

Application: Brooklyn Urban Garden Charter School

Susan Tenner - susan.tenner@bugsbrooklyn.org
2021-2022 Annual Report

Summary

ID: 0000000196

Last submitted: Oct 31 2022 11:46 AM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed Oct 31 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

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN URBAN GARDEN CHARTER SCHOOL 800000071074

a1. Popular School Name

BUGS

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

e. DATE OF INITIAL CHARTER

9/2011

f. DATE FIRST OPENED FOR INSTRUCTION

8/2013

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

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

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

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

KDE 1	Inquiry-Based Study of the Science of Sustainability: BUGS will be a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.
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KDE 2	Extended Time for Learning: Longer blocks of class time, a longer school day and a longer school year will provide additional time to: maximize learning opportunities; implement innovative, cross-disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.
KDE 3	A Positive and Inclusive School Climate: BUGS will create a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world.
KDE 4	A Professional Learning Community: A learning-focused, collaborative culture will be based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and on-going professional development will enhance teachers' collective focus on student learning.
KDE 5	Authentic Assessments and Individualization: Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students' individual needs and is facilitated by trained and supported teachers.
KDE 6	Use of Technology: Computer-based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.
KDE 7	(No response)
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

www.BUGSbrooklyn.org

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

300

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

308

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

Check all that apply

Grades Served	6, 7, 8
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l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

No, just one site.

BROOKLYN URBAN GARDEN CHARTER SCHOOL 800000071074

School Site 1 (Primary)

m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	500 19th St. Brooklyn, NY 11215	(718) 280-9556	NYC CSD 15	6,7,8	7,8

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	usan Tenner	Executive Director	718-280-9556	917-566-7682	
Operational Leader	Cay Tolson	Director of Operations	718-280-9556	917-251-0120	
Compliance Contact	Susan Tenner	Executive Director	718-280-9556	917-566-7682	
Complaint Contact	Susan Tenner	Executive Director	718-280-9556	917-566-7682	
DA A Coordinator	Dameon Muhammad	Director of School Culture	718-280-9556	347-684-0994	
Phone Contact for After Hours Emergencies	917-566-7682			917-251-0120	

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)

[Certificate of Occupancy.pdf](#)

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

Site 1 Fire Inspection Report

[500 19 st K 22.pdf](#)

Filename: 500 19 st K 22.pdf **Size:** 189.8 kB

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).

Yes

n2. Summary of Charter Revisions

	Category (Select	Specific Revision	Date Approved by	Date Approved by
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	Best Description)	(150 word limit)	BOT (if applicable)	Authorizer (if applicable)
1	Change in mission, vision or philosophy	<p>To amend the charter school’s mission from: “The Brooklyn Urban Garden Charter School (BUGS) will be a vibrant learning community dedicated to the stewardship of the environment and the interdisciplinary study of the science of sustainability. Through explorations of real-world problems and challenges, BUGS graduates will gain a deep knowledge of the core academic subjects, the problem-solving and critical thinking skills to succeed in high school, college, and the future workforce, and the ability to collaborate with others in an increasingly global society.” to “The mission of</p>	9/25/21	5/16/2022

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

To remove these key design elements:
Education for Sustainability;
Rigorous and engaging academic program; Data-driven climate; Focus on services for

2	Change in design or educational program	students with special needs; and Technology infusion and add the following key design elements: Inquiry-Based Study of the Science of Sustainability; Extended Time for Learning; A Positive and Inclusive School Climate; A Professional Learning Community; Authentic Assessments and Individualization; and Use of Technology.	9/25/21	5/16/2022
3	Change in organizational structure	To amend the school's organizational chart.	9/25/21	5/16/2022
4	Change in discipline or code of conduct policy	Brooklyn Urban Garden Charter School's non-material revision request to change/update the school's Code of Conduct as presented in the updated Family Handbook is approved by the NYSED CSO and may be implemented	1/27/22	9/9/2022

		immediately.		
5				

More revisions to add?

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

p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school as 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:

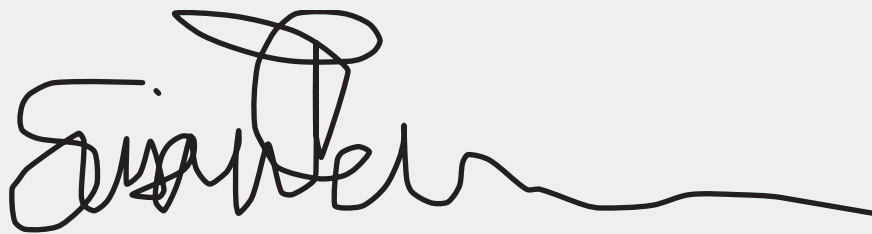
Yes

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).

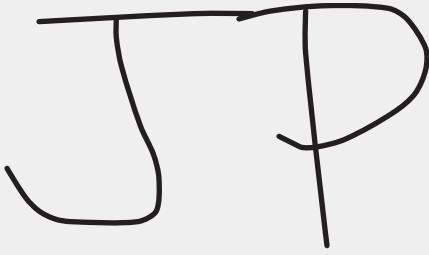
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to read "Suzanne". It starts with a large, looped 'S' and ends with a long, horizontal tail stroke.

Signature, President of the Board of Trustees



Date

Jul 29 2022

Thank you.



Entry 3 Progress Toward Goals

Completed Oct 31 2022

Instructions

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school’s currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

BROOKLYN URBAN GARDEN CHARTER SCHOOL 800000071074

1. ACADEMIC STUDENT PERFORMANCE GOALS

Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	Each year, the school will be designated as in “good standing.”	ESEA Accountability Designations	Met	
	Each year, the percent of students who score proficiently			N/A:

Academic Goal 2	on 6-8 ELA state assessments for all students at the school level will meet or exceed the district and state average.	NYS ELA Exam	Unable to Assess	District and State comparisons have not yet been made available by the State or City.
Academic Goal 3	Each year, the percent of students who score proficiently on 6-8 math assessments for all students at the school level will meet or exceed the district and state average.	NYS Math Exam	Unable to Assess	N/A: District and State comparisons have not yet been made available by the State or City.
Academic Goal 4	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in ELA.	NYC DOE School Quality Guide Goal: Closing the Achievement Gap ELA Growth	Unable to Assess	N/A: This data has not yet been made available by the NYC DOE.
Academic Goal 5	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth	NYC DOE School Quality Guide Goal: Closing the Achievement Gap math Growth	Unable to Assess	N/A: This data has not yet been made available by the NYC DOE.

	Percentile of the School's Lowest Performing Students in math.			
Academic Goal 6	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in ELA.	NYC DOE School Quality Guide Goal: Comparison Group ELA	Unable to Assess	N/A: This data has not yet been made available by the NYC DOE.
Academic Goal 7	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in math.	NYC DOE School Quality Guide Goal: Comparison Group Math	Unable to Assess	N/A: This data has not yet been made available by the NYC DOE.
Academic Goal 8	ELA Growth: The school will maintain or increase the percent of students in the school testing at a proficient level for ELA or trending	Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population	Unable to Assess	N/A: Previous year's (2021) State Test results were considered not statistically valid by the State due to

	toward proficiency for ELA from one year's test administration to the next.	who: a) moved from level 1 to 2, 3, or 4; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 3 to 4; or e) remained at level 4.		limited participation.
Academic Goal 9	Growth Math: The school will maintain or increase the percent of students in the school testing at a proficient level for math or trending toward proficiency for math from one year's test administration to the next.	Analysis will examine proficiency maintenance or improvement of all students in the school compared to each student's previous year's test scores. Annual growth will be determined by the percent of the total student population who: a) moved from level 1 to 2, 3, or 4; b) moved from level 2 to 3 or 4; c) remained at level 3; d) moved from level 3 to 4; or e) remained at level 4.	Unable to Assess	N/A: Previous year's (2021) State Test results were considered not statistically valid by the State due to limited participation.
Academic Goal 10				

2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	Parent Satisfaction: In each year of the charter term, parents will express satisfaction with the school’s program, based on the school’s annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more parents participate in the survey.	DOE and/or school's internal surveys.	Met	

Org Goal 2	<p>Teacher Satisfaction: In each year of the charter term, teachers will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more teachers participate in the survey.</p>	DOE and/or school's internal surveys.	Met	
Org Goal 3	<p>Student Satisfaction: In each year of the charter term, students will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more students</p>	DOE and/or school's internal surveys.	Met	

	participate in the survey.			
Org Goal 4				
Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1	Each year, the school will maintain financial stability, with total revenue meeting or exceeding total expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.	Official Audit to be completed by Nov. 1	Met	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 3 Accountability Plan Progress Reports

Incomplete Hidden from applicant

Instructions

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

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

Completed Oct 31 2022

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 a PDF file, ensuring that security features such as password protections

are removed from all school uploaded documents.

PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 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.

1

Filename: 1. BUGS Fin Stmt 6 0 2022 FINAL.pdf **Size:** 392.4 kB

Entry 4a - Audited Financial Report Template (SUNY)

Incomplete Hidden from applicant

Instructions - SUNY-Authorized Charter Schools ONLY

SUNY-authorized schools must download the Excel spreadsheet entitled "Audited Financial 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 4b - Audited Financial Report Template (BOR/NYC/BOE)

Completed Oct 31 2022

Instructions - Regents-Authorized Charter Schools ONLY

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.

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

2

Filename: 2. BUGS FY22 NYSED Audited Financ OtzH24s.xlsx **Size:** 77.9 kB

Entry 4c - Additional Financial Documents

Completed Oct 31 2022

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, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter

2. Federal Single Audit
 - . CSP Agreed-Upon Procedure Report
 4. Evidence of Required Escrow Account for each school^[1]
 5. Corrective Action Plan for Audit Findings and Management Letter Recommendations
-

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

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

Advisory and or Management Letter

Filename: Advisory and or Management Letter.docx **Size:** 12.2 kB

Federal Single Audit

Filename: Federal Single Audit noLihpx.docx **Size:** 12.3 kB

CSP Agreed-Upon Procedure Report

Filename: CSP Agreed Upon Procedure Report.docx **Size:** 12.3 kB

Evidence of Required Escrow Account - BUGS 22

Filename: Evidence of Required Escrow Accoun izyvEsZ.pdf **Size:** 81.8 kB

Corrective Action Plan

Filename: Corrective Action Plan.docx **Size:** 12.3 kB

Entry 4d - Financial Services Contact Information

Completed Oct 31 2022

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

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Joseph Albano			3

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
	Accounting Solutions of NY (ASNY)	Digant Bahl	241 West 37th St. Suite 1207. NY, NY 10018			12

Entry 5 - Fiscal Year 2022-2023 Budget

Completed Oct 31 2022

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.

3

Filename: 3. BUGS FY23 NYSED Budget.xlsx **Size:** 40.2 kB

Entry 6 - Board of Trustees Disclosure of Financial Interest Form

Completed Oct 31 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.

Adam Drucker - BUGS - Disclosure of Financial Interest Form - 2022

Filename: Adam Drucker BUGS Disclosure o SsLwuXQ.pdf **Size:** 708.8 kB

Cathy Boeckmann - BUGS - Disclosure of Financial Interest Form - 2022

Filename: Cathy Boeckmann BUGS Disclosur JGZRA0s.pdf **Size:** 711.9 kB

Christine Kang - Disclosure of Financial Interest Form - 2022

Filename: Christine Kang Disclosure of Fin IuxoB4n.pdf **Size:** 710.5 kB

Don Mabrey Jr - BUGS - Disclosure of Financial Interest - 2022

Filename: Don Mabrey Jr BUGS Disclosure Ohs0ybR.pdf **Size:** 851.2 kB

Hallie Iannoli - BUGS - Disclosure of Financial Interest Form - 2022

Filename: Hallie Iannoli BUGS Disclosure 1iPvXVc.pdf **Size:** 711.2 kB

Jackie Piccolo - BUGS - Disclosure of Financial Interest Form - 2022

Filename: Jackie Piccolo BUGS Disclosure LdTPimw.pdf **Size:** 708.8 kB

[Jamal Deek - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Jamal Deek BUGS Disclosure of Bb1AbtO.pdf **Size:** 705.6 kB

[Louis Green - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Louis Green BUGS Disclosure o 1nzZTaJ.pdf **Size:** 702.7 kB

[Regina Fechter - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Regina Fechter BUGS Disclosure itbyvhp.pdf **Size:** 705.5 kB

[Felice Ekelman - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Felice Ekelman BUGS Disclosure 5j5lKha.pdf **Size:** 857.6 kB

[Brooks Tanner - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Brooks T nner BUGS Disclosure iHy4lbz.pdf **Size:** 705.9 kB

[Charles Hertzog - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Charles Hertzog BUGS Disclosur oCXrfVo.pdf **Size:** 736.2 kB

[Erin Walker - BUGS - Disclosure of Financial Interest Form - 2022](#)

Filename: Erin W lker BUGS Disclosure of j8gx2Ao.pdf **Size:** 756.0 kB

Entry 7 BOT Membership Table

Completed Oct 31 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 URBAN GARDEN CHARTER SCHOOL 800000071074

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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	Felice Ekelman		Chair	Education & Accountability, Finance, Governance & Nominating	Yes	1	7/1/2020	6/30/2023	11
2	Jackie Pccolo		Chair	Governance & Nominating	Yes	2	7/1/2021	6/30/2024	10
3	Jamal Deek		Treasurer	Education & Accountability, Finance	Yes	2	7/1/2022	6/30/2025	11
4	Cathy Boeckmann		Secretary	Governance & Nominating	Yes	3	7/1/2019	6/30/2022	11

5	Christine Kang		Trustee/Member	Finance	Yes	3	7/1/2022	6/30/2025	9
6	Lou Green		Trustee/Member	Finance	Yes	2	7/1/2022	6/30/2025	11
7	Regina Fechter		Trustee/Member	Governance & Nominating	Yes	3	7/1/2022	6/30/2025	8
8	Don Mabrey		Trustee/Member	Education & Accountability	Yes	1	7/1/2020	6/30/2023	9
9	Adam Drucker		Trustee/Member	Finance	Yes	1	7/1/2020	6/30/2023	8

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	Erin Walker		Trustee/Member	Education & Accountability	Yes	3	7/1/2020	6/30/2023	8
11	Hallie Iannoli		Trustee/Member	Education & Accountability	Yes	2	7/1/2020	6/30/2022	9
12	Charles Hertzog		Trustee/Member	Education & Accountability	Yes	1	7/1/2020	6/30/2022	8
13	Brooks Tanner		Trustee/Member	Finance	Yes	4	7/1/2021	7/30/2022	5 or less
14	Ana Bast		Parent Rep		No	1	7/1/2021	6/30/2021	8
15									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. UNY-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	12
b.Total Number of Members Added During 2021-2022	0
c. Total Number of Members who Departed during 2021-2022	1
d.Total Number of members, as set in Bylaws, Resolution or Minutes	12

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

12

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

0

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

1

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

12

Total number of Non-Voting Members on June 30, 2022:

1

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

0

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

0

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

2

Thank you.

Entry 8 Board Meeting Minutes

Completed Oct 31 2022

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

Schools must upload a 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**.

BUGS Board Meeting Minutes 6

Filename: BUGS Board Meeting Minutes 6.28.2022.pdf **Size:** 148.8 kB

BUGS+Board+Meeting+Minutes+2

Filename: BUGSBoardMeetingMinutes2.15.22.pdf **Size:** 122.5 kB

board+minutes+8

Filename: boardminutes8.24.2021.pdf **Size:** 195.2 kB

BUGS+Board+Meeting+Minutes+1

Filename: BUGSBoardMeetingMinutes1.27.2022.pdf **Size:** 123.9 kB

BUGS Board Meeting Minutes 4

Filename: BUGS Board Meeting Minutes 4.26.2022.pdf **Size:** 132.6 kB

BUGS+Board+Meeting+Minutes+5

Filename: BUGSBoardMeetingMinutes5.24.2022.pdf **Size:** 130.9 kB

BUGS+Board+Meeting+Minutes+7

Filename: BUGSBoardMeetingMinutes7.27.21.pdf **Size:** 144.1 kB

BUGS+Board+Meeting+Minutes+12

Filename: BUGSBoardMeetingMinutes12.21.2021.pdf **Size:** 123.6 kB

BUGS+Board+Meeting+Minutes+9

Filename: BUGSBoardMeetingMinutes9.25.21.pdf Size: 372.7 kB

[BUGS+Board+Meeting+Minutes+October+2021](#)

Filename: BUGSBoardMeetingMinutesOctober2021.pdf Size: 197.2 kB

[November+2021+BUGS+Board+Meeting+Minutes+\(1\)](#)

Filename: November2021BUGSBoardMeetingMinutes1.pdf Size: 123.0 kB

[BUGS+Board+Meeting+Minutes+3](#)

Filename: BUGSBoardMeetingMinutes3.22.22.pdf Size: 130.3 kB

Entry 9 Enrollment & Retention

Completed Oct 31 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
	Built additional while also deepening relationships with community-based organizations that serve economically disadvantaged families. Provided	Continue to work with NYSED to explore and apply again for FRPL lottery preference. Explore bus options. Continue and deepen/refine the following efforts: Connect with community-based organizations that serve economically disadvantaged

Economically Disadvantaged

information and offered to speak with families to ensure families of all backgrounds know about our school and FRPL lottery weighting.

