members who are part of the community and focus on local community-based organizations.
 - Add time to the board agenda for presentation from the PTA, parents, and/or teachers either in-person or remote.
 - Consider more opportunities for the board to lead or engage in school projects.
- B. The board was notified about the Committee's annual compensation approval memo for Susan Tenner and Wynette Caesar and the Nominations/Recommendations for Board Member Terms, Officers, and Committees for FY 2021.
- C. Adam Drucker was formally welcomed to the board.
- D. The creation of co-committee chairs was discussed as an option to encourage leadership sharing and training.
- E. Louis Green made a motion to approve the Nominations/Recommendation for Board Member Terms, Officers, and Committees for FY 2021. Regina seconded the motion, and all approved.
- F. Adam Drucker made a motion to approve the Board of Trustees Meeting Schedule. Charles Hertzog seconded, and all approved.

4. Education & Accountability Committee

- A. Regina Fechter reported that Jess Khawaja, Director of Sustainability, had presented on subject areas to the committee and shared updates about sustainability projects for the upcoming school year.
- B. The board discussed strategies to more effectively use data from assessments and the transition to standards-based grading.
- C. The committee is discussing re-entry and contingency schedules while considering the needs of students and equity in scheduling.

5. Finance Committee

- A. Christine Kang led the board in a review of the FY 21 budget prior to the vote.
- B. The committee has selected a new auditor Schall & Ashenfarb, CPA's, LLC. after considering and interviewing several candidates. Christine thanked Louis, Jamal, and Brooks for their work on the auditor selection process.
- A. Louis Green made a motion to approve the FY 21 budget, Cathy Boeckmann seconded, and all approved.

6. ED Report - Susan Tenner

- A. Information about the alumni college scholarship for the founding class of 2016 is being shared with students and families. The board was thanked for its generous support.

- B. Re-entry updates were shared with the board including information about task force meetings, the NYSED survey (remote learning) and the BUGS family survey about re-entry, efforts the school has made to ensure that all BUGS students will have their own chromebook next year, and focus on how to onboard new students if the school year begins with a remote or hybrid schedule.
- C. Future planning about a BUGS Diversity, Equity, and Inclusion (DEI) committee was announced to the board with more information to come.
- D. The board was asked to review the Data Privacy Policy for a vote at the next meeting.

Public Comment - There was no public comment

Jackie Piccolo made a motion to adjourn the meeting, Felice Ekelman seconded, and all approved. The meeting was adjourned at 8:10 p.m.

BUGS 2020-2021 School Calendar

September '20						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
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27	28	29	30			

October '20						
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November '20						
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22	23	24	25	26	27	28
29	30					

December '20						
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27	28	29	30	31		

January '21						
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24	25	26	27	28	29	30
31						

February '21						
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28						

March '21						
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April '21						
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May '21						
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23	24	25	26	27	28	29
30	31					

June '21						
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Arrival/Start:
M-F 8:30am
Mondays are Asynchronous
(except for Enrichment)

Dismissal:
See student schedule

Please visit www.BUGSbrooklyn.org
for Hybrid/Remote-only Updates

Instructional Days: 183
Instructional Hours: 1281

Key

1 Holiday/No School

2 Asynchronous Day

3 School Event

4 1PM Dismissal

2020

Aug 31 First day for New Students
Sept 1 First day for Returning Students
Sept 7 Labor Day
Sept 8 No Classes - Staff Development Day
Sept 28 Yom Kippur (School Closed)
Sept 29 Curriculum Night
Oct 12 Indigenous People's Day (School Closed)
Oct 13 Asynchronous - Staff Development Day
Nov 3 No Classes - Election Day & Staff Development
Nov 11 Veterans Day Observed (School Closed)
Nov 12 No Classes - Parent Teacher Conferences
Nov 26-27 Thanksgiving Recess (School Closed)
Dec 4 Asynchronous - Staff Development Day
Dec 24-Jan 1 Winter Recess (School Closed)

