

# Application: Brooklyn Prospect Charter School - CSD 13

- WHargett@prospectschools.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000078

**Labels:** SUNY Trustees

## Entry 1 School Info and Cover Page

**Completed** Aug 1 2022

### Instructions

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

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

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 13 800000083987

**a1. Popular School Name**

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

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**d. DISTRICT / CSD OF LOCATION**

CSD #13 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

6/2014

**f. DATE FIRST OPENED FOR INSTRUCTION**

9/2016

**c. School Unionized**

Is your charter school unionized?

No

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

<https://www.brooklynprospect.org/>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

660

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

644

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

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

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

Yes

**I2. NAME OF CMO/EMO AND ADDRESS**

|                         |  |
|-------------------------|--|
| NAME OF CMO/EMO         | Prospect Schools   |
| PHYSICAL STREET ADDRESS | 397 Bridge Street, 9th Floor   |
| CITY                    | Brooklyn   |
| STATE                   | NY   |
| ZIP CODE                | 11201  |
| EMAIL ADDRESS           | <a href="mailto:compliance@prospectschools.org">compliance@prospectschools.org</a> |
| CONTACT PERSON NAME     | Tresha Ward  |

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

Yes, 2 sites

**BROOKLYN PROSPECT CHARTER SCHOOL-CSD 13 800000083987**

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

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

|        | Physical Address                         | Phone Number | District/CSD | Grades to be Served at Site for coming year (K-5, 6-9, etc.) | Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No). |
|--------|--|--------------|--------------|--|--|
| Site 1 | 80 Willoughby Street, Brooklyn, NY 11201 | 718-722-7634 | NYC CSD 13   | K-5  | Yes, K-5   |

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

|   | Name                  | Title                              | Work Phone   | Alternate Phone | Email Address  |
|---|-----------------------|------------------------------------|--------------|-----------------|--|
| School Leader                             | Folake Akinola-Pinard | ES Principal                       | 718-722-7634 |                 | <a href="mailto:fakinola-pinard@prospectschools.org">fakinola-pinard@prospectschools.org</a> |
| Operational Leader                        | Grace Lindsey         | ES Director of School Operations   | 718-722-7634 |                 | <a href="mailto:glindsey@prospectschools.org">glindsey@prospectschools.org</a>               |
| Compliance Contact                        | William Hargett       | Associate Director of Compliance   | 718-643-1086 |                 | <a href="mailto:whargett@prospectschools.org">whargett@prospectschools.org</a>               |
| Complaint Contact                         | Tresha Ward           | Chief Executive Officer            | 718-643-1086 |                 | <a href="mailto:tward@prospectschools.org">tward@prospectschools.org</a>                     |
| DA A Coordinator                          | Dwight Thomas         | Network Director of School Culture | 718-643-1086 |                 | <a href="mailto:dthomas@prospectschools.org">dthomas@prospectschools.org</a>                 |
| Phone Contact for After Hours Emergencies | Folake Akinola-Pinard | Elementary School Principal        | 718-722-7634 |                 | <a href="mailto:fakinola-pinard@prospectschools.org">fakinola-pinard@prospectschools.org</a> |

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

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

[TCO1946.PDF](#)

**Filename:** TCO1946.PDF **Size:** 206.7 kB

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### **Site 1 Fire Inspection Report**

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

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### **School Site 2**

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**m2. SCHOOL SITES**

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

|        | Physical Address                       | Phone Number | District/CSD | Grades to be Served at Site for coming year (K-5, 6-9, etc.) | Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No). |
|--------|--|--------------|--------------|--|--|
| Site 2 | 1100 Fulton Street, Brooklyn, NY 11238 | 718-783-1570 | NYC CSD 13   | 6-8  | Yes, 6-8   |



**m2a. Please provide the contact information for Site 2.**

|   | Name              | Title                              | Work Phone   | Alternate Phone | Email Address  |
|---|-------------------|------------------------------------|--------------|-----------------|--|
| School Leader                             | Matthew Ellis     | MS Principal                       | 718-783-1570 |                 | <a href="mailto:mellis@prospectschools.org">mellis@prospectschools.org</a>       |
| Operational Leader                        | Courtney Sakamoto | MS Director of School Operations   | 718-783-1570 |                 | <a href="mailto:csakamoto@prospectschools.org">csakamoto@prospectschools.org</a> |
| Compliance Contact                        | William Hargett   | Associate Director of Compliance   | 718-643-1086 |                 | <a href="mailto:whargett@prospectschools.org">whargett@prospectschools.org</a>   |
| Complaint Contact                         | Tresha Ward       | Chief Executive Officer            | 718-643-1086 |                 | <a href="mailto:tward@prospectschools.org">tward@prospectschools.org</a>         |
| DA A Coordinator                          | Dwight Thomas     | Network Director of School Culture | 718-643-1086 |                 | <a href="mailto:dthomas@prospectschools.org">dthomas@prospectschools.org</a>     |
| Phone Contact for After Hours Emergencies | Matthew Ellis     | Middle School Principal            | 718-783-1570 |                 | <a href="mailto:mellis@prospectschools.org">mellis@prospectschools.org</a>       |

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

Private Space

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

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

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

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

[190411-CertOfOccupancy.pdf](#)

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

**Site 2 Fire Inspection Report**

**CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR**

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

## ATTESTATIONS

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

|                 |  |
|-----------------|--|
| Name            | William Hargett  |
| Position        | Associate Director of Compliance   |
| Phone/Extension | 718-643-1086   |
| Email           | <a href="mailto:whargett@prospectschools.org">whargett@prospectschools.org</a> |

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

### Responses Selected:

Yes

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

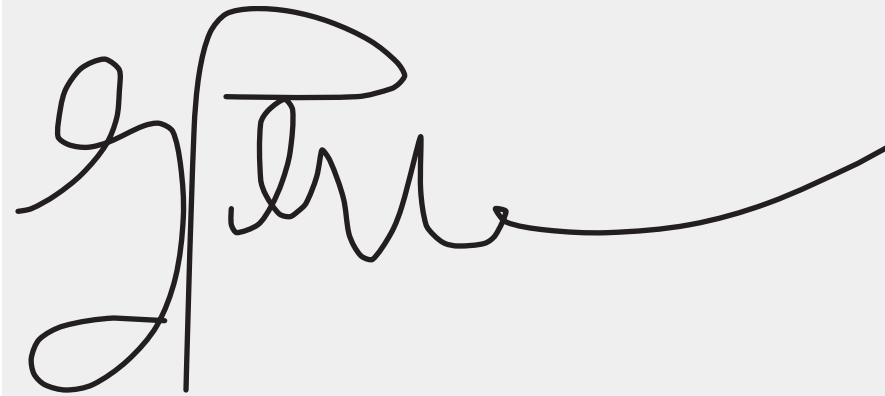
### Responses Selected:

Yes

**Signature, Head of Charter School**



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



**Date**

Aug 1 2022

**Thank you.**



## **Entry 3 Accountability Plan Progress Reports**

**Incomplete**

## **Instructions**

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

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **Entry 4 - Audited Financial Statements**

Incomplete

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

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

### **Entry 4a - Audited Financial Report Template (SUNY)**

Incomplete

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

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial Report Template" at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **Entry 4c - Additional Financial Documents**

Incomplete Hidden from applicant

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit

3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4d - Financial Services Contact Information

**Incomplete** Hidden from applicant

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

## Form for "Financial Services Contact Information"

### 1. School Based Fiscal Contact Information

|  | School Based Fiscal Contact Name | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|--|----------------------------------|-----------------------------------|-----------------------------------|
|  |                                  |                                   |                                   |

### 2. Audit Firm Contact Information

|  | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|----------------------------|----------------------------|------------------------------------|
|  |                           |                            |                            |                                    |

**3. If applicable, please provide contact information for the school's outsourced financial services firm.**

|  | Firm Name | Contact Person | Mailing Address | Email | Phone | Years With Firm |
|--|-----------|----------------|-----------------|-------|-------|-----------------|
|  |           |                |                 |       |       |                 |

## Entry 5 - Fiscal Year 2022-2023 Budget

**Incomplete**

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** Aug 1 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **Christine**

**Filename:** Christine.Burke.Financial.Disclosure rKUeDcA.pdf **Size:** 394.1 kB

### **Gravelle**

**Filename:** Gravell.Pierre.Board.Disclosure.Document.pdf **Size:** 677.7 kB

### **Jill**

**Filename:** Jill.Inbar.Board.Disclosure.Document.pdf **Size:** 671.3 kB

### **Ahmed**

**Filename:** Ahmed.Haque.Baord.Disclosure.Form.pdf **Size:** 676.1 kB

## [Joanne](#)

**Filename:** Joanne.Garce Rodriguez.Disclosure.Document.pdf **Size:** 674.9 kB

## [Michael](#)

**Filename:** Michael.Echenburg.Board.Disclosure 7PYfzR1.pdf **Size:** 677.9 kB

## [Sara](#)

**Filename:** Sara.Keenan.Board.Disclosure.Document.pdf **Size:** 670.9 kB

## [Michelle](#)

**Filename:** Michelle.Ramirez.Board.Disclosure.Document.pdf **Size:** 673.9 kB

## [Angela](#)

**Filename:** Angela.Kurzawa.Board.Disclosure.Form.2022.pdf **Size:** 674.9 kB

## [Sam](#)

**Filename:** Sam.Koch.Board.Disclosure.Form.2022.pdf **Size:** 672.1 kB

## **Entry 7 BOT Membership Table**

**Completed** Aug 1 2022

## **Instructions**

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

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

### **Entry 7 BOT Table**

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

**BROOKLYN PROSPECT CHARTER SCHOOL-CSD 13 800000083987**

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**Authorizer:**

Who is the authorizer of your charter school?

SUNY

**1. 2021-2022 Board Member Information (Enter info for each BOT member)**

|   | Trustee Name            | Trustee Email Address | Position on the Board | Committee Affiliations          | Voting Member Per By-Laws (Y/N) | Number of Terms Served | Start Date of Current Term (MM/DD /YYYY) | End Date of Current Term (MM/DD /YYYY) | Board Meetings Attended During 2021-2022 |
|---|-------------------------|-----------------------|-----------------------|---------------------------------|---------------------------------|------------------------|--|--|--|
| 1 | Burke, Christine        |                       | Trustee/Member        | Finance, Academic               | Yes                             | 4                      | 06/30/2021                               | 06/30/2024                             | 7  |
| 2 | Echenburg, Michael W.   |                       | Trustee/Member        | Finance, Facilities             | Yes                             | 1                      | 09/23/2020                               | 09/29/2023                             | 11                                       |
| 3 | Grace-Rodriguez, Joanne |                       | Trustee/Member        | Facilities                      | Yes                             | 1                      | 09/23/2020                               | 09/30/2023                             | 8  |
| 4 | Haque, Ahmed            |                       | Trustee/Member        | Academic                        | Yes                             | 1                      | 10/02/2019                               | 10/02/2022                             | 6  |
| 5 | Inbar, Jill             |                       | Chair                 | Finance, Facilities, Governance | Yes                             | 3                      | 06/30/2021                               | 06/30/2024                             | 11                                       |

|   |                   |  |                |                     |     |   |            |            |           |
|---|-------------------|--|----------------|---------------------|-----|---|------------|------------|-----------|
| 6 | Keenan, Sara      |  | Secretary      | Academic            | Yes | 1 | 01/13/2020 | 01/13/2023 | 5 or less |
| 7 | Koch, Sam         |  | Trustee/Member | Governance          | Yes | 4 | 06/30/2021 | 06/30/2024 | 9         |
| 8 | Pierre, Gravelle  |  | Treasurer      | Finance, Governance | Yes | 1 | 06/30/2022 | 06/30/2025 | 9         |
| 9 | Ramirez, Michelle |  | Trustee/Member | Academic            | Yes | 1 | 09/23/2020 | 09/29/2023 | 5 or less |