Partnered with elementary schools with high percentage FRPL populations by providing information and participating in virtual info sessions.

Continued direct mail to zip codes with high population FRPL and ELLs.

Encouraged current BUGS families to let friends, neighbors, and elementary school contacts know about BUGS diverse and welcoming school culture.

Highlighted in all our communications and recruitment materials that BUGS is tuition free, provides a range of support services, free afterschool and holiday camp, as well as increasing awareness of our commitment to providing a welcoming, inclusive, and diverse community.

Inform economically distressed families that BUGS has a program to reduce fees or subsidize costs for uniforms, field studies, school supplies, and special events.

families and provide information sessions to increase awareness of BUGS and ensure families of all backgrounds know about our school and FRPL lottery weighting.

Partner with elementary schools with high percentage FRPL populations for info tables and onsite presentations.

Offer school tours to accommodate schedules of working families, including individual tours as requested by community partners.

Continue direct mail to zip codes with high population FRPL and ELLs.

Encourage current BUGS families to let friends, neighbors, and elementary school contacts know about BUGS diverse and welcoming school culture.

Highlight in all our communications and recruitment materials that BUGS is tuition free, provides a range of support services, free afterschool and holiday camp, as well as increasing awareness of our commitment to providing a welcoming, inclusive, and diverse community.

Inform economically distressed families that BUGS has a program to eliminate/reduce fees or subsidize costs for uniforms, field studies, school supplies, and special events.

<p>English Language Learners</p>	<p>Designed and distributed bi-lingual recruitment outreach materials.</p> <p>Created social media campaigns in Spanish.</p> <p>Bi-lingual staff assisted with recruitment and presented Spanish-language only virtual information sessions.</p> <p>Distributed brochures in person to elementary schools with high ELL populations in CSD 15.</p> <p>Provided materials to organizations that serve recent immigrants.</p> <p>Produced direct mailer in both English and Spanish for in-district and out-of-district families.</p> <p>Contacted parent coordinators and ELL coordinators at elementary schools in CSD 15 and beyond to let them know about bi-lingual virtual Info Sessions and support programs for English language learners/Multilingual Learners.</p> <p>BUGS family coordinator called</p>	<p>BUGS will employ many of the same strategies for the 2022-23 school year with the extra benefit of hiring an ELL coordinator.</p> <p>BUGS will explore building an ELL lottery preference and plan to participate in community events in MLL communities for for in-person presentations at community-based organizations that serve non-English speaking families and school fairs in an effort to increase ELL enrollment.</p> <p>We will continue to have our application in multiple languages by using the Charter Center Application in addition to our own application.</p> <p>Install multi-language internal signage to ensure school is welcoming to all families.</p> <p>Distribute brochures in person to elementary schools with high ELL populations in CSD 15 and plan for in-person info sessions.</p> <p>Increase communications with parent coordinator and ELL coordinator at elementary schools in CSD 15 to let them know about Open Houses, introduce our new ELL coordinator, as well as school tours and support programs for English language learners/Multilingual Learners.</p> <p>Provide information about our ELL program and how to apply to</p>
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	<p>English language learners and Multilingual Learners who were offered seats for 2021-22 to support enrollment.</p> <p>Encouraged and provided recruitment materials to current BUGS ELL families to share with their friends and families who are English language learners and Multilingual Learners.</p> <p>Prepared lottery to provide additional ELL weighting.</p> <p>Continued to recruit multilingual staff.</p> <p>Continued ELL instructional strategy training for all staff and participation in the ELL consortium via the NYC Charter Center.</p>	<p>current BUGS ELL families to share with their friends and families who are English language learners/Multilingual Learners.</p> <p>Continue to recruit multilingual staff, and continue ELL instructional strategy training for all staff.</p> <p>Increase student community action projects in high ELL/MLL communities to increase awareness about BUGS and the school’s focus on sustainability and building healthy communities.</p> <p>Consistently follow-up with ELL applicants to maintain interest in attending BUGS.</p> <p>Reach MLL families by distributing brochures in community based stores and organizations. Also, set up outreach tables in community parks such as Sunset Park, Sunset Terminal Park, Prospect Park and playing fields.</p>
	<p>BUGS is well-known among our feeder schools for having a strong inclusion program, which helped us meet our targets in this area.</p> <p>We also designed and provided bilingual Student Academic Support Services information for families that was available at virtual info sessions and provided to community-based</p>	<p>BUGS will continue to deepen our efforts to recruit students with disabilities and provide information about our inclusion model and special education services with feeder schools, community-based organizations, and prospective families.</p> <p>Our Director of Inclusion will participate in recruitment</p>

<p>Students with Disabilities</p>	<p>organizations with a focus on students with disabilities.</p> <p>The Director of Inclusion participated in virtual outreach events and was always available to have conversations with families about IEPs and special services.</p> <p>The school's website describes our inclusion model, special education services and staffing as well as counseling supports.</p> <p>BUGS regularly communicated with Special Education coordinators at CSD 15 elementary schools with updates about programs and services.</p>	<p>activities for our future and our incoming families and cultivate relationships with Committee on Special Education (CSE) Coordinators and middle schools in the community.</p> <p>BUGS plans to highlight our inclusion model by describing our Integrated Co-Teaching approach at information sessions and in outreach materials and let families know that our classrooms have 2 teachers in every CORE class; one General Education Teacher and one Special Education teacher, with both trained in and focused on providing supports to ALL learners.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>BUGS retention plans for economically disadvantaged students included regular and focused check-in calls from our school counselors and parent coordinator with families who were experiencing economic, health, or food trauma; connecting with the culture team to identify families who may be in distress through change in</p>	<p>BUGS will increase awareness that our support of Economically Disadvantaged students includes waiving fees for field trips, uniforms and supplies, and graduation fees</p> <p>BUGS will continue to provide our families an open space to address their concerns and be involved in our community. This includes monthly parent association meetings, morning meetings with school leaders, bi-lingual surveys, and other communication methods (email, phone- text & calls, etc).</p>

<p>Economically Disadvantaged</p>	<p>attendance or behavior.</p> <p>The school also offered to support families who were experiencing financial hardship with school supplies and uniforms.</p> <p>BUGS provided 1:1 laptops to all students and offered to secure hotspots for economically disadvantaged families to enable full tech access.</p> <p>BUGS staff was trained in trauma informed practices and strategies to support economically disadvantaged families.</p>	<p>The school leadership team will continue to hold workshops (and also record and make available the presentations) on curriculum, accessing BUGS online tools, and strategies to support students' mental health.</p> <p>BUGS will continue to provide laptops and hotspots as needed to economically disadvantaged families.</p> <p>BUGS will continue to offer a Free after-school program with free holiday camp.</p> <p>The Parent Coordinator, Counselors and others will continue to make personal and direct contact (usually by phone) with those families and students most in need.</p>
<p>English Language Learners</p>	<p>BUGS aimed to meet its ELL/MLL retention efforts through a strategy that included training all teachers to embed supports in their classroom and recognizing that it is a community responsibility to support all learners.</p> <p>BUGS also provided online resources to support our ELLS including Achieve 3000 and Learning Ally.</p> <p>Our bi-lingual parent coordinator</p>	<p>By hiring an ELL coordinator, BUGS will continue to build on our commitment to, and experience with, a highly diverse student population.</p> <p>Our team will also focus on fostering strong relationships with families to keep them up-to-date with school programs and policies and how to use school technology.</p> <p>Our bi-lingual parent coordinator in coordination with the ELL coordinator is planning to increase the frequency of check-ins and follow-ups with ELL/MLL families.</p>

	<p>regularly checked in with families to answer questions, explain policies and procedures, and foster school engagement. The parent coordinator also made sure school communications were available in Spanish and provided translation services at school and PTA events.</p>	<p>The school also plans to increase Field Studies and community action projects in ELL/MLL communities and provide a source of community pride and insights into our sustainability focus for our families.</p> <p>BUGS will continue to customize its feedback gathering by using multi-lingual surveys and direct calls to those families most in need.</p>
<p>Students with Disabilities</p>	<p>BUGS retains students classified with disabilities through the scope of services it offers to serve a variety of student needs. For example, BUGS provides ICT core content classes in each grade and special education services, such as speech and language therapy, occupational therapy, hearing services, counseling</p> <p>Direct and continual support for students with special needs has been intentionally designed in our school model. Our team teaching and grade level coordination and data assessment supervised by the Director of Inclusion ensures we are able to meet learning goals for our students.</p>	<p>BUGS will continue to provide all our families with the services that they need including IEP meetings, speech/language therapy, occupational therapy, hearing services, counseling and physical therapy.</p> <p>The school design deliberately includes time for one on one and small group intervention into the daily class schedule, as well as at the formal intervention period.</p> <p>The Director of Inclusion is coordinating co-teaching training and trauma-informed professional development for teachers and school teams, and continues to receive support from the Inclusion Collaborative at the NYC Charter Center.</p> <p>Survey data and periodic calls to those families most in need will continue help to gather feedback on BUGS program offerings and individual student and family needs.</p>

Entry 10 - Teacher and Administrator Attrition

Completed Oct 31 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^[1] receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

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

^[1] 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.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed Oct 31 2022

Instructions

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

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

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

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

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 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)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as of June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	5.0

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	0
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category C: not to exceed 5	0.0

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

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

	FTE Count
Total	10

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	0

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	24

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	34

Thank you.



Entry 12 Organization Chart

Completed Oct 31 2022

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.

BUGS Org Chart- 2021-2022 SY (1)

Filename: BUGS Org Chart 2021 2022 SY 1.pdf **Size:** 242.5 kB

Entry 13 School Calendar

Completed Oct 31 2022

Instructions for submitting School Calendar

Required of ALL Charter Schools

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 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 a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

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

BUGS School Calendar 2022-23

Filename: BUGS School Calendar 2022 23 .pdf **Size:** 175.4 kB

Entry 14 Links to Critical Documents on School Website

Completed Oct 31 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;
 - . New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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


Form for Entry 14 Links to Critical Documents on School Website

School Name: Brooklyn Urban Garden Charter School

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

Thank you. 

Entry 15 Staff Roster

Completed Oct 31 2022

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 a resubmission of a 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.

[BUGS_800000071074_faculty-staff-roster-template-2022](#)

Filename: BUGS 800000071074 faculty staff r uene7mK.xlsx **Size:** 159.6 kB

Optional Additional Documents to Upload (BOR)

Incomplete



Annual Financial Statement Audit Report

for Board of Regents Authorized Charter Schools

School Name:	Brooklyn Urban Garden Charter School
Date (Report is due Nov. 1):	November 1, 2022
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #1
School Fiscal Contact Name:	Susan Tenner
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	Schall & Ashenfarb
School Audit Contact Name:	Joseph Albano
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2021-22
Prior Year:	2020-21

The following items are required to be included:

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	None Issued
Management Letter Response	N/A
Form 990	In Process
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A

Brooklyn Urban Garden Charter School
Statement of Financial Position
as of June 30

	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,389,847	\$ 915,107
Grants and contracts receivable	191,551	72,844
Accounts receivables	-	-
Prepaid Expenses	116,909	99,443
Contributions and other receivables	-	-
Other current assets	2,565,259	2,550,000
TOTAL CURRENT ASSETS	4,263,566	3,637,394
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 81,258	\$ 79,080
Restricted Cash	100,268	100,249
Security Deposits	58,808	103,208
Other Non-Current Assets	-	-
TOTAL NON-CURRENT ASSETS	240,334	282,537
TOTAL ASSETS	4,503,900	3,919,931
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 760,751	\$ 741,789
Accrued payroll, payroll taxes and benefits	-	-
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	2,745
Other Current Liabilities	-	-
TOTAL CURRENT LIABILITIES	760,751	744,534
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	27,493
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM LIABILITIES	-	27,493
TOTAL LIABILITIES	760,751	772,027
<u>NET ASSETS</u>		
Unrestricted	\$ 3,726,008	\$ 3,103,949
Temporarily restricted	17,141	43,955
Permanently restricted	-	-
TOTAL NET ASSETS	3,743,149	3,147,904
TOTAL LIABILITIES AND NET ASSETS	4,503,900	3,919,931

Brooklyn Urban Garden Charter School
Statement of Activities
as of June 30

	2022			2021
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,053,200	\$ -	\$ 5,053,200	\$ 4,811,909
State and Local Per Pupil Revenue - SPED	1,053,148	-	1,053,148	1,145,837
State and Local Per Pupil Facilities Revenue	963,171	-	963,171	933,764
Federal Grants	530,056	-	530,056	255,818
State and City Grants	-	-	-	-
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	7,599,575	-	7,599,575	7,147,328
EXPENSES				
Program Services				
Regular Education	\$ 4,641,907	\$ -	\$ 4,641,907	\$ 4,596,255
Special Education	1,125,921	-	1,125,921	1,449,367
Other Programs	-	-	-	-
Total Program Services	5,767,828	-	5,767,828	6,045,622
Management and general	1,362,134	-	1,362,134	1,339,714
Fundraising	50,864	-	50,864	49,331
TOTAL EXPENSES	7,180,826	-	7,180,826	7,434,667
SURPLUS / (DEFICIT) FROM OPERATIONS	418,749	-	418,749	(287,339)
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 45,457	\$ -	\$ 45,457	\$ 31,633
Contributions and Grants	98,898	32,141	131,039	75,584
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	942,360
TOTAL SUPPORT AND OTHER REVENUE	144,355	32,141	176,496	1,049,577
Net Assets Released from Restrictions / Loss on Disposal of Assets	\$ 58,955	\$ (58,955)	\$ -	\$ -
CHANGE IN NET ASSETS	622,059	(26,814)	595,245	762,238
NET ASSETS - BEGINNING OF YEAR	\$ 3,103,949	\$ 43,955	\$ 3,147,904	\$ 2,385,666
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$ 3,726,008	\$ 17,141	\$ 3,743,149	\$ 3,147,904

Brooklyn Urban Garden Charter School
Statement of Cash Flows

as of June 30

	<u>2022</u>	<u>2021</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 595,245	\$ 762,238
Revenues from School Districts	-	-
Accounts Receivable	-	-
Due from School Districts	-	-
Depreciation	42,965	39,255
Grants Receivable	(118,707)	104,397
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(17,466)	18,746
Accounts Payable	-	-
Accrued Expenses	18,962	(8,297)
Accrued Liabilities	-	-
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(2,745)	(4,680)
Interest payments	-	-
Other	-	(942,360)
Other	16,907	270
NET CASH PROVIDED FROM OPERATING ACTIVITIES	<u>\$ 535,161</u>	<u>\$ (30,431)</u>
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(45,143)	(41,988)
Other	(15,259)	(1,026,066)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	<u>\$ (60,402)</u>	<u>\$ (1,068,054)</u>
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<u>\$ -</u>	<u>\$ -</u>
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 474,759	\$ (1,098,485)
Cash at beginning of year	1,015,356	2,113,841
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>\$ 1,490,115</u></u>	<u><u>\$ 1,015,356</u></u>

Brooklyn Urban Garden Charter School
Statement of Functional Expenses
as of June 30

	No. of Positions	2022				2021				
		Program Services		Total	Supporting Services		Total			
		Regular Education	Special Education		Other Education	Fundraising		Management and General		
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$	\$	
Administrative Staff Personnel	12.00	542,194	130,712	-	672,906	23,868	573,962	597,830	1,270,737	826,978
Instructional Personnel	47.00	2,123,593	511,957	-	2,635,550	-	153,770	153,770	2,789,320	3,518,981
Non-Instructional Personnel	3.00	135,549	32,678	-	168,227	-	-	-	168,227	247,352
Total Salaries and Staff	62.00	2,801,336	675,347	-	3,476,683	23,868	727,732	751,600	4,228,283	4,593,311
Fringe Benefits & Payroll Taxes		635,384	153,179	-	788,563	5,414	165,060	1,70,474	959,037	1,004,300
Retirement		-	-	-	-	-	-	-	-	-
Management Company Fees		-	-	-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	-	-	-	-
Other Purchased / Professional / Consulting Services		304,892	80,354	-	385,246	11,595	237,433	249,028	634,274	499,934
Building and Land Rent / Lease		620,909	149,689	-	770,598	5,290	161,300	166,590	937,188	940,294
Repairs & Maintenance		-	-	-	-	-	-	-	-	-
Insurance		35,776	8,625	-	44,401	305	9,294	9,599	54,000	46,514
Utilities		-	-	-	-	-	-	-	-	-
Supplies / Materials		70,541	17,005	-	87,546	344	10,480	10,824	98,370	112,106
Equipment / Furnishings		-	-	-	-	-	-	-	-	-
Staff Development		25,632	6,179	-	31,811	2,303	12,911	15,214	47,025	28,581
Marketing / Recruitment		49,210	11,864	-	61,074	-	-	-	61,074	23,168
Technology		19,899	4,797	-	24,696	170	5,169	5,339	30,035	55,469
Food Service		-	-	-	-	-	25,264	25,264	25,264	20,596
Student Services		28,621	6,899	-	35,520	-	-	-	35,520	29,047
Office Expense		-	-	-	-	-	-	-	-	-
Depreciation		28,465	6,862	-	35,327	243	7,395	7,638	42,965	58,597
OTHER		21,242	5,121	-	26,363	1,332	96	1,428	27,791	22,750
Total Expenses		\$ 4,641,907	\$ 1,125,921	\$ -	\$ 5,767,828	\$ 50,864	\$ 1,362,134	\$ 1,412,998	\$ 7,180,826	\$ 7,434,667

New York State Education Department

Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

2022-2023 Budget & Cash Flow Template

General Instructions and Notes for New Application Budgets and Cash Flows Templates

1	Complete ALL SIX columns in BLUE
2	Enter information into the GRAY cells
3	Cells containing RED triangles in the upper right corner in columns B through G contain guidance on that particular item
4	School district per-pupil tuition information is located on the State Aid website at https://stateaid.nysed.gov/charter/ . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please 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.