2021

Jan 18 Dr. Martin Luther King Jr. Day (School Closed)
Jan 19 No Classes - Staff Development Day
Feb 15-19 Midwinter Recess (School Closed)
Mar 4 Asynchronous - Staff Development Day
Mar 10 No School - Subject Area Conferences
Mar 29- Apr 2 Spring Recess (School Closed)
Apr 12 Asynchronous - Staff Development Day
May 13 Eid Al Fitr (School Closed)
May 20 Asynchronous - Staff Development Day
May 31 Memorial Day (School Closed)
June 8 Asynchronous - Staff Development Day
June 15 No Classes- Parent Teacher Conferences
June 18 Asynchronous - Staff Development Day
June 25 Last Day of School



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.30.2020.

PREMISES

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

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

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **10.21.2019**.

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

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

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

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

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

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

CO Number: 301573161F

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

A. Borough: Brooklyn
Address: 500 19 STREET
Block Number: [REDACTED]
Lot Number(s): [REDACTED]
Building Identification Number (BIN): [REDACTED]
Special District: None
Building Type: [REDACTED]
Certificate Type: Final
Effective Date: 10/17/2005

This Certificate supercedes CO Number(s): None

For zoning lot metes & bounds, please see BISWeb.

B. Construction classification: [REDACTED]
Building Occupancy Group classification: [REDACTED]
Multiple Dwelling Law Classification: [REDACTED]
Number of stories: [REDACTED]
Height in feet: [REDACTED]
Number of dwelling units: [REDACTED]

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

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

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

Borough Comments: None

[Signature]
Borough Commissioner
Brooklyn 1

Borough Commissioner

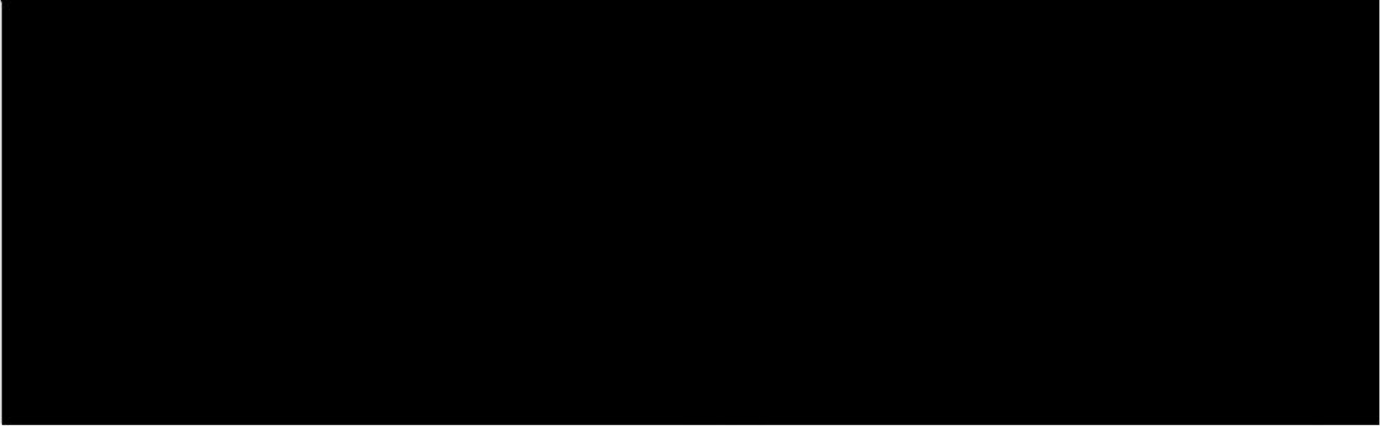
[Signature]

Commissioner

Certificate of Occupancy

CO Number: 

Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy group	Zoning dwelling or rooming units	Zoning use group	Description of use
							


Borough Commissioner
Brooklyn 1

Borough Commissioner



Commissioner

END OF DOCUMENT