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

Yes

**1b. Board Member Information**

|    | Trustee Name     | Trustee Email Address | Position on the Board | Committee Affiliations | Voting Member Per By-Laws (Y/N) | Number of Terms Served | Start Date of Current Term (MM/DD/YYYY) | End Date of Current Term (MM/DD/YYYY) | Board Meetings Attended During 2021-2022 |
|----|------------------|-----------------------|-----------------------|------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 | Petrocelli, Maya |                       | Trustee/Member        | Facilities             | Yes                             | 1                      | 07/19/2021                              | 07/01/2023                            | 10                                       |
| 11 | Kurzawa, Angela  |                       | Parent Rep            |                        | No                              | 1                      | 01/19/2022                              | 01/19/2025                            | 5 or less                                |
| 12 | Garba, Jordan    |                       | Parent Rep            |                        | No                              | 1                      | 06/21/2021                              | 11/18/2021                            | 5 or less                                |
| 13 |                  |                       |                       |                        |                                 |                        |   |                                       |  |
| 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, 2022                    | 9  |
| b.Total Number of Members Added During 2021-2022                   | 1  |
| c. Total Number of Members who Departed during 2021-2022           | 3  |
| d.Total Number of members, as set in Bylaws, Resolution or Minutes | 10 |

### 3. Number of Board meetings held during 2021-2022

15

### 4. Number of Board meetings scheduled for 2022-2023

11

### Total number of Voting Members on June 30, 2022:

9

### Total number of Voting Members added during the 2021-2022 school year:

1

**Total number of Voting Members who departed during the 2021-2022 school year:**

3

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

10

Thank you.

## Entry 8 Board Meeting Minutes

**Incomplete** Hidden from applicant

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

Schools must upload complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

## Entry 9 Enrollment & Retention

**Completed** Aug 1 2022

### [Instructions for submitting Enrollment and Retention Efforts](#)

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

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

**Recruitment/Attraction Efforts Toward Meeting Targets**

|                            | Describe Recruitment Efforts in 2021-2022  | Describe Recruitment Plans in 2022-2023   |
|----------------------------|--|---|
| Economically Disadvantaged | <p>Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open seats for economically disadvantaged applicants.</p> <p>Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</p> <p>We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</p> | <p>Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open lottery seats for economically disadvantaged applicants.</p> <p>Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</p> <p>We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</p> <p>We also used transit ads, established partnerships with early learning centers, and targeted advertising through Media Cause.</p> |
| English Language Learners  | <p>Our application is available in multiple languages (English and Spanish). Spanish translation is offered at our admissions information sessions.</p> <p>Mandarin translation is provided, as needed, by staff.</p> <p>Brochures are distributed in Spanish and English. We provide outreach by multi-lingual staff and in immigrant communities.</p>  | <p>Our application is available in multiple languages (English and Spanish). Spanish translation is offered at our admissions information sessions.</p> <p>Mandarin translation is provided, as needed, by staff.</p> <p>Brochures and Fliers are distributed in Spanish, Mandarin and English. We provide outreach by multi-lingual staff and in immigrant communities.</p>  |

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

### Retention Efforts Toward Meeting Targets

|                            | Describe Retention Efforts in 2021-2022   | Describe Retention Plans in 2022-2023   |
|----------------------------|---|---|
| Economically Disadvantaged | <p>Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled.</p> <p>We have provided outreach by multi-lingual staff and in immigrant communities. Funding</p> | <p>Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled.</p> <p>We have provided outreach by multi-lingual staff and in immigrant communities. Funding</p> |

|                            |  |  |
|----------------------------|--|--|
|                            | is available on a needs basis for field trips, afterschool programming, and other programs that have fees.   | is available on a needs basis for field trips, afterschool programming, and other programs that have fees.   |
| English Language Learners  | <p>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full-time ELL specialist is on staff to work with teachers and families.</p> <p>Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.</p>                       | <p>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full-time MLL/ELL Associate Director is on staff to work with teachers and families.</p> <p>Recruitment of staff dedicated to supporting MLL/ELL families by ensuring that the families are supported once the student is enrolled.</p>       |
| Students with Disabilities | <p>We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website.</p> <p>Further, we offer a range of services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</p> | <p>We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website.</p> <p>Further, we offer a range of services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</p> |

## Entry 10 - Teacher and Administrator Attrition

Completed Aug 1 2022

# Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation



## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employeefingerprintoct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospra/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

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

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

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

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 11 Percent of Uncertified Teachers**

**Incomplete** Hidden from applicant

### **Instructions**

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

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

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, 2022) |           |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)  |           |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)  |           |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as of June 30, 2022)      |           |
| Total Category A: 5 or 30% whichever is less   | 0         |

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

|  | FTE Count |
|--|-----------|
| i. Mathematics                           |           |
| ii. Science                              |           |
| iii. Computer Science                    |           |
| . Technology                             |           |
| . Career and Technical Education         |           |
| <b>Total Category B: not to exceed 5</b> | <b>0</b>  |

**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, 2022) |           |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)  |           |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)  |           |
| . FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)           |           |
| <b>Total Category C: not to exceed 5</b>   | <b>0</b>  |

**TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)**

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

|       | FTE Count |
|-------|-----------|
| Total |           |

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

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

|                  | FTE Count |
|------------------|-----------|
| Total Category D |           |

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

|                  | FTE Count |
|------------------|-----------|
| Total Category E |           |

**CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS**

Please do not include paraprofessionals, such as teacher aides.

|                  | FTE Count |
|------------------|-----------|
| Total Category F |           |

**Thank you.**



**Entry 12 Organization Chart**

**Incomplete** Hidden from applicant

## Instructions

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

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

## Entry 13 School Calendar

Completed Aug 1 2022

[Instructions for submitting School Calendar](#)

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

If the charter school has tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools “... unless the school’s charter requires more instructional time than is required under the regulations.”

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of calendar showing the requested information. Schools are encouraged to use calendar template and ensure there is monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **22-23 Calendar-of-Important-Dates**

Filename: 22 23 Calendar of Important Dates.pdf Size: 275.4 kB

## Entry 14 Links to Critical Documents on School Website

Completed Aug 1 2022

### Instructions

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

## Form for Entry 14 Links to Critical Documents on School Website

School Name: **Brooklyn Prospect Charter School CSD 13**

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

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

|   | Link to Documents   |
|---|---|
| 1. Current Annual Report (i.e., 2021-2022 Annual Report)  | <a href="https://www.brooklynprospect.org/about-us/governance/">https://www.brooklynprospect.org/about-us/governance/</a> |
| 2. Board meeting notices, agendas and documents   | <a href="https://www.brooklynprospect.org/about-us/governance/">https://www.brooklynprospect.org/about-us/governance/</a> |
| 3. New York State School Report Card  | <a href="https://www.brooklynprospect.org/about-us/governance/">https://www.brooklynprospect.org/about-us/governance/</a> |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | <a href="https://www.brooklynprospect.org/community/">https://www.brooklynprospect.org/community/</a>                     |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo)                               | <a href="https://www.brooklynprospect.org/about-us/governance/">https://www.brooklynprospect.org/about-us/governance/</a> |
| 6. Authorizer-approved FOIL Policy  | <a href="https://www.brooklynprospect.org/community/">https://www.brooklynprospect.org/community/</a>                     |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)  | <a href="https://www.brooklynprospect.org/community/">https://www.brooklynprospect.org/community/</a>                     |

Thank you.