**Brooklyn Urban Garden Charter School
PROJECTED BUDGET FOR 2022-2023**

July 1, 2022 to June 30, 2023

Assumptions

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 165. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,244,570	2,526,706	-	179,300	-	7,950,576
Total Expenses	5,423,844	1,501,906	-	26,062	1,204,646	8,156,459
Net Income	(179,275)	1,024,800	-	153,238	(1,204,646)	(205,883)
Actual Student Enrollment	241	57	-	-	-	298
Total Paid Student Enrollment	81%	19%	-	-	-	1

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
4,250,196	1,065,233	-	-	-	-	5,255,430
4,250,196	1,065,233	-	-	-	-	5,255,430
-	960,000	-	-	-	-	960,000
-	-	-	-	-	-	-
900,866	146,653	-	-	-	-	1,047,519
5,151,063	2,111,886	-	-	-	-	7,282,949

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
65,507	15,463	-	-	-	-	81,000
-	75,000	-	-	-	-	75,000
-	324,327	-	-	-	-	324,327
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
65,507	414,820	-	-	-	-	480,327

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
20,160	5,402	-	-	25,562	119,291	170,416
262,180	70,272	-	-	-	83,113	415,565
266,288	71,341	-	-	-	337,629	337,629
-	-	-	-	-	-	-
-	-	-	-	-	102,000	102,000
-	-	-	-	-	429,428	429,428
548,628	147,015	-	-	25,562	733,832	1,455,038

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
1,239,949	293,266	-	-	-	-	1,533,215
815,965	192,988	-	-	-	-	1,008,953
-	-	-	-	-	-	-
112,155	26,526	-	-	-	-	138,681
349,929	82,763	-	-	-	-	432,692
-	-	-	-	-	-	-

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
1	-	-	-	-	-	1
3	-	-	-	-	-	3
4	-	-	-	-	-	4
1	-	-	-	-	-	1
7	-	-	-	-	-	7
16	-	-	-	-	-	16

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
1,239,949	293,266	-	-	-	-	1,533,215
815,965	192,988	-	-	-	-	1,008,953
-	-	-	-	-	-	-
112,155	26,526	-	-	-	-	138,681
349,929	82,763	-	-	-	-	432,692
-	-	-	-	-	-	-

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
167,300	-	-	-	167,300	-	167,300
12,000	-	-	-	12,000	-	12,000
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
28,000	-	-	-	-	-	28,000
28,000	-	-	-	-	-	28,000
5,244,570	2,526,706	-	-	179,300	-	7,950,576

Based on 288 enrollments

Based on 6 in the 20%-50% category and 51 in the more than 60% category

Lease assistance based on the current lease agreement.

Based on FY 2021-22

Based on FY 2021-22

Based on FY 2021-22

Based on FY21-22 fundraising targets achieved.

Interest revenue

Based on FY21-22 collection for NHFS, 8th Grade & Field Trip Reimbursement

List exact titles and staff FTE's (Full time equivalent)

One Executive Director

One Principal and Two Assistant Principals

One SpEd Coordinator, One ELL Coordinator, Two Dean of Students

Outsourced

One Director of Operations

Six Operations Associates, One Operations Manager

Twenty Regular Teachers

Twelve Co-teaching & SPED teachers

Three Teaching Assistants

Two Language, Two Gym, Two Enrichment.

**Brooklyn Urban Garden Charter School
PROJECTED BUDGET FOR 2022-2023**

July 1, 2022 to June 30, 2023

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 165. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,244,570	2,826,705	-	179,300	-	7,950,575
Total Expenses	5,423,844	1,501,906	-	26,062	1,204,646	8,156,459
Net Income	(179,275)	1,024,800	-	153,238	(1,204,646)	(205,883)
Actual Student Enrollment	241	57	-	-	-	298
Total Paid Student Enrollment	81%	19%	-	-	-	1

	PROGRAM SERVICES				SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	-	-	-	-	-	-	
Other	111,604	26,396	-	-	-	138,000	Tenure Bonus (\$10,000), Performance Bonus (\$59,000), Additional Coverage (\$25,000), PTO buy back (\$20,000) and Salary Academy (\$25,000)
TOTAL INSTRUCTIONAL	2,929,602	621,939	-	-	-	3,251,541	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	141,844	85,106	-	-	56,737	283,688	Two Therapists & Counselors and One Outreach
TOTAL NON-INSTRUCTIONAL	141,844	85,106	-	-	56,737	283,688	
SUBTOTAL PERSONNEL SERVICE COSTS	3,320,074	854,060	-	25,662	790,570	4,990,267	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes	287,439	116,772	-	-	44,912	449,124	Based on Salaries allocation
Fringe / Employee Benefits	335,346	136,234	-	-	52,398	523,978	Based on Salaries allocation
Retirement / Pension	71,860	29,183	-	-	11,228	112,281	Based on Salaries allocation
TOTAL PAYROLL TAXES AND BENEFITS	694,645	282,200	-	-	108,538	1,085,383	
TOTAL PERSONNEL SERVICE COSTS	4,014,719	1,136,260	-	25,662	899,108	6,075,650	
CONTRACTED SERVICES							
Accounting / Audit	-	-	-	-	115,500	115,500	FY 2022-23 Accounting and Audit Fee
Legal	-	-	-	-	25,949	25,949	FY 2022-23 legal fee
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	-	-	-	-	
Payroll Services	110,880	45,045	-	-	17,325	173,250	FY 2022-23 Payroll processing fee (includes PEO fee)
Special Ed Services	-	7,192	-	-	-	7,192	Based on Actual costs for FY21-22 & expected costs for FY22-23 with adjustment for COVID related expenses.
Titlement Services (i.e. Title I)	-	-	-	-	-	-	
Other Purchased / Professional / Consulting	144,458	34,167	-	-	-	178,625	Erate & Title Services Other Consulting \$2,625; Leadership Support \$30,000 ; Development Consultant \$20,000; Substitute Teachers: \$40,000, IT Contracted Services: \$68,000, Enrichment Services: \$10,000; outreach \$3,000
TOTAL CONTRACTED SERVICES	255,338	86,404	-	-	158,774	500,516	
SCHOOL OPERATIONS							
Board Expenses	-	-	-	-	5,000	5,000	FY 2022-23 estimated cost for Board Expenses
Classroom / Teaching Supplies & Materials	25,475	6,025	-	-	-	31,500	FY 2022-23 estimated cost for classroom supplies and materials
Special Ed Supplies & Materials	-	6,355	-	-	-	6,355	FY 2022-23 estimated cost for SPED Supplies & Materials
Textbooks / Workbooks	4,044	956	-	-	-	5,000	FY 2022-23 estimated cost for Textbooks
Supplies & Materials other	8,694	2,056	-	-	5,000	15,750	FY 2022-23 estimated cost for Office Supplies, Copy Machine Lease, Dues & Subscriptions and etc.
Equipment / Furniture	13,748	3,252	-	-	4,000	21,000	FY 2022-23 estimated furniture and equipment cost
Telephone	3,235	765	-	-	1,000	5,000	FY 2022-23 estimated telephone cost
Technology	34,371	8,129	-	-	10,000	52,500	FY 2022-23 estimated technology cost
Student Testing & Assessment	8,087	1,913	-	-	-	10,000	FY 2022-23 estimated student assessment cost
Field Trips	20,218	4,782	-	-	-	25,000	FY 2022-23 estimated cost for field trips
Transportation (student)	-	-	-	-	-	-	
Student Services - other	8,087	1,913	-	-	-	10,000	Extracurricular activities, Enrichment Programs, Summer Bridge, Student Rewards, Senior Activities, Parent Program and Subscriptions
Office Expense	4,044	956	-	500	5,000	10,500	Based on Actual costs for FY21-22 & expected costs for FY22-23 with adjustment for COVID related expenses.
Staff Development	42,458	10,042	-	-	-	52,500	Based on Actual costs for FY21-22 & expected costs for FY22-23 with adjustment for COVID related expenses.
Staff Recruitment	24,282	5,738	-	-	-	30,000	Estimated cost for FY 2022-23 Staff Recruitment Cost
Student Recruitment / Marketing	12,737	3,013	-	-	-	15,750	Estimated cost for FY 2022-23 Student Recruitment Cost

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Brooklyn Urban Garden Charter School
PROJECTED BUDGET FOR 2022-2023

July 1, 2022 to June 30, 2023

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,244,570	2,525,705	-	179,300	-	7,950,575
Total Expenses	5,423,844	1,501,906	-	26,062	1,204,546	8,156,459
Net Income	(179,275)	1,024,800	-	153,238	(1,204,546)	(205,883)
Actual Student Enrollment	241	57	-	-	-	298
Total Paid Student Enrollment	81%	19%	-	-	-	1

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	8,067	1,913	-	-	-	10,000
Fundraising	6,470	1,530	-	-	-	8,000
Other	79,902	18,898	-	-	-	98,800
TOTAL SCHOOL OPERATIONS	303,919	78,236	-	500	30,000	412,655

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
FACILITY OPERATION & MAINTENANCE	44,035	10,415	-	-	6,050	60,500
Insurance	-	-	-	-	-	-
Janitorial	-	-	-	-	-	-
Building and Land Rent / Lease	803,617	190,067	-	-	110,409	1,104,093
Repairs & Maintenance	2,216	524	-	-	305	3,045
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	849,868	201,006	-	-	116,764	1,167,638
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-

TOTAL EXPENSES	5,423,844	1,501,906	-	26,062	1,204,546	8,156,459
NET INCOME	(179,275)	1,024,800	-	153,238	(1,204,546)	(205,883)

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Enrollment - *School Districts Are Linked To Above Entries*	241	57	298
District of Location	-	-	-
School District 2 (Enter Name)	-	-	-
School District 3 (Enter Name)	-	-	-
School District 4 (Enter Name)	-	-	-
School District 5 (Enter Name)	-	-	-
TOTAL ENROLLMENT	241	57	298

REVENUE PER PUPIL	21,762	44,328	-
EXPENSES PER PUPIL	22,506	26,349	-

Please note the school has \$100,271.65 in a dissolution account as of 9/30/22

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

Trustee Name:

Adam Drucker

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Trustee and member of finance 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.

-

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

-

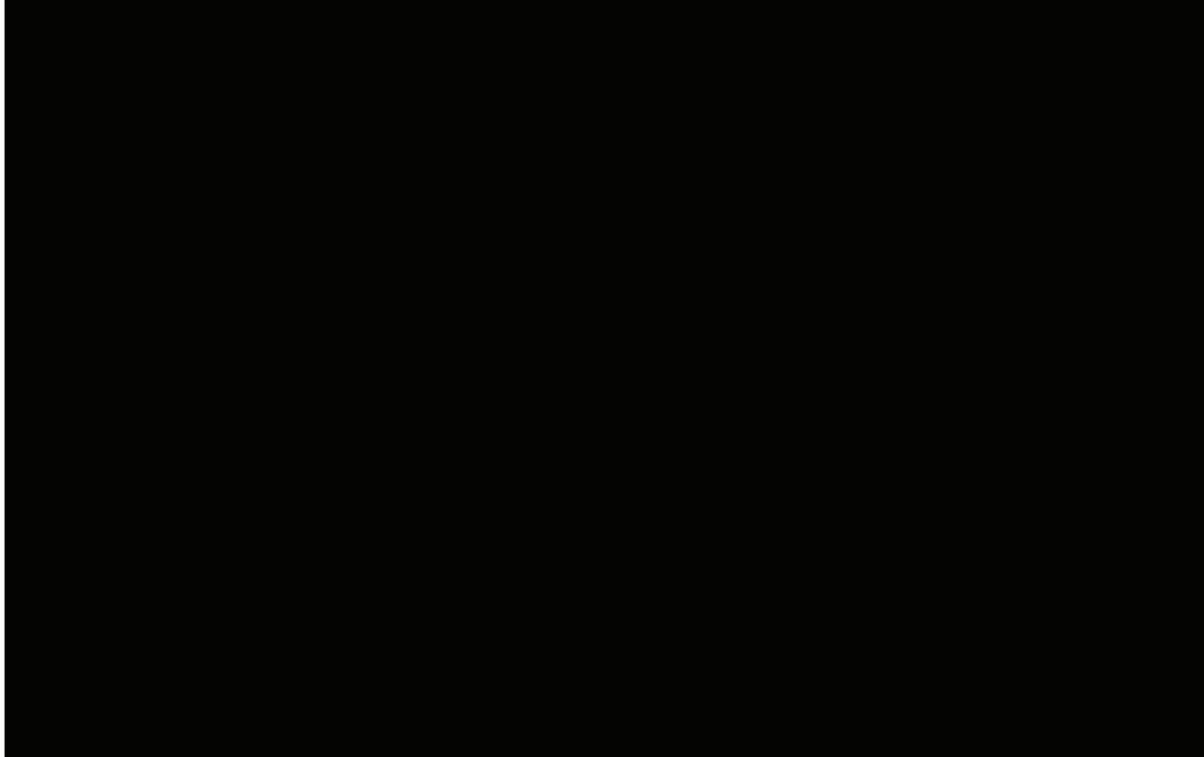
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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**.

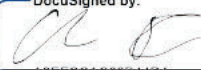
None

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.



DocuSigned by:


7/1/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed
 Subject: Please DocuSign: 2021-22 Annual Report - Current-Former Trustee Financial Disclosure Form.pdf
 Source Envelope:
 Document Pages: 5 Signatures: 1 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Joshua Altamirano
 AutoNav: Enabled 500 19th Street, BUGS Brooklyn
 Envelopeld Stamping: Enabled BUGS Brooklyn
 Time Zone: (UTC-08:00) Pacific Time (US & Canada) Brooklyn, NY 11215-6299
 IP Address [REDACTED]

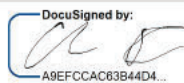
Record Tracking

Status: Original Holder: Joshua Altamirano Location: DocuSign
 7/1/2022 1:25:35 PM [REDACTED]

Signer Events

Adam Drucker
 [REDACTED]
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
 Signed by link sent to [REDACTED]
 Using IP Address: [REDACTED]
 Signed using mobile

Timestamp

Sent: 7/1/2022 1:25:36 PM
 Viewed: 7/1/2022 2:20:29 PM
 Signed: 7/1/2022 2:25:04 PM

Electronic Record and Signature Disclosure:
 [REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner
 [REDACTED]
 Brooklyn Urban Garden Charter School
 Security Level: Email, Account Authentication (None)



Sent: 7/1/2022 2:25:05 PM

Electronic Record and Signature Disclosure:
 [REDACTED]

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent Hashed/Encrypted 7/1/2022 1:25:36 PM
 Certified Delivered Security Checked 7/1/2022 2:20:29 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	7/1/2022 2:25:04 PM
Completed	Security Checked	7/1/2022 2:25:05 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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

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

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

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

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

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

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

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

The organization did not have a management letter and therefore a corrective action plan.

The organization did not have CSP agreement.

The organization did not meet the threshold for Federal Single Audit.

This is to confirm no management letter was issued for audit period ending 6.30.22



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

August 24, 2021

6:30pm - 8:00pm

Onsite and video call link: <https://meet.google.com/ggw-kdkt-nqn>

Or dial: (US) +1 929-999-1561 PIN: 952 723 104#

Members Present by Video Conference: Ana Bast, Cathy Boeckmann, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Charles Herzog, Hallie Iannoli, Christine Kang, Don Mabrey, Jacqueline Piccolo, Erin Walker

Others Present By Video Conference: Wynette Caesar (BUGS Principal), Cay Tolson (BUGS COVID Safety Officer), Susan Bakst (BUGS Director of Marketing and Outreach)

I. Welcome

- A. The meeting was called to order at 6:33 p.m.
- B. Cay Tolson provided an update to the board on the COVID health and safety procedures presented to families and staff.

II. Education & Accountability Committee

Don Mabrey reported on the committee's approach for the upcoming school year that includes:

- A. Focus on core areas of math and literacy in terms of consistent use and analysis of data.
- B. Aligning interim assessment dates to provide teachers with opportunities to use data for targeted instruction and allow for increased opportunities for mastery in preparation for state tests.
- C. Wynette Caesar shared an update on progress toward implementing standards-based grading.