## Entry 15 Staff Roster

**Incomplete** Hidden from applicant

### [INSTRUCTIONS](#)

#### **Required of Regents and NYCDOE-authorized Charter Schools ONLY**

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

**Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders:** Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in resubmission of fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.



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

**Trustee Name:**

Ahmed Haque

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**Name of Charter School Education Corporation:**

Prospect Schools / Brooklyn Prospect Charter School

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

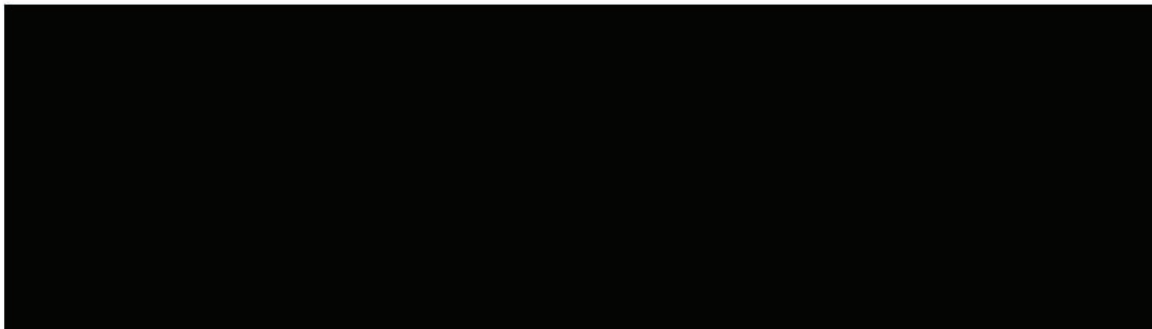
| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest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

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

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



**Home Address:**

\_\_\_\_\_

DocuSigned by:  
*Alimed Haque*  
7E57540C5B54760...

6/16/2022

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Angela Kurwaza

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect Charter School

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

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

Yes  No

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

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

Yes  No

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

Parent of Michael Kurzawa - Grade 1 (WTES)

Parent of Cooper Kurzawa - Grade 8 (WTMS)

Parent of Henry Kurzawa - Grade 11 (BPHS)

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

Yes  No

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

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

Yes  No

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

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

**None**

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



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

**None**

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

Brooklyn Prospect Charter School

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

**Business Telephone:**

---

**Business Address:**



**Home Address:**

---

DocuSigned by:  
*Angela Kurwaza* 06/01/22

---

**Signature** **Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Christine Burke

---

**Name of Charter School Education Corporation:**

Prospect Schools

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

Board of Trustees

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

I was the Founding Director of Finance and Operations of Brooklyn Prospect Charter School from March 2009 - October 2010. No other business affiliation past, present or prospective.

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

**None**

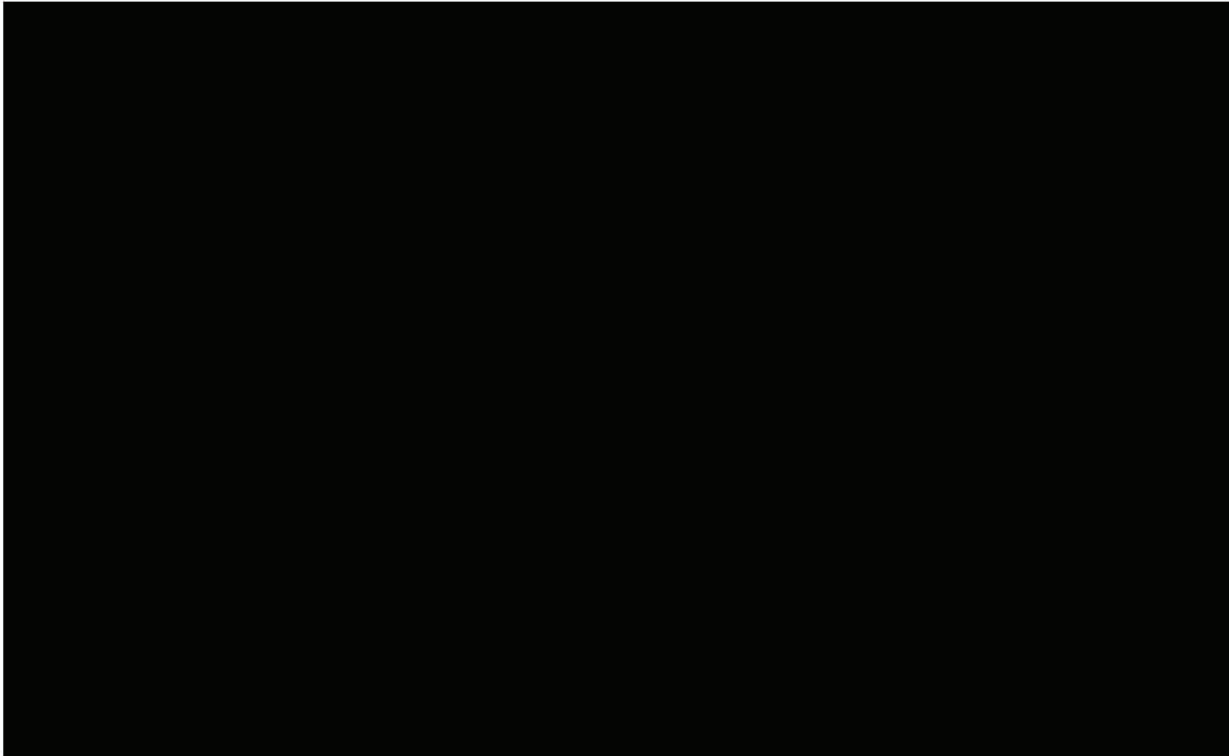
| Date(s) | Nature of financial interest / transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
|         |  |  |  |

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

**None**

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

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



12 June 2022

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**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Gravelle Pierre

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect Charter School

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

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

Yes  No

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

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

Yes  No

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



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

Yes  No

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

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

Yes  No

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

-

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

**None**

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

-

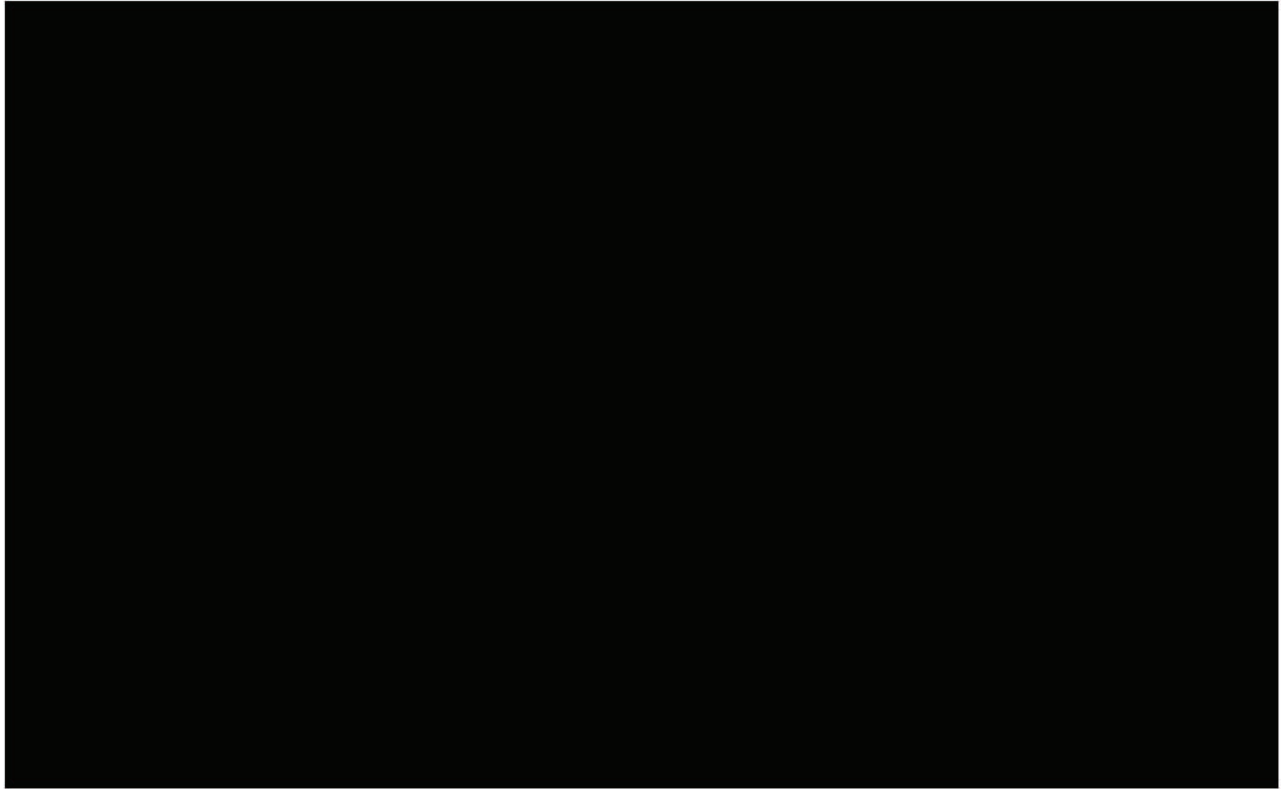
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

**None**

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

-

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



DocuSigned by:  
*Gravelle Pierre*  
76548FDB9BFB411...

6/24/2022

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Jill Inbar

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect Charter School

---

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

Chair

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

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



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

**Business Telephone:**

\_\_\_\_\_

**Business Address:**



**Home Telephone:**

\_\_\_\_\_

**Home Address:**

\_\_\_\_\_

DocuSigned by:  
*Jill Inbar*  
36369957921410...

06/13/2022

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Joanne Garce

---

**Name of Charter School Education Corporation:**

---

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

Board

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

**None**

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

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

**None**

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

- Joanne Garce

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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|   |             |
|---|-------------|
| DocuSigned by:<br><i>Joanne Garce-Rodriguez</i><br><small>4174313C339D6461...</small> | 6/23/2022   |
| <b>Signature</b>  | <b>Date</b> |

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Michael Echenberg

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect Charter School

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

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

Yes  No

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

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

Yes  No

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

I am a parent to two students, one enrolled at Downtown Elementary School and the other enrolled at Clinton Hill Middle School. These students could not benefit from my participation.

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

Yes  No

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

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

Yes  No

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



-

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

**None**

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

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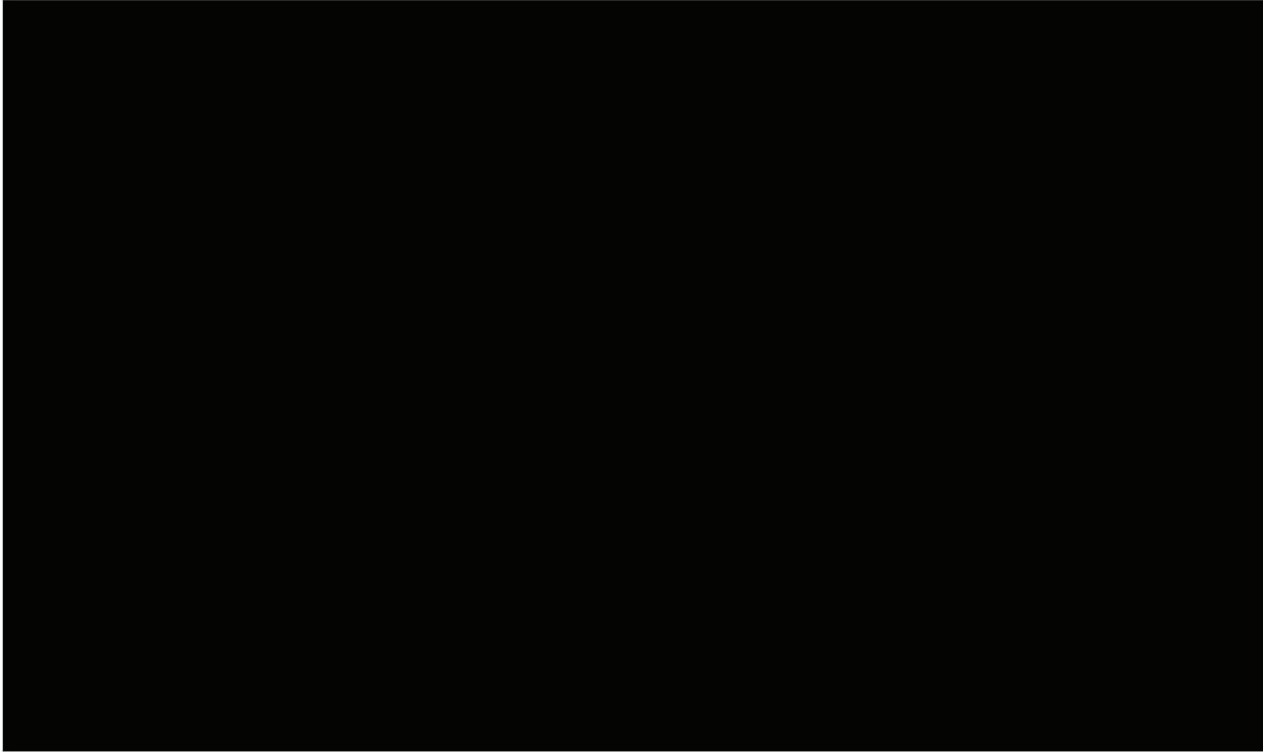
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