III. Finance Committee

Louis Green reported on the finance committee's August meeting.

- A. The committee reviewed 5 year projections under different scenarios and noted the strength of BUGS position.
- B. BUGS is currently preparing for the audit.
- C. The committee is looking at possible areas for savings with payroll and benefits management without affecting quality or increasing premiums.

IV. Governance & Nominating Committee

Cathy Boeckmann reported to the board on several initiatives.

- A. The annual board survey will be largely the same format as in 2019 and will be sent to members within the week. The committee adjusted some open response questions to help guide the September retreat.
- B. The board retreat will be held at BUGS on September 25, The goals are to reconnect with each other and the school, to discuss strategic priorities, and to align committee work with the priorities and action plans. A more granular agenda for the retreat will be sent to the board soon. The committee is exploring inviting a panel of teachers and staff as part of the theme of reconnecting.
- C. The charter renewal was also discussed and opportunities to prepare for the renewal session will be included in the board retreat agenda.
- D. Jackie Piccolo asked the board for suggestions for projects that second year MBA's in the Tanner Center for Social Enterprise program could complete for BUGS.

Public Comment - There was no public comment

Christine Kang made a motion to adjourn the meeting, Adam Drucker seconded, and all approved. The meeting ended at 8:10 p.m.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

April 26, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Cathy Boeckmann, Jamal Deek, Felice Ekelman, Louis Green, Hallie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Keneisha Maxell (Assistant Principal), Dean Dameon (Dean of Student Affairs), Susan Bakst (Director of Marketing and Outreach)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:41pm
- B. Louis Green made a motion to approve the March minutes, Don Mabrey seconded, and all approved.
- C. Susan Tenner began the Mission Moment by introducing Keneisha Maxwell, one of BUGS two new Assistant Principals. Keneisha shared her love of the middle school age group, experience with institutional and instructional leadership, and enthusiasm for the BUGS mission. The board then engaged in an exercise to share ideas about the following topics: what do students need to know to create a sustainable future; what are you most worried about for our young adolescents, their development, and the world they live in right now; and what do you think our youth have going for them and should lean into.

II. Education and Accountability

Don Mabrey shared highlights from the BUGS culture and climate report.

- A. The report showed that the effects of masking and social distancing are affecting student engagement, socialization, and the development of social emotional skills. The BUGS team is exploring various strategies to understand and address these issues including, leaning into C.A.R.E.S. values and using them as a foundation to build community as well as dealing with situations through DEI, social emotional development, and restorative practices.
- B. A positive outcome of these efforts is that staff and leadership are aware of student needs and are looking deeper into how to engage the entire community with a foundation in DEI, SEL, and cultural responsiveness.

III. Finance Report

Jamal Deek reported on behalf of the Finance Committee.

- A. After a review of vendors, BUGS is switching PEO providers for savings and increased options for staff.
- B. There were no significant updates to the lease negotiations.
- C. There were no material updates to the Finance Report.
- D. The preliminary budget for next year was introduced and increases explained as an investment in staff and addition of two new leadership positions. More detail and discussion will take place at the May meeting with a budget vote planned for June.

III. Governance and Nominating Committee

Cathy reported on behalf of the Committee:

- A. The Committee is moving closer to its goal of adding three new board members. Two of the PTA officers, Jenara Preto and Ana Bast, are considering a three-year term. Another candidate, William Romney, will attend the board meeting in May. The board was reminded to contact the committee if there are people in their networks who would be interested in becoming a trustee.
- B. The Committee is preparing for the Annual Meeting in June and is discussing roles and renewal of terms with trustees.
- C. The ED review is moving forward with the board requested to contribute feedback on performance and areas of growth. Cathy requested that the board respond to her ED review email with their comments.

IV. Executive Director Report

Susan Tenner called the board's attention to the following items:

- A. The board was thanked for their contributions to the ioby NYC Environmental Justice & Sustainability Match Program to fund BUGS Healthy Soil Builds Strong Communities initiative. With their support, BUGS needed to raise only \$500 to meet the matching gift goal.
- B. The board was invited to several upcoming BUGS events including the official ribbon cutting for the hydroponics classroom, the staff-student basketball game, and the Earth Day themed Field Studies.
- C. BUGS is responding to the draft of the NYSED renewal site visit with the goal of it being included in the May Regents meeting. BUGS will also need to submit an action plan to address specific Benchmark items.

There was no Public Comment.

At 8:06pm Felice Eckelman made a motion to adjourn the meeting. Christine Kang seconded, and all approved.



Brooklyn Urban Garden Charter School

Board of Trustees Annual Meeting

June 28, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Cathy Boeckmann, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Hallie Iannoli, Christine Kang, Don Mabrey, Ana Bast (BUGS PTA)

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (Director of Marketing and Outreach), Wynette Caesar (BUGS Principal), William Romney (potential board member), Keneshia Maxwell (BUGS Assistant Principal)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:37pm
- B. Louis Green made a motion to approve the May minutes, Adam Drucker seconded, and all approved.
- C. The Mission Moment focused on graduation. Susan Tenner showed a quick highlights video. She shared how emotional and impactful it was to have the auditorium filled with family and friends after the challenges of the pandemic. She gave a shout out to the Office of Student Affairs (OSA) for a wonderful job producing the event and to Wynette for bringing in Michael Blake who gave a heartfelt and inspiring keynote.

II. Education & Accountability Committee

The committee provided highlights from its meeting comparing mid-lines in December with end-of-year assessments.

- A. Data sets of writing, reading, and math showed significant growth.
- B. The committee is looking at preparation for Algebra 1 Regents and 8th grade math data sets. They will also review data about the Living Environment Regents class.
- C. The BUGS team will dig deeper into the data and also compare it to state data. The team is focusing on further aligning assessments with units of study and the standards for standards-based teaching and grading.
- D. Don Mabrey invited board members to review data with him over the summer and William Romney expressed interest.

III. Finance Committee

Jamal Deek reported on the Finance Committee meeting. These items included:

- A. Presentation of the budget for 2022-23. Jamal updated the board about expense and revenue projections and strategic decisions to fund the school to achieve its goals for the 2022-23 school year.
- B. Friends of BUGS is finalizing final terms on the lease for next year.
- C. The school has moved to a new PEO (Professional Employer Organization) and benefits provider (Extensis) resulting in substantial savings.

- D. Susan Tenner informed the board that the school is well-enrolled with healthy waitlists.
- E. Felice Ekelman made a motion to approve the 2022-23 budget, Don Mabrey seconded and all approved.

IV. Governance and Nominating Committee

Cathy Boeckmann reported on behalf of the Committee after receiving many tributes for her years of service to BUGS. The June meeting marked the end of her term, after many terms of service to BUGS as BUGS PTA president and then alumni parent.

- A. The Committee requested the board to consider the new provisions for Open Meeting Law expected to go into effect mid-July. The committee will review and make a suggestion to the full board. Board members were asked to look for board forms and to digitally sign and return as soon as possible.
- B. Regina Fechter made a motion to approve the Schedule for 2022-23, Adam Drucker seconded, and all approved.
- C. Board members were updated about changes to membership and leadership of the committees.
- D. Adam Drucker made a motion to approve the Committee Memo, Christine Kang seconded, and all approved.

V. Executive Director Report

Susan Tenner answered questions related to the ED report with a focus on the launch of standards-based grading, the alignment with sustainability, and the many ways the school is supporting the roll-out.

Public Comment - there was no public comment

At 7:46pm, the board went into Executive Session.

During the executive session, there was a discussion and vote to approve the updated Executive Compensation Memo. Felice Ekelman made the motion to approve, Don Mabrey seconded, and all approved. The Executive Session ended at 8:35pm.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

January 27, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek, Felice Ekelman, Jacqueline Piccolo, Cathy Boeckmann, Anna Bast, Charles Hertzog, Hallie Iannoli, Don Mabrey

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

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:38pm
- B. Cathy Boeckmann made a motion to approve the November minutes, Charles Hertzog seconded, and all were in favor.
- C. Susan Tenner explained the need for a revote of the Explained Resolution for Code of Conduct to include updates on discipline policy language. Upon approval, Susan Briggs will issue a letter confirming that this is a compliant code of conduct and it will be added to the renewal application. Cathy Boeckmann made a motion to approve the resolution, Hallie Iannoli seconded, and all approved.
- D. Susan Tenner led a Mission Moment to anchor the board in the Diversity, Equity, and Inclusion (DEI) aspect of BUGS mission and vision and to share recent leadership initiatives. The board read the vision statement and reflected on elements that resonate for them as individuals and board members.

II. Education and Accountability

Charles Hertzog updated the board:

- A. The board reviewed results of midline assessments and discussed shifts towards greater proficiency since the beginning of the year and reviewed contributing factors.
- B. The board acknowledged the hard work of the team and the impact for teaching and learning on being back in-person full-time.

- C. Teachers are continuing to evaluate the curriculum to align with standard-based learning and being critically reflective about learning goals.

III. Finance Report

Jamal Deek reported on behalf of the finance committee:

- A. The committee is continuing to discuss the lease renewal with the Diocese.
- B. The discussion of the finance report included a note that there is now a projection column and explanation of budgeting around staff because of the two open AP positions and expectations of SPED revenue.
- C. The committee is working with a consultant to review teacher compensation.

III. Governance and Nominating Committee

Cathy Boeckmann reported on behalf of the committee:

- A. The committee is focused on board recruiting with a focus on heightening diversity and is preparing and circulating materials for board members to use for outreach to their networks.
- B. The executive director review is in process and the committee will provide the board with a timeline soon.
- C. The committee is reviewing a schedule for in-person and virtual board meetings this spring.

IV. Executive Director Report

- A. The PTA sponsored Town Hall succeeded in engaging many families in a thoughtful discussion of the midlines, COVID policies, and other important items. Susan Tenner thanked the board members who were able to attend.
- B. The Semester 1 celebration is taking place live for students and teachers on January 28. BUGS is rethinking the school visitor policy to safely allow parents/guardians inside the school.
- C. Student enrollment is still strong with no unenrollment since October.
- D. The board was thanked for their leadership in a record-breaking year-end appeal.
- E. There are several very strong finalists for the AP positions and the hiring team is about to do a deep dive about the candidates and next steps in the process.

There was no Public Comment.

At 7:44pm, Jackie Piccolo made a motion to move into Executive Session. Don Mabrey seconded, and all approved unanimously.

At 7:51pm Charles Hertzog made a motion to move out of Executive Session and adjourn the meeting. Jamal Deek seconded and all approved.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

February 15, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Adam Drucker, Charles Hertzog, Erin Walker, Felice Ekelman, Louis Green, Christine Kang, Cathy Boeckmann, Jamal Deek, Regina Fechter

Others present: Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Susan Bakst (BUGS Director of Marketing and Outreach),

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:39pm
- B. Cathy Boeckmann made a motion to approve the January minutes (with the correction that Christine Kang should not have been noted as in attendance), Louis Green seconded, and all were in favor.
- C. Susan Tenner led a Mission Moment focused on how BUGS is celebrating Black History Month using a team approach to planning events and activities. Susan also read a moving personal black history story that one of the BUGS team shared with staff about her mother's experiences.

II. Education and Accountability

Charles Hertzog provided the committee report to the board:

- A. The science and social studies teams shared data from the midline assessments that are showing almost consistent growth in nearly all capacities.
- B. The data from Sustainability showed universal growth across the board and the impact of being exposed to sustainability concepts over time. Sustainability also offers a variety of learning modalities that offers access for different learners.
- C. The committee highlighted the impact that the shift to standards-based grading is having on being able to identify and address gaps in learning.

III. Finance Report

Jamal Deek reported on behalf of the finance committee:

- A. There was no material update to the monthly finance report other than an increase in cash due to timing of payment of per pupil funding.
- B. The results of the compensation consultant's focus group were discussed with the board. The consultant will continue to do additional interviews with staff and may also speak with board members.
- C. There was an update on the facility lease renewal, discussion about considerations, and recommendation from the board to continue to negotiate with the Diocese.

III. Governance and Nominating Committee

Cathy Boeckmann reported on behalf of the committee:

- A. The board will continue to meet virtually and the committee will update members if this changes.
- B. The committee has provided board recruitment materials and encouraged members to begin outreach.
- C. The Executive Director annual review is in process.

IV. Executive Director Report

- A. BUGS has completed the hiring of two Assistant Principals who will begin this spring.
- B. The board was invited to the February 16 virtual "Mental Health and Wellness Family Workshop" presented by BUGS school counselors Ms. Anali and Ms. Monal.

There was no Public Comment.

At 7:53pm Adam Drucker made a motion to adjourn the meeting. Louis Green seconded and all approved.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

March 22, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Charles Hertzog, Felice Ekelman, Don Mabrey, Hallie Iannoli, Jackie Piccolo, Jamal Deek, Christine Kang, Regina Fechter, Ana Bast, Louis Green, Erin Walker

Others present: Susan Tenner (BUGS Executive Director), Wynette Caesar (Principal), Susan Bakst (BUGS Director of Marketing and Outreach), Lydia Bailey (Director of Operations), Cay Tolson (Assistant Director of Operations)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:37pm
- B. Susan Tenner led a Mission Moment to celebrate Lydia Bailey and the impact she has had on BUGS. The Board also shared their appreciation for Lydia and her leadership and wished her luck in her new position at a not-for-profit in Washington, DC.
- C. Louis Green made a motion to approve the February minutes, Felice Ekelman seconded, and all approved.
- D. Susan Tenner requested two board members to volunteer for upcoming events; Don Mabrey volunteered to attend the lottery and Jackie Piccolo agreed to speak at the NYSED hearing about revisions to the BUGS mission.

II. Education and Accountability

Susan Tenner provided the committee report focused on talent management.

- A. BUGS is preparing for the arrival of the two new Assistant Principals and acquired information about how to best get them prepared for success through focus groups and surveys with staff.
- B. A major consideration for the committee is teacher retention and developing a compensation matrix that is competitive with the DOE.
- C. The Education and Accountability committee will consult with the Finance Committee and provide an update about the salary matrix at the board meeting in April.
- D. The board was also updated about other operations team staff changes and initiatives.

III. Finance Report

Jamal Deek reported on behalf of the finance committee:

- A. Jamal noted points of interest regarding deferred revenue, facility funding, and slightly lower instructional expenses. He also provided an update on CARES funding and the expected increase in per pupil funding.
- B. The lease negotiations are still ongoing.
- C. Staffing and compensation structures are being discussed at committee meetings.
- D. The draft for next year's budget is expected in April. The board will meet to review and discuss at the May board meeting and will vote on the budget in June.

III. Governance and Nominating Committee

Regina Fechter reported on behalf of the committee:

- A. Regina provided an update on board recruiting and urged board members to reach out to friends and colleagues who would be a good fit with BUGS and the board. There was also a discussion about cultivation strategies and opportunities.
- B. The Executive Director annual review is in process. Work will be shared with the board prior to completion.

IV. Executive Director Report

There was a discussion about FRPL data and comparisons between BUGS and CSD 15.

There was no Public Comment.

At 7:46pm Don Mabrey made a motion to adjourn the meeting. Regina Fechter seconded and all approved.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

May 24, 2022

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Cathy Boeckmann, Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Charles Hertzog, Hallie Iannoli, Christine Kang, Don Mabrey, Jackie Piccolo, PTA representative: Ana Bast

Others present: Susan Tenner (BUGS Executive Director), Susan Bakst (Director of Marketing and Outreach), Tara Lindis-Corbell (PTA Executive Board), William Romney (Catapult Learning and potential board member), Jeanette Zochniak (BUGS PTA), Richard Garcia (Columbia Business School), Mary Myles (Columbia Business School)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:34pm
- B. Guests introduced themselves including William Romney, long-time educator and potential board member; Tara Lindis-Corbell, Incoming PTA co-president; Jeanette Zockniak, incoming PTA board member; and Richard Garcia and Mary Myles, students at Columbia Business School.
- C. Felice Ekelman made a motion to approve the April minutes, Louis Green seconded, and all approved.
- D. For the mission moment, Susan Tenner asked the guests to revisit the questions the board had discussed in April, including: What do students need to know to create a sustainable future; what are you most worried about for our young adolescents, their development, and the world they live in right now; and what do you think our youth have going for them and should lean into.

II. Education and Accountability

Charles Hertzog presented on behalf of the committee.

- A. The focus of this month's meeting was on how to communicate to students and families about the shift to standards-based grading and the review of parent/guardian facing components.
- B. The board also discussed teacher training and professional development to support standards-based grading and encourage buy-in.

III. Finance Report

Jamal Deek reported on behalf of the committee.

- A. Jamal provided an update about the finance report touching on sound ratios and the healthy state of the budget.
- B. The board discussed the increase in facility rent with the new lease and impact on operations going forward while balancing inflation and commitment to co-teaching model.
- C. The committee is preparing the budget for board vote at the June meeting.
- D. Cathy Boeckmann made a motion to approve Jamal Deek as signatory for the BUGS bank account, Felice Ekelman seconded and all approved.

IV. Governance and Nominating Committee

Cathy reported on behalf of the committee.

- A. The recruiting update included that Ana Bast and Jenara Preto have submitted packets to begin the NYSED board member approval process. William Romney, by meeting with Susan and observing today's board meeting, has continued the initial step in the process.
- B. The Executive Director review is ongoing with Cathy actively soliciting feedback from the board and Jackie interviewing staff.
- C. There will be a vote on the compensation memo in the Executive Session.
- D. The annual meeting will take place in June. Trustee participation is important to have a quorum for important votes including new terms and the budget. There was a brief discussion about on-site or virtual meetings for 2022-2023 with Cathy to review suggestions from the board.
- E. Cathy stated that the committee discussed Susan Tenner's interest in serving on the board of NY Sun Works, and that it can be discussed further with the board at a later time because of time constraints.
- F. Students from Columbia Business School presented research and recommendations from their project on the sustainability education landscape.

There was no Public Comment.

At 8:05pm, Jackie Piccolo made a motion to go into executive session. Feice Ekelman seconded and all approved. Christine Kang made a motion to approve the Executive Compensation memo and Regina Fechter seconded.

The Executive Session ended at 8:30pm.



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

July 27, 2021

6:30pm - 8:00pm

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

+1 470-250-1672 PIN: 639951412#

Members Present: Adam Drucker, Regina Fechter, Jamal Deek, Louis Green, Don Mabrey, Jackie Piccolo, Erin Walker

Members Present by Video Conference: Brooks Tanner, Hallie Iannoli, Cathy Boeckmann, Christine Kang

Others Present By Video Conference: Susan Tenner (BUGS Executive Director), Ana Bast

Members Not Present Felice Ekelman, Charles Hertzog

I. Welcome and Approval of Minutes

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

B. Regina made a motion to approve the June board meeting minutes, Adam Drucker seconded the motion, and all approved.

C. Susan Tenner led a mission moment featuring a NYSED survey of families and staff from earlier in the school year, sharing teacher and staff reflections on the mission and KDEs of BUGS.

II. Education & Accountability Committee

Regina Fechter reported on the committee's efforts towards preparing materials for the renewal.

- The committee met to discuss and review benchmark 2, which focuses on process, curriculum and continuous feedback loop, and shared the benchmark would be finalized before August 15th.
- The committee also discussed the possibility of adding an additional KDE that focuses on the diversity of learners at BUGS. Susan discussed the rationale for potentially including a new KDE in renewal, in thinking about the future of enrollment, the school's commitment to serving the surrounding community and maintaining the diversity of the student population. She also shared updates on the current enrollment for the 2021-22 school year.
- The board was asked to authorize the Executive Director to include a new Key Design Element in the charter renewal application after further consultation with advisors and/or officials at NYSED.
- Louis Green made a motion, Don Mabrey seconded, and all approved.

III. Finance Committee

Christine Kang informed the board that the committee did not have a finance meeting this month, as financials for June were not yet closed.

- The full board discussed the 5-year budget draft for the renewal, and potential updates to the budget memo.
- Christine Kang shared that the finance committee would review the memo and 5-year budget plan, and finalize prior to the deadline.

IV. Governance and Nominating Committee

On behalf of the Governance and Nominating Committee, Cathy Boeckmann brought several measures before the board for discussion and for votes.

- Cathy shared an overview of the proposed new officers and committee composition memo, including the proposal for two new co-chairs of the board, Jackie Piccolo and Felice Ekelman.
- Jackie shared an overview of the co-chair model, and the full board discussed the breakdown of various roles and responsibilities and how they would be divided.
- Cathy also shared that the annual board retreat would tentatively be held at the school on September 25th, with an agenda and board survey to follow in the coming months.

The board was asked to approve recommendations from the Governance and Nominating Committee as to officers and committee composition as put forward in its memo dated 7/23/21 with the addition of Ana Bast and Jenara Prieto as PTA co-presidents and ex-officio members of the board, and Regina Fechter transitioning from being an Education and Accountability Committee member to a Governance and Nominating Committee member. Don Mabrey motioned to approve, Louis Green seconded the motion, and all approved.

The team shared the following resolution of appreciation for Brooks Tanner, thanking him all of his time and effort as the longstanding Chair of the BUGS Board:

Board of Trustees Resolution of Appreciation to Brooks Tanner

- WHEREAS, Brooks has served with profound distinction on the of Board of Trustees of the Brooklyn Urban Garden Charter School (“BUGS”) and is retiring from service as of this date, July 27 2021; and
- WHEREAS, as a founding board member since 2011, Mr. Tanner has played a pivotal leadership role in helping to formulate, build, grow, and support BUGS from its beginning to now, serving almost 1,000 blossoming students, through four board terms, two charter renewals, 5 leases, countless meetings, emails and pages of financial reports, a global pandemic, and at every stage of growth in between; and
- WHEREAS, Mr. Tanner served as Chair of the Board for 8 years, guiding the board with exceptional leadership and commitment to ensuring the best for BUGS always, constantly bringing his strategic and critical thinking, expertise in finance, passion for the BUGS mission, students and staff and his constant wise, calm and rational perspective to every committee and every aspect of planning and operating of the school;

- NOW therefore, be it resolved that the Board of Trustees of the Brooklyn Urban Garden Charter School take official recognition of Brooks Tanner's deeply devoted service and extend to him this statement of appreciation for his pivotal leadership to Brooklyn Urban Garden Charter School and the community of Brooklyn, New York;
- AND be it further resolved that this statement of appreciation and gratitude be appropriately inscribed and conveyed to Brooks Tanner, with a copy to be included in the official minutes of the June 27, 2021, meeting of the Board of Trustees.

V. ED Report

- Susan Tenner thanked Brooks Tanner for his time as Chair of the board.
- In discussing the renewal, the board was asked to authorize the Executive Director to submit the school's charter renewal application as per NYSED requirements on the board's behalf after consultation with each committee chair, as the Executive Director and committee chairs deem appropriate. Louis Green motioned to approve, and Erin Walker seconded, and all approved.

Public Comment - There was no public comment

Christine Kang made a motion to adjourn the meeting, Cathy Boekmann seconded, and all approved.

The meeting ended at 8:05pm.



**Brooklyn Urban Garden Charter School
Board of Trustees Meeting and Annual Retreat**

September 25, 2021

9:45 am - 10:15 am

Onsite and video call link: <https://meet.google.com/ggw-kdkt-nqn>

Or dial: (US) +1 929-999-1561 PIN: 952 723 104#

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

Board Members Present by Video Conference: Cathy Boeckmann, Don Mabrey

Others present: Wynette Caesar (BUGS Principal), Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

I. Welcome

- A. The meeting was called to order at 9:51 a.m.
- B. The board reviewed the annual retreat goals which included reconnect with the school and each other, prepare for the NYSED visit on November 17 and 18, and engage in strategic questions
- C. Jamal Deek made a motion to approve the July and August board meeting minutes; Adam Drucker seconded the motion, and all approved

II. Resolutions by the board of charter revision requests

Susan Tenner and the board discussed the **2 material revision resolutions** that NYSED CSO asked for, and voted on changes as outlined below, with the full resolutions as set forth in Attachment 1:

Resolution 1 - update to organizational chart to reflect changes since the founding charter application. Adam Drucker made a motion to approve, Regina Fechter seconded the motion, and all approved.

Resolution 2 - update to Key Design Elements (KDE's) from those that appeared in the 2011 Regents Item to those that appeared in the BUGS Prospectus 2011 (which are the KDE's BUGS has referenced in its materials, communications with NYSED, and in governance since its inception) to now read: 1) Inquiry-Based Study of the Science of Sustainability, 2) Extended Time for Learning, 3) A Positive and Inclusive School Climate, 4) A Professional Learning Community, 5) Authentic Assessments and

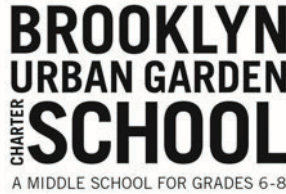
Individualization, and 6) Use of Technology. Jamal Deek made a motion to approve, Felice Eckelman seconded the motion, and all approved

Susan Tenner and the board discussed the **1 non- material revision** resolution and voted on changes as outlined below, with the full resolution as set forth in Attachment 1.

Resolution 3 - update to the school's mission from the language in BUGS Prospectus 2011 to now read *"The mission of BUGS is to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental, economic, and social sustainability. BUGS students will excel in the core academic subjects and become engaged community members who are critical thinkers prepared to achieve excellence in high school and beyond."* Christine Kang made a motion to approve, Hallie Iannoli seconded the motion, and all approved.

Public Comment - There was no public comment

Felice Eckelman made a motion to adjourn the meeting, Louis Green seconded, and all approved. The meeting ended at 10:18 a.m.



500 19th St. Brooklyn, NY 11215 | www.bugsbrooklyn.org | (718)280-9556 | info@BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL

RESOLUTIONS OF THE BOARD OF TRUSTEES

REVISION REQUESTS: Attachment 1

September 25, 2021

Resolution 1

The Board of Trustees (the “Board”) of Brooklyn Urban Garden Charter School (“BUGS”) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above:

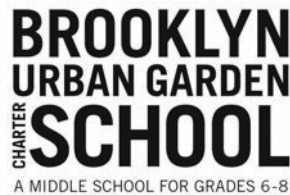
WHEREAS, the BUGS Board notes that BUGS experienced changes in its [organization chart](#) since its founding; and

WHEREAS, the BUGS Board was notified by its NYSED CSO liaison that these changes since founding now constitute a material change; and

WHEREAS, in order to effectuate these changes, the BUGS Board proposes to submit the Material Charter Revision Request (the “Request”) to the Charter School Office of the New York State Education Department (the “CSO”) to be effective upon approval by the Board of Regents.

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

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, member of BUGS school leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.



BROOKLYN URBAN GARDEN CHARTER SCHOOL

RESOLUTIONS OF THE BOARD OF TRUSTEES

REVISION REQUESTS

Resolution 2

September 25, 2021

The Board of Trustees (the “Board”) of Brooklyn Urban Garden Charter School (“BUGS”) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above:

WHEREAS, the BUGS Board notes that the school’s Key Design Elements it has referenced in its materials and governance since its inception are those appeared in BUGS Prospectus 2011; and

WHEREAS, the BUGS Board notes that the school’s Key Design Elements it has referenced in its materials and governance since its inception are: **1) Inquiry-Based Study of the Science of Sustainability, 2) Extended Time for Learning, 3) A Positive and Inclusive School Climate, 4) A Professional Learning Community, 5) Authentic Assessments and Individualization, and 6) Use of Technology**; and

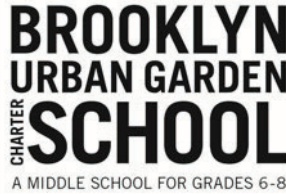
WHEREAS, the BUGS Board was notified by its NYSED CSO liaison that the Key Design Elements BUGS has used since its inception do not match those featured in the “Regents Items of 2011” which were: 1) Education for Sustainability, 2) Rigorous and engaging academic program, 3) Data-driven climate, 4) Focus on services for students with special need, 5) Technology infusion; and

WHEREAS, the BUGS Board would like the Key Design Elements BUGS presented in the Prospectus 2011 and has used by BUGS since its inception to be the official BUGS Key Design Elements noted by the CSO; and

WHEREAS, in order to effectuate these changes, the BUGS Board proposes to submit the Material Charter Revision Request (the “Request”) to the Charter School Office of the New York State Education Department (the “CSO”) to be effective upon approval by the Board of Regents **nunc pro tunc to when the charter was approved, September 13th, 2011.**

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

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, member of BUGS school leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.



BROOKLYN URBAN GARDEN CHARTER SCHOOL

RESOLUTIONS OF THE BOARD OF TRUSTEES

REVISION REQUESTS

Resolution 3

September 25, 2021

The Board of Trustees (the “Board”) of Brooklyn Urban Garden Charter School (“BUGS”) does hereby adopt the following resolutions at a duly held and noticed meeting on the date set forth above:

WHEREAS, the BUGS Board would like to adjust the language of the school’s Mission; and

WHEREAS, the BUGS Board would like the mission to read:

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

WHEREAS, the BUGS Board notes that the language of the mission as originally stated in the school’s Prospectus of 2011 is different in wording but not content:

The Brooklyn Urban Garden Charter School (BUGS) will be a vibrant learning community dedicated to stewardship of the environment and the inter-disciplinary study of the science of sustainability. Through explorations of real-world problems and challenges, BUGS graduates will gain: a deep knowledge in the core academic subjects; the problem-solving and critical thinking skills to succeed in high school, college, and the future workforce; and the ability to collaborate with others in an increasingly global society.; and

WHEREAS, in order to effectuate these changes, the BUGS Board proposes to submit the Non-Material Charter Revision Request (“the Request”) to the Charter School Office of the New York State Education Department (the “CSO”) to be effective upon approval by the CSO.

NOW, THEREFORE, BE IT RESOLVED, that the Board of BUGS does hereby authorize and direct the Executive Director of BUGS, in the name and on behalf of BUGS, to do all such things and take all such acts and to expend such fees for and on behalf of BUGS as may be necessary or advisable in order to give effect to and, generally, carry out the intent of these

Resolutions including, without limitation, to execute and deliver the Requests to the CSO and the Board of Regents, in substantially the form presented to the Board of BUGS, along with any other documents in connection with the Requests as may be required by the CSO, with such changes or amendments thereto as the Executive Director deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by the Executive Director; and

IT IS HEREBY FURTHER RESOLVED, that all actions of any kind heretofore or hereafter taken by any trustee or officer of BUGS, member of BUGS school leadership, or any appointed or authorized person or persons authorized to act on behalf of BUGS in connection with the matters contemplated by the foregoing resolutions be, and each of them hereby is, confirmed, ratified, approved and authorized in all respects.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

December 21, 2021

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek, Felice Ekelman, Louis Green, Jacqueline Piccolo, Cathy Boeckmann, Erin Walker, Jamal Deek, Ana Bast, Charles Hertzog, Adam Drucker, Louis Green, Christine Kang

Others present: Susan Tenner (BUGS Executive Director), Wynette Caesar, Principal, Susan Bakst (BUGS Director of Marketing and Outreach)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:34pm
- B. Felice Ekelman made a motion to approve the November minutes, Charles Hertzog seconded, and all were in favor.
- C. Susan Tenner led a Mission Moment highlighting the school's Food Equity Field Study project and shared a BUGS video that included scenes from the students' community action project and a message of appreciation and partnership from Mixteca's executive director.
- D. The board reviewed and discussed updates to policies and DASA language with attorney Susan Briggs. Felice Ekelman moved to adopt the Resolution approving the changes, Jackie Piccolo seconded, and all were in favor.

II. Ed and Accountability

Charles Hertzog presented on the committee's meeting with members of the academic team on behalf of Don Mabrey.

- A. Principal Wynette provided an update and analysis of the social studies baseline assessments.
- B. The Science department chair presented about the science baselines and the standards alignment to Regent's readiness.
- C. The Arts, Enrichment, Sustainability Department Chair provided insights on the curriculum and how the team is measuring Interdisciplinary competencies.
- D. The committee will review the midline assessments at the January meeting.

III. Finance Report

Jamal Deek reported on behalf of the committee.

- A. The board should expect a revised budget projection and a more indepth presentation and analysis at the January meeting.
- B. The committee is engaged in an ongoing lease renewal negotiation.

III. Governance and Nominating Committee

- A. Cathy Boeckmann updated the board about the committee's debrief of the NYSED board renewal interview and the plan to use the questions as part of board education and onboarding.
- B. The committee is gearing up for board recruiting with the goal of adding 3 new members by next summer.
- C. The annual Executive Director review process is beginning with the ED's reflections on goals and the committee interviewing direct reports and gathering board member input.

IV. Executive Director Report

- A. As the school leadership team begins planning for next year, Susan Tenner invited the board to share their insights through a Start, Stop, Continue exercise on jamboard. The activity was followed by a discussion of themes and ways the board could help with research and strategic analysis.
- B. Susan reported on the AP candidate search and requested that the board support the outreach effort by sharing the job description with their networks.
- C. The board received an update on the end-of-year campaign and the availability of emails, letters, and other resources to help their individual fundraising efforts.

There was no Public Comment.

Christine Kang made a motion to adjourn the meeting, Charles Hertzog seconded, and all approved.