**None**

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
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DocuSigned by:  
*Michael Echenberg*  
B02B1804DC2547F...

6/23/2022

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Michelle Ramirez

---

**Name of Charter School Education Corporation:**

Prospect Charter school

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

Board member

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

Prospect Charter school

Michelle Ramirez

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

**None**

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

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

**None**

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

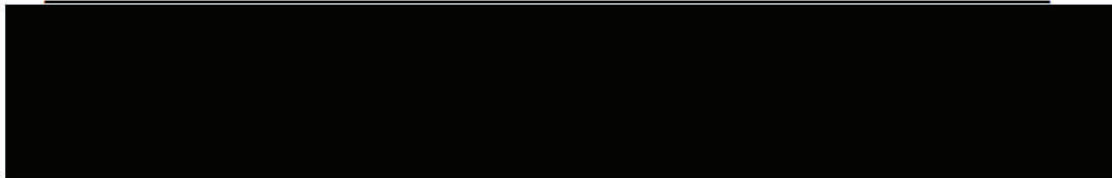
- Michelle Ramirez

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**Business Telephone:**

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**Business Address:**



**Home Telephone:**

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**Home Address:**

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|                  |   |           |
|------------------|---|-----------|
| DocuSigned by:   |  | 6/13/2022 |
| <b>Signature</b> | <b>Date</b>   |           |

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*last revised 04/2022*



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

**Trustee Name:**

Sam Koch

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect Charter School

---

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

Chair of the Governance Committee

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

Brooklyn Prospect Charter School

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

 **None**

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

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

**None**

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

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

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**Home Telephone:**

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**Home Address:**

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DocuSigned by:  
*Sam Koch*  
3E2B4471-5278C4702...

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

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

**Trustee Name:**

Sara Keenan

---

**Name of Charter School Education Corporation:**

Brooklyn Prospect

---

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

Secretary  
Chair of the Academic Oversight Committee

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

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

Yes  No

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

For the 21-22 school year, I was the Managing Director of the Charter Network Accelerator, a leadership development program for system-level leaders of small networks of charter schools. My salary was \$170,000. I started in that role in January of 2014 and will be moving on from the role on July 1st, 2022. We offer coaching to leaders of networks who are alumni of our program and two Prospect Schools staff have contracted with the Accelerator program (other coaches on my team) for coaching.

-

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

**None**

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



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

**None**

| <b>Organization conducting business with the school(s)</b> | <b>Nature of business conducted</b>                           | <b>Approximate value of the business conducted</b> | <b>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</b> | <b>Steps taken to avoid conflict of interest</b>  |
|--|---|--|--|---|
| Charter Network Accelerator                                | Two Leadership coaching contracts with Prospect Schools staff | \$15,000   | Sara Keenan - employee of Charter Network Accelerator during the 21-22 school year.  | Sara was not the coach for staff. Another Accelerator team member was direct contact in scoping coaching engagements. |

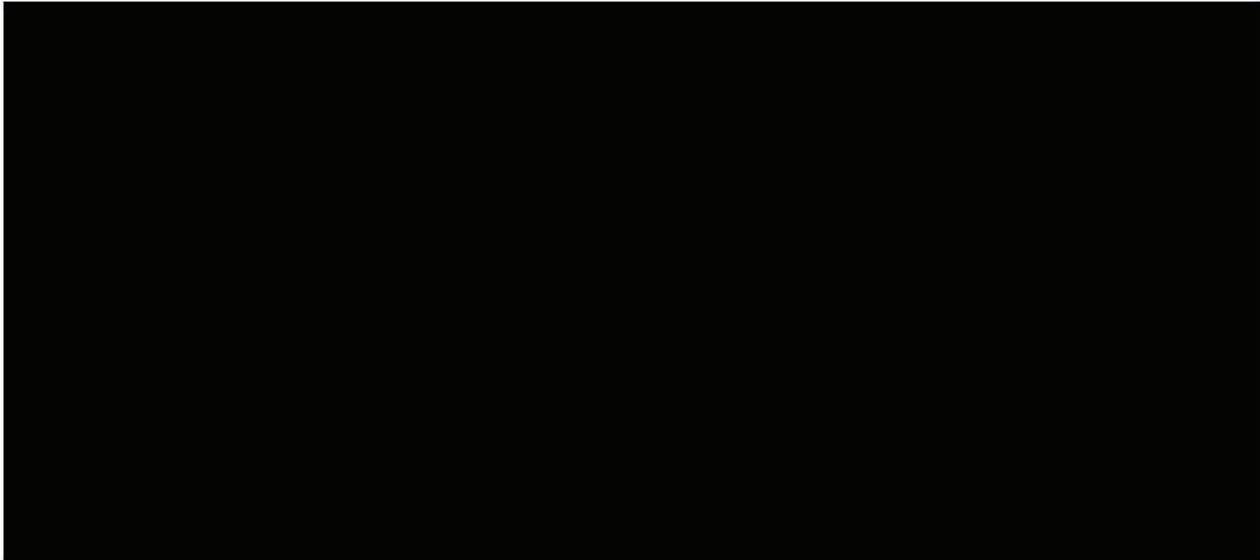
-

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**Business Telephone:**

\_\_\_\_\_

**Business Address:**



Sara M Keenan

June 26, 2022

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*

# Certificate of Occupancy

**CO Number: 320968896F**

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

|  |  |                              |                                   |
|--|--|------------------------------|-----------------------------------|
| <b>A.</b>  | <b>Borough:</b> Brooklyn   | <b>Block Number:</b> 02016   | <b>Certificate Type:</b> Final    |
|  | <b>Address:</b> 1104 FULTON STREET   | <b>Lot Number(s):</b> 30     | <b>Effective Date:</b> 04/10/2019 |
|  | <b>Building Identification Number (BIN):</b> 3393703                                       | <b>Building Type:</b><br>New |                                   |
| This building is subject to this Building Code: 2008 Code    |  |                              |                                   |
| <i>For zoning lot metes &amp; bounds, please see BISWeb.</i> |  |                              |                                   |
| <b>B.</b>  | <b>Construction classification:</b> 1-A  | (2014/2008 Code)             |                                   |
|  | <b>Building Occupancy Group classification:</b> E  | (2014/2008 Code)             |                                   |
|  | <b>Multiple Dwelling Law Classification:</b> None  |                              |                                   |
|  | <b>No. of stories:</b> 6   | <b>Height in feet:</b> 85    | <b>No. of dwelling units:</b> 0   |
| <b>C.</b>  | <b>Fire Protection Equipment:</b><br>Standpipe system, Fire alarm system, Sprinkler system |                              |                                   |
| <b>D.</b>  | <b>Type and number of open spaces:</b><br>None associated with this filing.                |                              |                                   |
| <b>E.</b>  | <b>This Certificate is issued with the following legal limitations:</b><br>None            |                              |                                   |
| <b>Borough Comments:</b> None                                |  |                              |                                   |



Borough Commissioner




Acting

Commissioner

*Certificate of Occupancy*

CO Number:

320968896F

| Permissible Use and Occupancy   |                           |                           |                               |                           |                  |   |
|---|---------------------------|---------------------------|-------------------------------|---------------------------|------------------|---|
| All Building Code occupancy group designations below are 2008 designations. |                           |                           |                               |                           |                  |   |
| Floor From To   | Maximum persons permitted | Live load lbs per sq. ft. | Building Code occupancy group | Dwelling or Rooming Units | Zoning use group | Description of use  |
| CEL   | 5                         | OG                        | S-2                           |                           | 6                |  |
| 001 001   | 120                       | 100                       | M                             |                           | 6                |   |
| 002   | 235                       | 100                       | A-2<br>A-3                    |                           | 3                |   |
| 002 002   | 240                       | 100                       | E<br>I-4                      |                           | 3                |   |
| 003 003   | 140                       | 100                       | E                             |                           | 3                |   |
| 004 004   | 140                       | 100                       | E                             |                           | 3                |   |
| 005 005   | 140                       | 100                       | E                             |                           | 3                |   |
| 006   | 299                       | 100                       | A-2<br>A-3                    |                           | 3                |   |
| 006   | 140                       | 100                       | E                             |                           | 3                |   |
| RO<br>F   |                           | 100                       | E                             |                           | 3                |   |
| END OF SECTION  |                           |                           |                               |                           |                  |   |



Borough Commissioner



Acting

Commissioner

END OF DOCUMENT



## 2022-2023 CALENDAR OF IMPORTANT DATES

|                          |   |
|--------------------------|---|
| <b>September 2</b>       | New Student Orientation*  |
| <b>September 5</b>       | Labor Day - SCHOOL CLOSED - OFFICE CLOSED                                       |
| <b>September 6 - 7</b>   | Student Intake / Advisory Conferences   |
| <b>September 8</b>       | First Day of Classes  |
| <b>September 26 - 27</b> | Rosh Hashanah - SCHOOL CLOSED - OFFICE OPEN                                     |
| <b>October 5</b>         | Yom Kippur - SCHOOL CLOSED - OFFICE OPEN  |
| <b>October 10</b>        | Indigenous Peoples' Day - SCHOOL CLOSED - OFFICE CLOSED                         |
| <b>November 8</b>        | Election Day - PD Day - NO STUDENTS IN ATTENDANCE ( Async Learning)             |
| <b>November 11</b>       | Veterans Day - SCHOOL CLOSED - OFFICE CLOSED                                    |
| <b>November 21 - 25</b>  | Thanksgiving Recess - SCHOOL CLOSED - OFFICE CLOSED                             |
| <b>November 28</b>       | Classes Resume  |
| <b>December 26 - 30</b>  | Winter Recess - SCHOOL CLOSED - OFFICE CLOSED                                   |
| <b>January 2</b>         | New Year's Day (Observed) - SCHOOL CLOSED - OFFICE CLOSED                       |
| <b>January 3</b>         | PD Day - NO STUDENTS IN ATTENDANCE ( No Async Learning)                         |
| <b>January 16</b>        | Martin Luther King, Jr. Day – SCHOOL CLOSED - OFFICE CLOSED                     |
| <b>January 30</b>        | PD Day - NO STUDENTS IN ATTENDANCE ( Async Learning)                            |
| <b>February 20</b>       | Presidents' Day – SCHOOL CLOSED - OFFICE CLOSED                                 |
| <b>February 21 - 24</b>  | Mid-Winter Break – SCHOOL CLOSED - OFFICE OPEN                                  |
| <b>February 27</b>       | Classes Resume  |
| <b>March 13</b>          | PD Day - NO STUDENTS IN ATTENDANCE (Async Learning)                             |
| <b>April 6</b>           | 1st day of Passover - DOE CLOSED - Prospect Schools OPEN                        |
| <b>April 7 - 14</b>      | Spring Break – SCHOOL CLOSED - OFFICE OPEN                                      |
| <b>April 17</b>          | Classes Resume  |
| <b>April 21</b>          | Eid Al-Fitr - SCHOOL CLOSED - OFFICE OPEN                                       |
| <b>May 29</b>            | Memorial Day – SCHOOL CLOSED - OFFICE CLOSED                                    |
| <b>June 8</b>            | PD Day - NO STUDENTS IN ATTENDANCE (Async Learning)                             |
| <b>June 9</b>            | Last Instructional Day for High School  |
| <b>June 12 - 23</b>      | Regents & Finals  |
| <b>June 19</b>           | Juneteenth - SCHOOL CLOSED - OFFICE CLOSED                                      |
| <b>June 29</b>           | Last Day of School for Elementary and Middle School Students (early dismissal*) |
| <b>June 30</b>           | Last Day for Faculty  |