The meeting ended at 8:02 pm



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

October 26, 2021

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek, Adam Drucker, Felice Ekelman, Regina Fechter, Louis Green, Hallie Iannoli, Christine Kang, Jacqueline Piccolo, Cathy Boeckmann, Don Mabrey, Charles Hertzog

Others present: Wynette Caesar (BUGS Principal), Susan Tenner (BUGS Executive Director), Susan Bakst (BUGS Director of Marketing and Outreach)

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:36 pm
- B. Susan Tenner led a Mission Moment to honor Dirk Tillotson, BUGS friend, educator, and passionate advocate for educational equity. The board held a minute of silence in remembrance.
- C. Prior to approving the minutes, Susan Tenner confirmed that the Attachment to the September 2021 Board Minutes that was circulated included the formal resolution language of the BUGS board vote conducted in September around the Key Design Elements and organization chart. Susan Tenner further reiterated the circumstances and administrative nature of the material changes voted on in the September meeting minutes. She read/stated for the record that:

In September 2021, the BUGS liaison from NYSED Charter School Office (CSO) notified the BUGS Executive Director and Board Co-Chair that changes to the BUGS organizational chart made with the knowledge and approval of NYSED CSO in the ten years since the school's founding now need to be submitted to the school's charter entity, the Board of Regents of the University of the State of New York NYSED, for approval as a material charter revision (the "Organizational Chart Request"), and

Also in September 2021, the BUGS liaison from NYSED CSO notified the BUGS Executive Director and Board Co-Chair that the Key Design Elements (KDEs) submitted in the BUGS Prospectus (Phase 2 of the BUGS initial charter application), and which have been used by

BUGS ever since the school's inception,¹ do not match the key design elements included by NYSED CSO in the September 2, 2011 Regents Item,² which served as the basis for the approval of the BUGS charter application by the Board of Regents, and that BUGS then needed to resolve this misalignment by submitting its KDEs to the Board of Regents for approval as a material charter revision (the "KDE Request").

- D. Felice Eckelman made a motion to approve the September minutes with the attachment, Cathy Boeckmann seconded and all were in favor.

II. Finance Committee

- A. Jamal Deek updated the board about a meeting with the auditor who confirmed we had a clean audit and the school's ratios and reserves are strong. BUGS personnel expenses are in line with the charter education industry and other of the auditor's clients.
- B. Jamal asked for the board to vote to approve that the **"Finance committee met and based on detailed discussion recommends that the board approve the financial statements."** Christine Kang made a motion to approve, Adam Drucker seconded, and all were in favor.

III. Governance and Nominating Committee

Cathy Boeckmann updated the board about the following items:

- A. Governor Kathy Hochul signed legislation (S.50001/A.40001) which offers the option to allow virtual access to public meetings under New York State's Open Meetings Law. The committee is suggesting a mix of in-person and virtual board meetings. During the months when the board doesn't meet at BUGS, the committee is suggesting that members try to attend a school event.
- B. The meeting schedule proposed by the committee is to meet virtually in November and December and meet in person in January. The committee will revisit the schedule after January 15, 2022, which is the date when the new law is set to expire.
- C. The board was reminded that details about the renewal meeting with NYSED in November would be coming soon.

IV. Executive Director Report

- A. Susan Tenner led a discussion of Giving Tuesday and End of Year Appeal with a call for support from board members and a review of tools and resources.
- B. The board discussed next steps in the renewal process including participation in the Public Hearing and planning for the NYSED-board session on governance and oversight.
- C. The Ed and Accountability Committee shared with the board the school's ongoing efforts to refine "The BUGS Way" -- including using data for targeting instruction and developing consistency in curriculum, instruction, evaluation and student assessments. The committee and leadership team is also looking to increase the turn-around and strengthen alignment with state curriculum and state standards to gather the data teachers need to achieve student outcomes.

¹ 1) Inquiry-Based Study of the Science of Sustainability, 2) Extended Time for Learning, 3) A Positive and Inclusive School Climate, 4) A Professional Learning Community, 5) Authentic Assessments and Individualization, and 6) Use of Technology

² 1) Education for Sustainability, 2) Rigorous and engaging academic program, 3) Data-driven climate, 4) Focus on services for students with special needs, 5) Technology infusion

There was no Public Comment.

Don Mabrey made a motion to adjourn the meeting: Felice Eckelman seconded, and all approved.

The meeting ended at 8:16 pm.



Brooklyn Urban Garden Charter School

Board of Trustees Meeting

November 23, 2021

6:30pm - 8:00pm

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

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

+1 470-250-1672 PIN: 639951412#

Members Present: Jamal Deek, Felice Ekelman, Louis Green, Hallie Iannoli, Jacqueline Piccolo, Cathy Boeckmann, Don Mabrey, Erin Walker

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

I. Welcome and Approval of the Minutes

- A. The meeting was called to order at 6:36 pm
- B. Jackie Piccolo made a motion to approve the October minutes, Louis Green seconded and all were in favor.
- C. Susan Tenner led a Mission Moment featuring the Thanksgiving video that was created to celebrate BUGS staff.
- D. Susan Tenner and Susan Bakst provided an overview of the fundraising strategy for Giving Tuesday and BUGS End-of-Year Campaign.

II. Ed and Accountability Committee

- A. Don Mabrey reported from the Committee's meeting with Wynette Caesar, Principal, Julia Wilson, ELA Chair, and William Jones, Math Chair.
- B. The Chairs described how data is used in instruction, such as creating intervention groups.
- C. The group reviewed assessment data to look at growth by different student demographics across ELA and math. The Board expressed interest in seeing the data aligned with standards to see what skill areas students struggle with and how to guide instruction to achieve student proficiency.

III. Finance Committee

- A. Jamal Deek reviewed the finance report for the Board calling attention to strong enrollment numbers and a good cash position with SPED revenue higher than expected.

- B. Jamal called attention to the increase in spending on contracted services and explained the difference is due to the use of substitute teachers, which is a non-recurring expense and expected to be lower next year.

IV. Governance and Nominating Committee

- A. Cathy Boeckmann reported on board recruiting, and the board's intention of adding 3 new members, with committees being tasked with discussing the skillset, capabilities, and representation that would best serve the board
- B. Trustees reflected on the board retreat.
- C. The board discussed strategic initiatives to consider and keep top of mind as we move forward into 2022. Jackie shared an update on the Columbia consulting project which will help the board with future strategic planning.

IV. Executive Director Report

- A. Susan Tenner reported on the status of lease re-negotiation.
- B. The board was requested to share the job posting for two new Assistant Principals.
- C. Susan asked the Board to provide feedback on the preparation for the NYSED site visit to inform future renewals.

There was no Public Comment.

Felice Eckleman requested a motion to adjourn the meeting: Jackie Piccolo made the motion, Louis Green seconded, and all approved.

The meeting adjourned at 8:03 pm.

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

Trustee Name:

Brooks Tanner

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

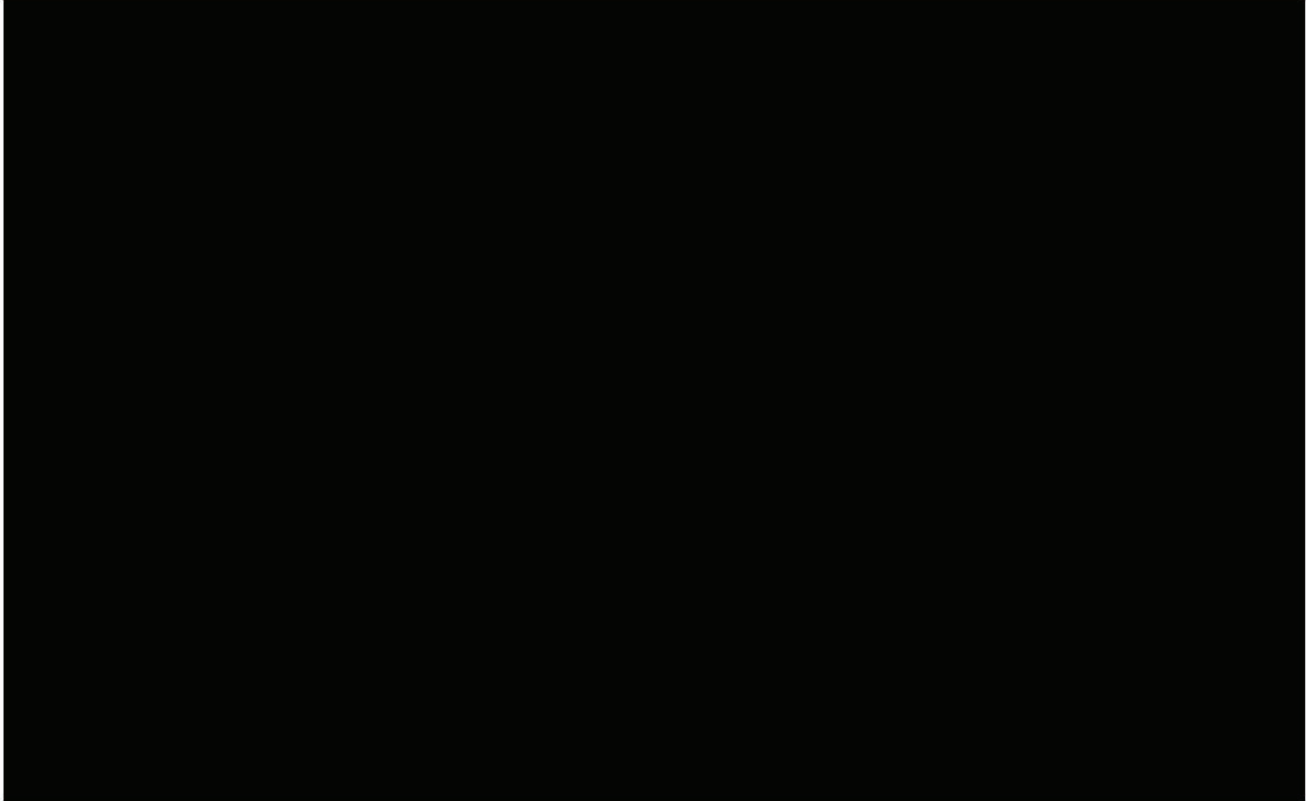
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

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

-

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8/1/2022

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last revised 04/2022

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Intermediary Delivery Events

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

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

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

Trustee Name:

Cathy Boeckmann

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Secretary
Chair of Gov Nom 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.

-

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

-

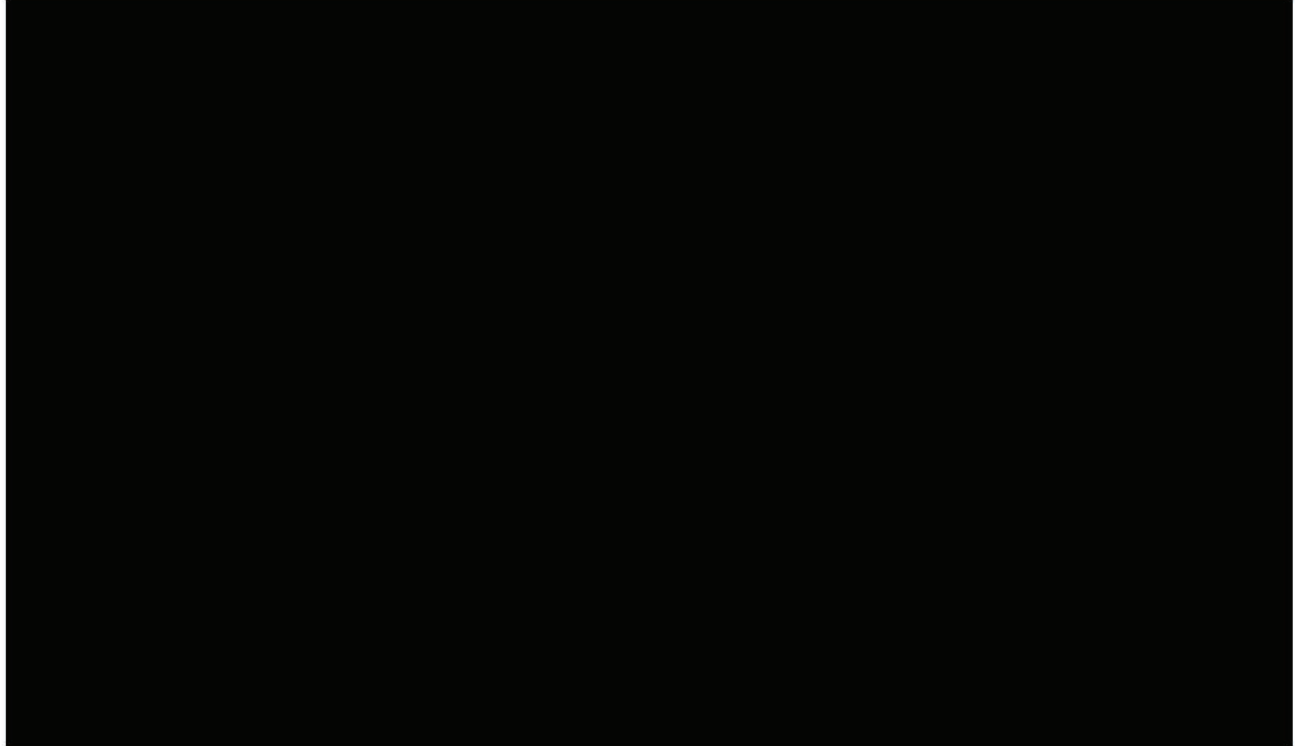
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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Cathy Boeckmann

7/26/2022

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Date

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last revised 04/2022

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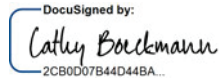
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To contact us by email send messages to: bugorders@bugsbrooklyn.org

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

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

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- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
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**Disclosure of Financial Interest by a Current
or Former Trustee**

Trustee Name:

Charles Hertzog

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Education and Accountability Member
Board Member

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

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

None

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

-

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Charles Hertzog

7/26/2022

Signature

Date

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Signature



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[REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner
 [REDACTED]



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Brooklyn Urban Garden Charter School

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Witness Events

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Notary Events

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Envelope Summary Events

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Timestamps

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

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

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

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

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

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

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

Trustee Name:

Christine Kang

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Former Treasurer

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 Operations for the Brooklyn Urban Garden Charter School from 2013-2016 (my salary in 2016 was \$101K/year). I was responsible for all non-academic school operations.

-

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

-

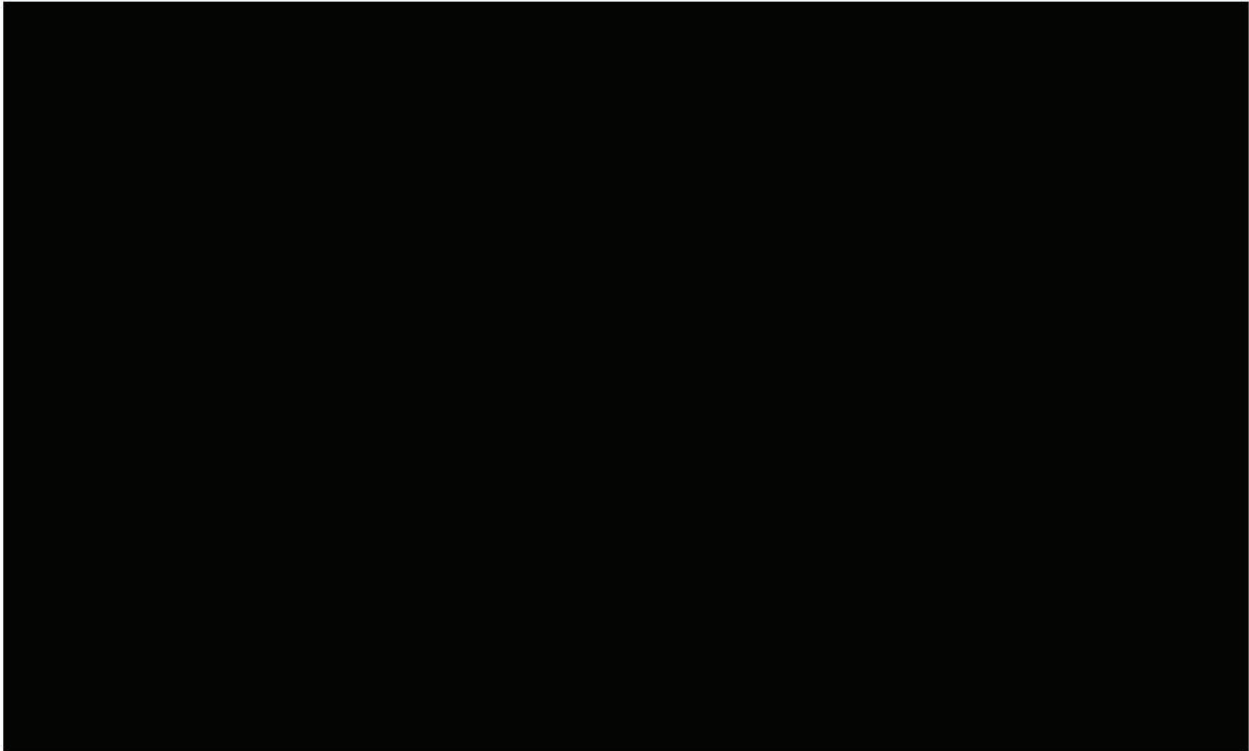
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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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Christine Kang

7/1/2022

Signature

Date

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- Print form, manually sign, scan to PDF

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Christine Kang
 [REDACTED]
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Signature



Signature Adoption: Pre-selected Style
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Electronic Record and Signature Disclosure:

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner



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 Brooklyn Urban Garden Charter School
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

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Witness Events

Signature

Timestamp

Notary Events

Signature

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Envelope Summary Events

Status

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Completed	Security Checked	7/1/2022 6:53:46 PM

Payment Events	Status	Timestamps
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All notices and disclosures will be sent to you electronically

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

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

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

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

Required hardware and software

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

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

Trustee Name:

Don Mabrey Jr.