\*Individual school schedules may vary



## **2022 - 2023 CALENDARIO DE FECHAS IMPORTANTES**

- 2 de septiembre** Orientación para nuevos estudiantes\*
- 5 de septiembre** Día del Trabajo - ESCUELA CERRADA - OFICINA CERRADA
- 6 - 7 de septiembre** Admisión de estudiantes/Conferencias de asesoramiento
- 8 de septiembre** Primer día de clases
- 26 - 27 de septiembre** Rosh Hashaná - ESCUELA CERRADA - OFICINA ABIERTA
- 5 de octubre** Yom Kippur - ESCUELA CERRADA - OFICINA ABIERTA
- 10 de octubre** Día de los Pueblos Indígenas - ESCUELA CERRADA - OFICINA CERRADA
- 8 de noviembre** Día de las elecciones - Día de desarrollo profesional - NO HAY ESTUDIANTES EN LA ASISTENCIA (Aprendizaje asincrónico)
- 11 de noviembre** Día de los Veteranos - ESCUELA CERRADA - OFICINA CERRADA
- 21 - 25 de noviembre** Receso de Acción de Gracias - ESCUELA CERRADA - OFICINA CERRADA
- 28 de noviembre** Clases Reanudar
- 26 - 30 de diciembre** Receso de invierno - ESCUELA CERRADA - OFICINA CERRADA
- 2 de enero** Día de Año Nuevo (Observado) - ESCUELA CERRADA - OFICINA CERRADA
- 3 de enero** Día de desarrollo profesional: NO HAY ESTUDIANTES EN LA ASISTENCIA (sin aprendizaje asincrónico)
- 16 de enero** Día de Martin Luther King, Jr. - ESCUELA CERRADA - OFICINA CERRADA
- 30 de enero** Día de desarrollo profesional: NO HAY ESTUDIANTES EN LA ASISTENCIA (aprendizaje asincrónico)
- 20 de febrero** Día de los Presidentes - ESCUELA CERRADA - OFICINA CERRADA
- 21 - 24 de febrero** Vacaciones de mediados de invierno - ESCUELA CERRADA - OFICINA ABIERTA
- 27 de febrero** Clases Reanudar
- 13 de marzo** Día de desarrollo profesional: NO HAY ESTUDIANTES EN LA ASISTENCIA (aprendizaje asincrónico)
- 6 de abril** Primer día de Pesaj - DOE CERRADO - Prospect Schools ABIERTO



- 7 - 11 de abril** Vacaciones de Primavera - ESCUELA CERRADA - OFICINA ABIERTA
- 17 de abril** Clases Reanudar
- 21 de abril** Eid Al-Fitr - ESCUELA CERRADA - OFICINA ABIERTA
- 29 de mayo** Día de los Caídos – ESCUELA CERRADA - OFICINA CERRADA
- 8 de junio** Día de desarrollo profesional: NO HAY ESTUDIANTES EN LA ASISTENCIA (aprendizaje asincrónico)
- 9 de junio** Último día de instrucción para la escuela secundaria
- 12 - 23 de junio** Regentes y Finales
- 19 de junio** Juneteenth - ESCUELA CERRADA - OFICINA CERRADA
- 29 de junio** Último día de clases para estudiantes de primaria y secundaria (salida anticipada\*)
- 30 de junio** Último día para la facultad



## 2022 - 2023 重要日期日历

|            |                               |
|------------|-------------------------------|
| 9月2日       | 新生报到*                         |
| 9月5日       | 劳工节 - 学校关闭 - 办公室关闭            |
| 9月7日       | 学生入学 / 家长会                    |
| 9月8日       | 开学第一课                         |
| 9月26日至27日  | 犹太新年 - 学校关闭 - 办公室开放           |
| 10月5日      | 赎罪日 - 学校关闭 - 办公室开放            |
| 10月10日     | 原住民日 - 学校关闭 - 办公室关闭           |
| 11月8日      | 选举日 - 教师职业拓展日 - 学生在家/在线课程     |
| 11月11日     | 退伍军人节 - 学校关闭 - 办公室关闭          |
| 11月21日至25日 | 感恩节假期 - 学校关闭 - 办公室关闭          |
| 11月28日     | 课程恢复                          |
| 12月26日至30日 | 寒假 - 学校关闭 - 办公室关闭             |
| 1月2日       | 元旦 - 学校关闭 - 办公室关闭             |
| 1月3日       | 教师职业拓展日 - 学生在家/没有在线课程         |
| 1月16日      | 马丁路德金纪念日 - 学校关闭 - 办公室关闭       |
| 1月30日      | 教师职业拓展日 - 学生在家/在线课程           |
| 2月20日      | 总统日 - 学校关闭 - 办公室关闭            |
| 2月21日-24日  | 中寒假 - 学校关闭 - 办公室开放            |
| 2月27日      | 课程恢复                          |
| 3月13日      | 教师职业拓展日 - 学生在家/在线课程           |
| 4月6日       | 逾越节第一天 - 教育局关闭 - 布鲁克林展望特许学校开放 |
| 4月7日至11日   | 春假 - 学校关闭 - 办公室开放             |
| 4月17日      | 课程恢复                          |





- 4月21日** 开斋节 - 学校关闭 - 办公室开放
- 5月29日** 阵亡将士纪念日 - 学校关闭 - 办公室关闭
- 6月8日** 教师职业拓展日 - 学生在家/在线课程
- 6月9日** 高中部最后一天教学日
- 6月12日至23日** 州级统考/期末考试
- 6月19日** 奴隶解放日 - 学校关闭 - 办公室关闭
- 6月29日** 初中部和小学部最后一天 (提前放学\*)
- 6月30日** 教职工最后一天