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Committee chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

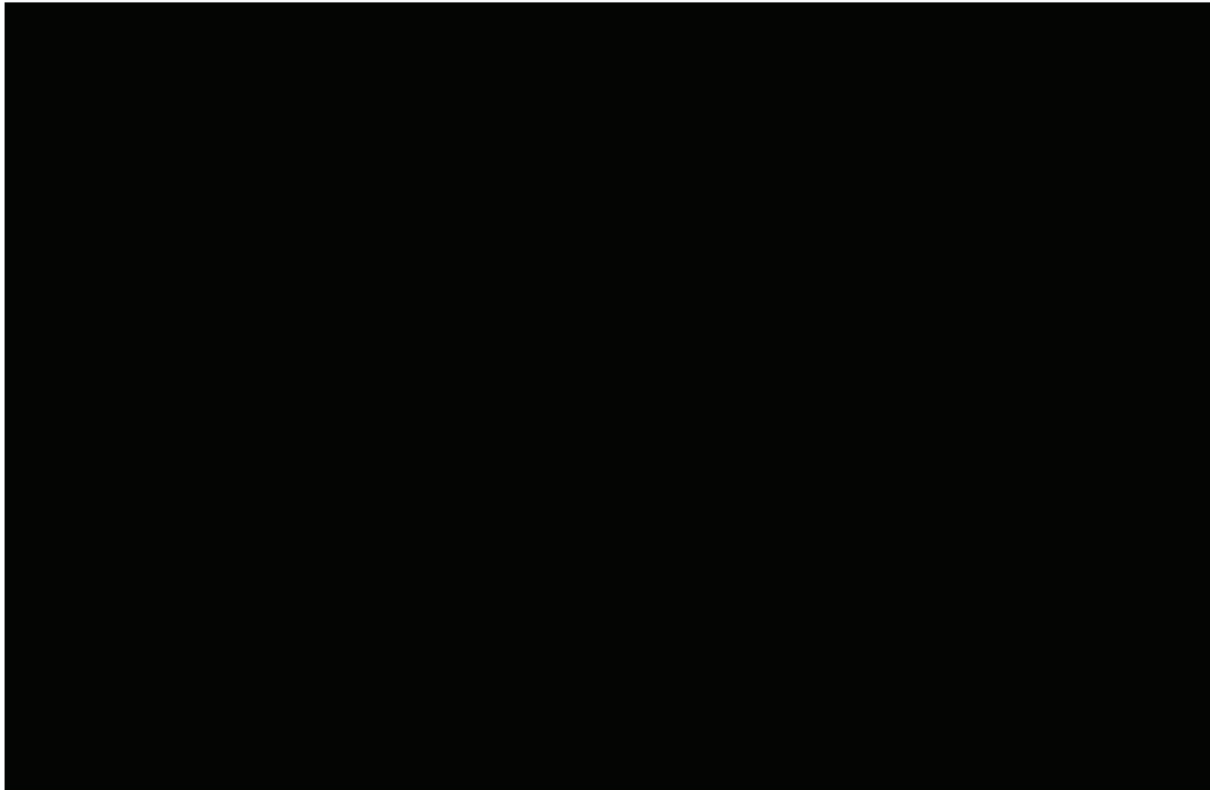
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

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

-

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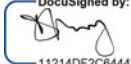
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Don Mabrey Jr.
 [REDACTED]
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Electronic Record and Signature Disclosure:

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Editor Delivery Events

Status

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Agent Delivery Events

Status

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Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

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Susan Tenner
 susan.tenner@bugsbrooklyn.org
 Brooklyn Urban Garden Charter School
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Payment Events	Status	Timestamps
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If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

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

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

How to contact Brooklyn Urban Garden Charter School:

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

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

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

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

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

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

Trustee Name:

Erin walker

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

member

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

-

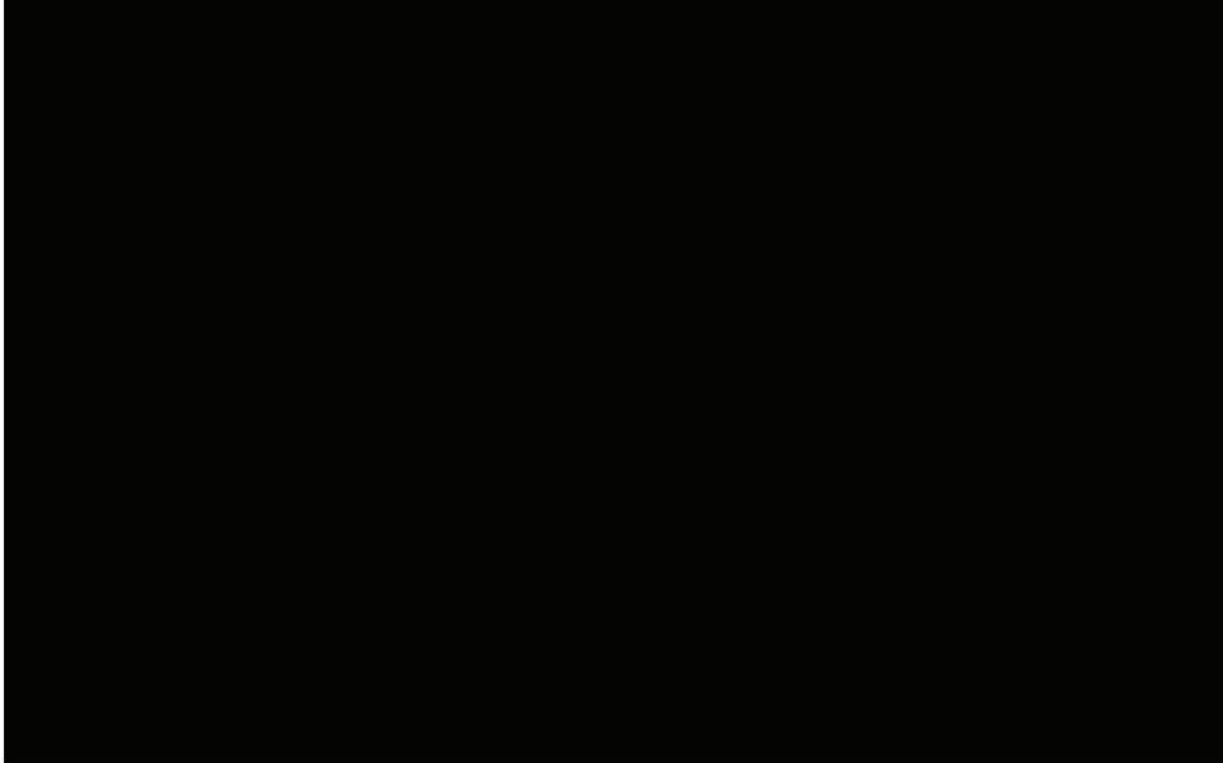
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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
Learning Ally	Providing access to Learning Ally Audiobook Solution in exchange for feedback on improvements	\$1200/ per year	Erin Walker works for Learning Ally and learns from the feedback shared by BUGS staff and students	Transparency

-

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DocuSigned by:
Erin Walker

7/5/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed
 Subject: Please DocuSign: 2021-22 Annual Report - Current-Former Trustee Financial Disclosure Form.pdf
 Source Envelope:
 Document Pages: 5 Signatures: 1 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Joshua Altamirano
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 Envelope Stamping: Enabled BUGS Brooklyn
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Record Tracking

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Signer Events

Erin Walker
 [REDACTED]
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
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 Signed: 7/5/2022 8:22:08 AM

Electronic Record and Signature Disclosure:

[REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner



Sent: 7/5/2022 8:22:09 AM

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

[REDACTED]

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

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Certified Delivered

Security Checked

7/5/2022 8:15:14 AM

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Completed	Security Checked	7/5/2022 8:22:09 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

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All notices and disclosures will be sent to you electronically

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

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

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

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

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

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

Trustee Name:

Felice Ekelman

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

co chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

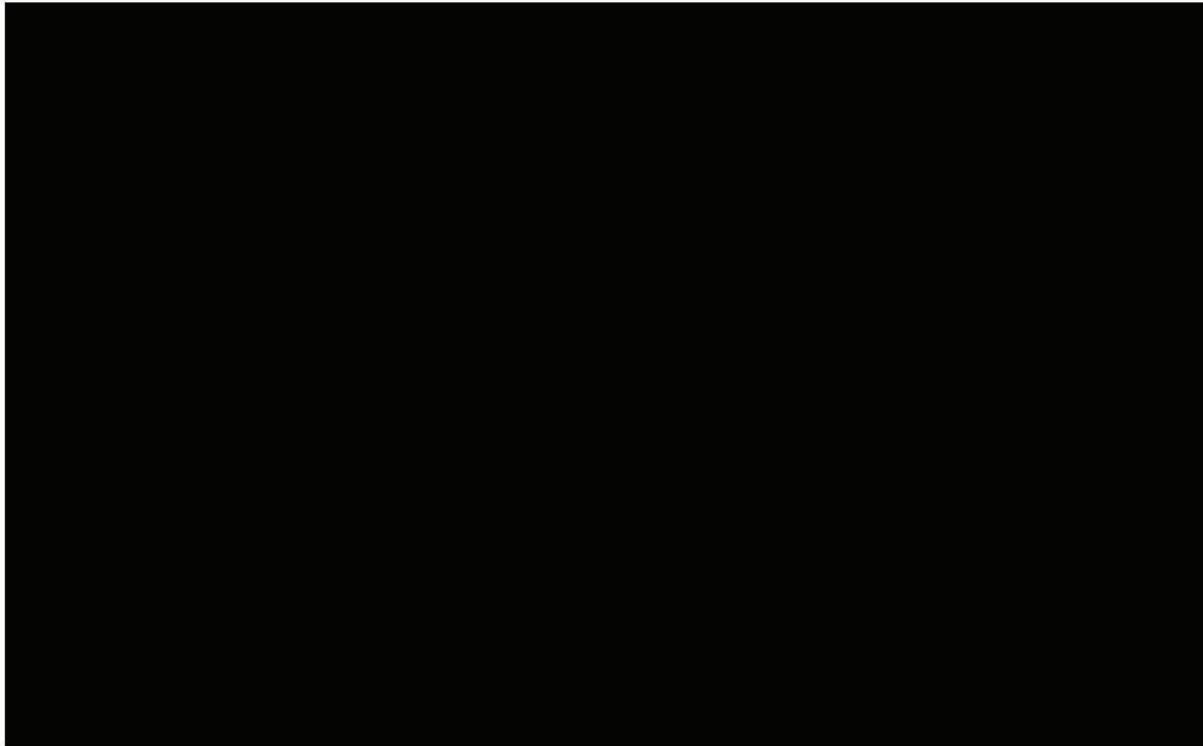
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

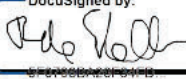
None

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

-

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Date

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last revised 04/2022

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 Certificate Pages: 5 Initials: 0 Joshua Altamirano
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 Envelopeld Stamping: Enabled BUGS Brooklyn
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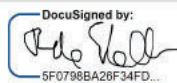
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Signer Events

Felice Ekelman
 [REDACTED]
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Drawn on Device
 Signed by link sent to [REDACTED]
 Using IP [REDACTED]
 Signed using mobile

Timestamp

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 Signed: 7/5/2022 4:25:34 AM

Electronic Record and Signature Disclosure:

[REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

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Intermediary Delivery Events

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Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner



Sent: 7/5/2022 4:25:35 AM

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

[REDACTED]

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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 Certified Delivered Security Checked 7/2/2022 7:09:56 AM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	7/5/2022 4:25:34 AM
Completed	Security Checked	7/5/2022 4:25:35 AM

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

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

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

Trustee Name:

Hallie Iannoli

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Voting member on the Education and Accountability sub-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.

-

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
	None	None	None

-

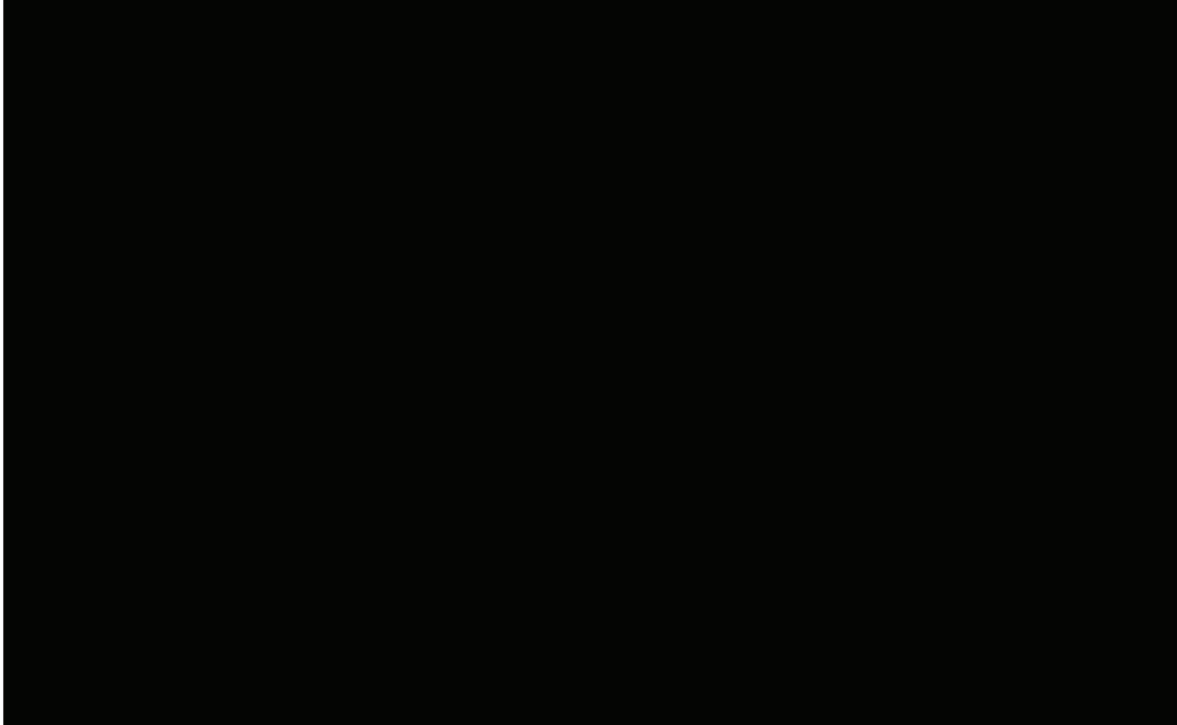
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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**.

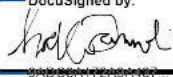
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Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with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

-

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Signature

Date

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- Print form, manually sign, scan to PDF

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Certificate Of Completion

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 Certificate Pages: 5 Initials: 0 Joshua Altamirano
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 Enveloped Stamping: Enabled BUGS Brooklyn
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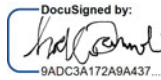
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Signature



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 Signed using mobile

Timestamp

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In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

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Susan Tenner
 [REDACTED]



Sent: 7/3/2022 10:51:53 AM

Brooklyn Urban Garden Charter School
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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Completed	Security Checked	7/3/2022 10:51:53 AM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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

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

Withdrawing your consent

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

Consequences of changing your mind

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

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

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

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

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

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

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

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

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

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

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

Trustee Name:

Jackie Piccolo

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

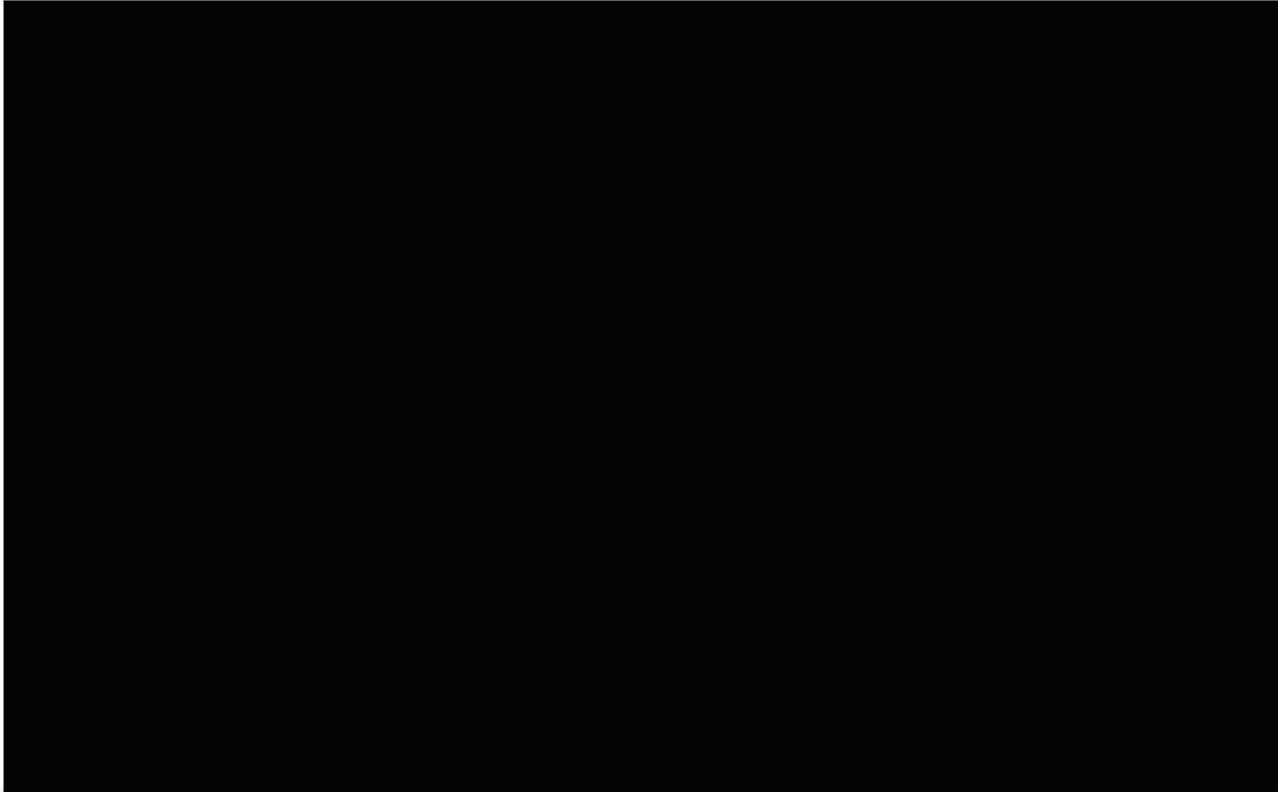
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

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

-

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Jackie Piccolo

7/26/2022

Signature

Date

Acceptable signature formats include:

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last revised 04/2022

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Signatures: 1

Envelope Originator:

Certificate Pages: 5

Initials: 0

Joshua Altamirano

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Jackie Piccolo

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 Using IP Address

Electronic Record and Signature Disclosure:

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

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Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

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Brooklyn Urban Garden Charter School

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Witness Events

Signature

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Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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Security Checked

7/26/2022 4:49:12 PM

Signing Complete

Security Checked

7/26/2022 4:50:33 PM

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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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

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

Required hardware and software

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Acknowledging your access and consent to receive and sign documents electronically

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

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

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

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

Trustee Name:

Jamaal Deek

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Finance Chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

-

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

None

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

-

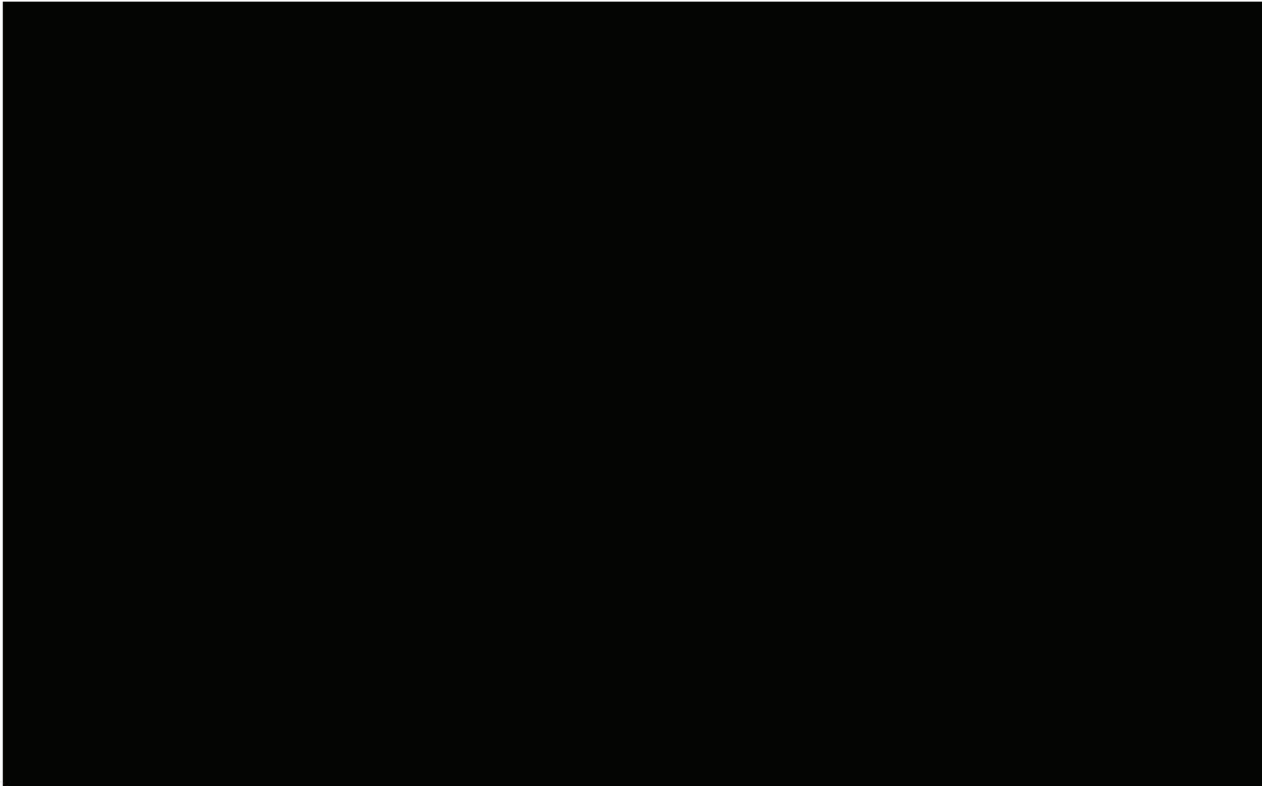
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation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

None

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

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Jamal Deek

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Jamal Deek
 [REDACTED]
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Electronic Record and Signature Disclosure:
 [REDACTED]

In Person Signer Events

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Timestamp

Editor Delivery Events

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Agent Delivery Events

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Certified Delivery Events

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Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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

Withdrawing your consent

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

Consequences of changing your mind

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

All notices and disclosures will be sent to you electronically

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

How to contact Brooklyn Urban Garden Charter School:

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

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

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

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

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

To request paper copies from Brooklyn Urban Garden Charter School

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

To withdraw your consent with Brooklyn Urban Garden Charter School

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

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

Required hardware and software

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

Trustee Name:

Louis Green

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Board member, finance 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.

-

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.



DocuSigned by:
Louis Green

7/1/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed
 Subject: Please DocuSign: 2021-22 Annual Report - Current-Former Trustee Financial Disclosure Form.pdf
 Source Envelope:
 Document Pages: 5 Signatures: 1 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Joshua Altamirano
 AutoNav: Enabled 500 19th Street, BUGS Brooklyn
 Envelope Stamping: Enabled BUGS Brooklyn
 Time Zone: (UTC-08:00) Pacific Time (US & Canada) Brooklyn, NY 11215-6299
 [REDACTED]
 [REDACTED]

Record Tracking

Status: Original Holder: Joshua Altamirano Location: DocuSign
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Signer Events

Louis Green
 [REDACTED]
 Security Level: Email, Account Authentication (None)

Signature



Signature Adoption: Pre-selected Style
 Signed by link sent to [REDACTED]
 [REDACTED]

Timestamp

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 Signed: 7/1/2022 2:31:30 PM

Electronic Record and Signature Disclosure:

[REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner
 [REDACTED]



Sent: 7/1/2022 2:31:31 PM

Brooklyn Urban Garden Charter School

Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

[REDACTED]

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

Envelope Sent

Hashed/Encrypted

7/1/2022 1:25:36 PM

Certified Delivered

Security Checked

7/1/2022 1:58:38 PM

Envelope Summary Events	Status	Timestamps
Signing Complete	Security Checked	7/1/2022 2:31:30 PM
Completed	Security Checked	7/1/2022 2:31:31 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

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Getting paper copies

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Withdrawing your consent

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Consequences of changing your mind

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All notices and disclosures will be sent to you electronically

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How to contact Brooklyn Urban Garden Charter School:

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

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

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

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

To request paper copies from Brooklyn Urban Garden Charter School

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

To withdraw your consent with Brooklyn Urban Garden Charter School

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

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

Required hardware and software

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

Trustee Name:

Regina Fechter

Name of Charter School Education Corporation:

Brooklyn Urban Garden Charter School

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

Secretary (Chair of the Gov Nom 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.

-

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

-

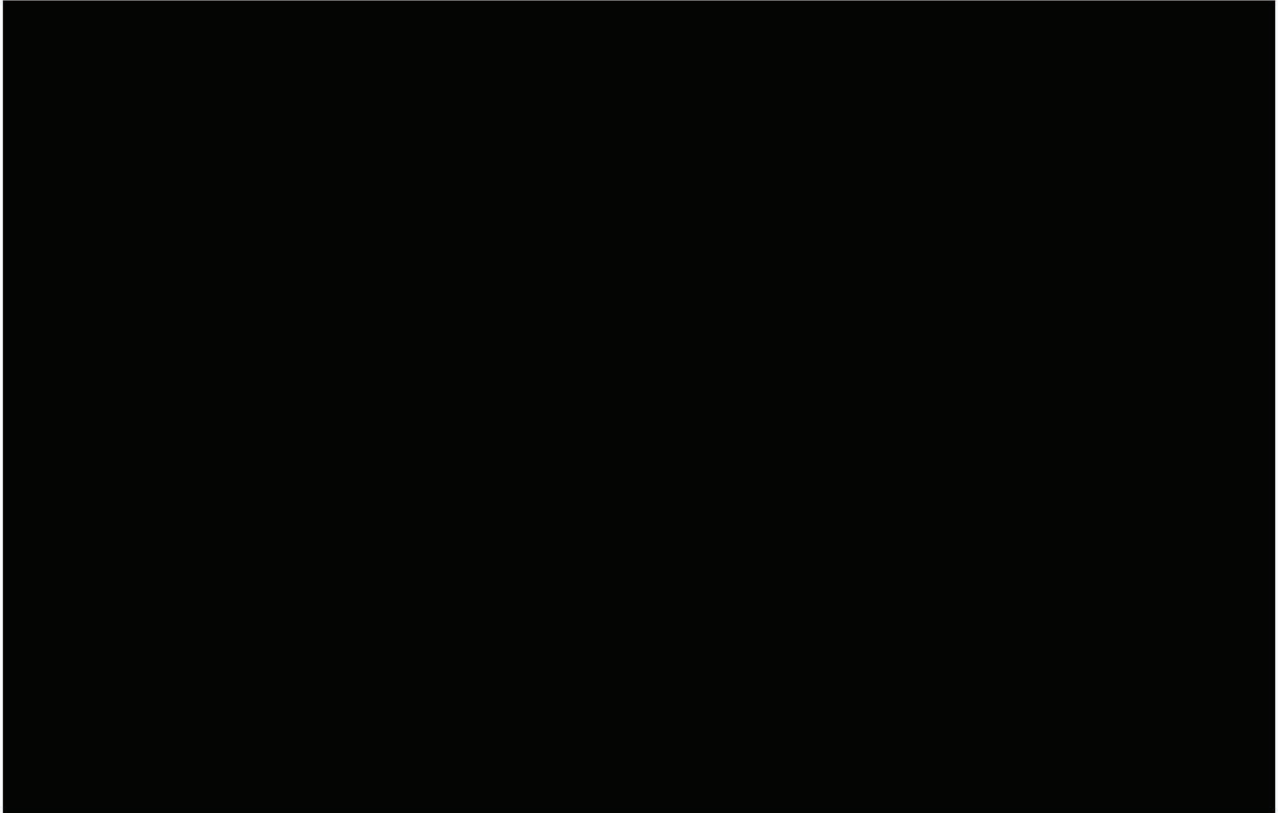
7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **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.



DocuSigned by:
A handwritten signature in blue ink, appearing to read 'Ray', enclosed within a blue rectangular box.

7/15/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

Certificate Of Completion

Envelope Id: [REDACTED] Status: Completed
 Subject: Please DocuSign: 2021-22 Annual Report - Current-Former Trustee Financial Disclosure Form.pdf
 Source Envelope:
 Document Pages: 5 Signatures: 1 Envelope Originator:
 Certificate Pages: 5 Initials: 0 Joshua Altamirano
 AutoNav: Enabled 500 19th Street, BUGS Brooklyn
 Envelope Stamping: Enabled BUGS Brooklyn
 Time Zone: (UTC-08:00) Pacific Time (US & Canada) Brooklyn, NY 11215-6299
 [REDACTED]
 [REDACTED]

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Signer Events

Regina Fechter
 [REDACTED]
 Security Level: Email, Account Authentication (None)

Signature

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 Signature Adoption: Drawn on Device
 [REDACTED]

Timestamp

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 Viewed: 7/13/2022 6:46:39 AM
 Signed: 7/15/2022 6:50:52 PM

Electronic Record and Signature Disclosure:

[REDACTED]

In Person Signer Events

Signature

Timestamp

Editor Delivery Events

Status

Timestamp

Agent Delivery Events

Status

Timestamp

Intermediary Delivery Events

Status

Timestamp

Certified Delivery Events

Status

Timestamp

Carbon Copy Events

Status

Timestamp

Susan Tenner [REDACTED] **COPIED** Sent: 7/15/2022 6:50:54 PM
 Brooklyn Urban Garden Charter School
 Security Level: Email, Account Authentication (None)

Electronic Record and Signature Disclosure:

[REDACTED]

Witness Events

Signature

Timestamp

Notary Events

Signature

Timestamp

Envelope Summary Events

Status

Timestamps

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 Signing Complete Security Checked 7/15/2022 6:50:52 PM

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Completed	Security Checked	7/15/2022 6:50:54 PM
Payment Events	Status	Timestamps
Electronic Record and Signature Disclosure		

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

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CO Number: 301573161F

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

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

This Certificate supercedes CO Number(s): None

For zoning lot metes & bounds, please see BISWeb.

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

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

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

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

Borough Comments: None

[Signature]
Borough Commissioner
Brooklyn 1

Borough Commissioner

[Signature]

Commissioner

Certificate of Occupancy

CO Number: **301573161F**

Permissible Use and Occupancy

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code habitable rooms	Building Code occupancy groups	Zoning dwelling or rooming	Zoning
[REDACTED]						

R.A. Harrison
 Borough Commissioner
 Brooklyn 1

Borough Commissioner

[Signature]

Commissioner

END OF DOCUMENT

BUGS 2022-2023 School Calendar

Aug/Sept. '22						
S	M	T	W	T	F	S
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
22 Instructional Days						

October '22						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	18 Instructional Days				

November '22						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			
19 Instructional Days						

December '22						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
17 Instructional Days						

January '23						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
20 Instructional Days						

February '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				
15 Instructional Days						

March '23						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	
23 Instructional Days						

April '23						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	12 Instructional Days					

May '23						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			
22 Instructional Days						

June '23						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	
16 Instructional Days						

Arrival/Start:
M-F 8:05 am
Dismissal:
2:50 pm
Instructional Days:
184
6 Number of Instructional Days/ Month

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

2022

- Aug 29 First day for 6th Graders | 1PM Dismissal
- Aug 30 First day for 7th & 8th Graders | 1PM Dismissal
- Aug 31-Sep 2 1PM Dismissal
- Sept 5 School Closed - Labor Day
- Sept 26-27 School Closed - Rosh Hashanah
- Sept 28 Curriculum Night
- Sept 29 Asynchronous - Staff Development
- Oct 5 School Closed - Yom Kippur
- Oct 10 School Closed - Indigenous People's Day
- Nov 8 No School - Election Day / Staff Development Day
- Nov 11 School Closed - Veterans Day
- Nov 15 Asynchronous - Family Teacher Conferences
- Nov 16 1PM Dismissal
- Nov 23 1PM Dismissal
- Nov 24-25 Thanksgiving Recess (School Closed)
- Nov 28 Asynchronous - Staff
- Dec 23 1PM Dismissal Day
- Dec 26-Jan 2 School Closed - Winter Recess

2023

- Jan 16 School Closed - Dr. Martin Luther King Jr. Day
- Jan 23 Asynchronous - Staff Development Day
- Feb 20-24 School Closed - Midwinter Recess
- Mar 8 Asynchronous - Family Teacher Conferences
- Mar 9 1PM Dismissal
- Apr 6-14 School Closed - Spring Recess
- Apr 19-20 NYS ELA Exams - 1PM Dismissal
- Apr 21 School Closed - Eid al-Fitr
- May 2-3 NYS Math Exams - 1PM Dismissal
- May 12 Asynchronous - Staff Development Day
- May 29 School Closed - Memorial Day
- June 8 No School - Staff Development Day
- June 9 No School - Staff Development Day
- June 14-15 Living Environment & Algebra Regents, 1PM Dismissal for 6th & 7th Graders Only
- June 19 School Closed - Juneteenth
- June 20-22 1PM Dismissal
- June 26-27 1PM Dismissal
- June 27 Last Day of School - 1PM Dismissal

