

Application: Brooklyn Laboratory Charter School

Jacob Xavier - jxavier@brooklynlaboratoryschool.org
2022-2023 Annual Report

Summary

ID: 0000000109

Last submitted: Nov 1 2023 03:32 PM (EDT)

Labels: Board of Regents

Entry 1 School Info and Cover Page

Completed - Jul 31 2023

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 the [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 2022-2023 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, 2023**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN LABORATORY CHARTER SCHOOL 800000082484

a1. Popular School Name

Brooklyn LAB

b. CHARTER AUTHORIZER (As of June 30th, 2023)

Please select the correct authorizer as of June 30, 2023 or you may not be assigned the correct tasks.

BOARD OF REGENTS

c. School Unionized

Is your charter school unionized?

No

d. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

e. Date of Approved Initial Charter

Jun 1 2014

f. Date School First Opened for Instruction

Aug 18 2014

g. Approved School Mission and Key Design Elements

(Regents, NYCDOE and Buffalo BOE authorized schools only)

Mission Statement:

BLCS 's mission is to prepare students — including students with disabilities, English language learners, and over- age under-credited students — with the academic, applied science, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.

Key Design Elements:

- o Rigorous, college-prep curriculum that develops habits of success.
- o Entrepreneurial learning.
- o Warm/demanding culture of high expectations.
- o Accelerated learning powered by innovative human capital.
- o Extended and personalized learning.
- o Harnessing the assets of our community.
- o A focus on argumentation across the curriculum.
- o Next generation assessment and data-driven instruction.

h. School Website Address

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

i. Total Approved Charter Enrollment for 2022-2023 School Year

770

j. Total Enrollment on June 30, 2023 - excluding Pre-K program enrollment

416

k. Grades Served

Grades served during the 2022-2023 school year (exclude Pre-K program students):

Use the CTRL button to select multiple grades to accurately capture every grade level served.

Responses Selected:

| |
|----|
| 6 |
| 7 |
| 8 |
| 9 |
| 10 |
| 11 |
| 12 |

I. Charter Management Organization

Do you have a [Charter Management Organization](#)?

No

FACILITIES INFORMATION

m. FACILITIES

Will the school maintain or operate multiple sites in 2023-2024?

No, just one site.

School Site 1 (Primary)

m1. SCHOOL SITES

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

| | Physical Address | Phone Number | District/CSD | Grades to be Served at Site for previous year (K-5, 6-9, etc.) | 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 | 77 Sands Street | 347-473-8340 | NYC CSD 13 | 6-12 | 9-12 | Yes; 9-12 |

m1a. Please provide the contact information for Site 1.

| | Name | Title | Work Phone | Alternate Phone | Email Address |
|---|-------------------------|------------------------|--------------|-----------------|--|
| School Leader | Garland Thomas-McDavid | CEO | 347-694-5992 | | garland@bklabprep.org |
| Operational Leader | Sterling Florant | COO | 646-526-7017 | | sterling@bklabprep.org |
| Compliance Contact | Olga Rycko-Barrios | Compliance Manager | 718-968-5075 | | oryckobarrios@bklabprep.org |
| Complaint Contact | Garland Thomas-McDavid | CEO | 347-694-5992 | | garland@bklabprep.org |
| DASA Coordinator | Marcelle Davies-Lashley | Mental Health Provider | 347-473-8340 | | mdavieslashley@bklabprep.org |
| Phone Contact for After Hours Emergencies | Garland Thomas-McDavid | CEO | 347-694-5992 | | garland@bklabprep.org |

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

Private Space

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

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

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2023.

- **Fire inspection certificates must be updated annually. For the upcoming school year 2023-2024, submit a current fire inspection certificate.**
- **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, 2023.**

Site 1 Certificate of Occupancy (COO)

[77 SANDS - TCO.pdf](#)

Filename: 77 SANDS - TCO.pdf **Size:** 64.6 kB

Site 1 Fire Inspection Report

This is required, marked optional for administrative purposes.

[July 2023 Fire Inspection.pdf](#)

Filename: July 2023 Fire Inspection.pdf **Size:** 260.1 kB

n. List of owned, rented, leased facilities not used to educate students

Separate by semi-colon (;)

None

CHARTER REVISIONS DURING THE 2022-2023 SCHOOL YEAR

o. Were there any revisions to the school’s charter during the 2022-2023 school year? (Please include approved or pending material and non-material charter revisions).

Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.

Yes

o2. Summary of Charter Revisions

| | Category (Select Best Description) | Specific Revision (150 word limit) | Date Approved by BOT (if applicable) | Date Approved by Authorizer (if applicable) |
|---|-------------------------------------|--|--------------------------------------|---|
| 1 | Change in Grade Level Configuration | The charter will only contain students grades 9-12 | | |
| 2 | | | | |
| 3 | | | | |
| 4 | | | | |
| 5 | | | | |

More revisions to add?

No

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 | Jacob Xavier |
| Position | Manager of Data & Analytics |
| Phone/Extension | 508-479-7876 |
| Email | jxavier@bklabprep.org |

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

As outlined in ENTRY 10:

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

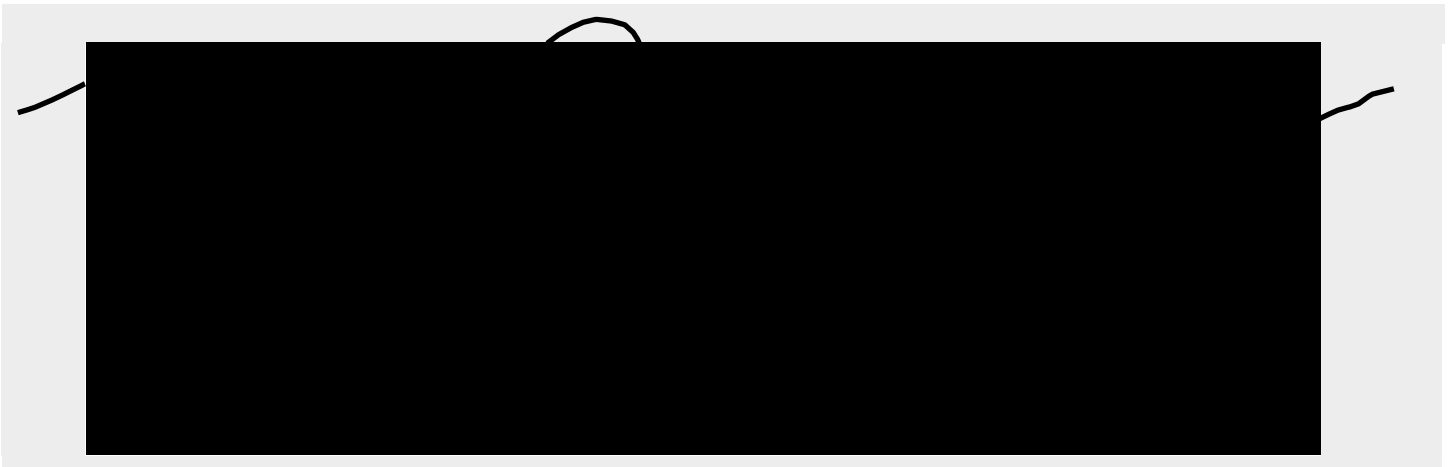
Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 28 2023

Thank you.



Entry 2 Links to Critical Documents on School Website

Completed - Jul 31 2023

Instructions

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (**For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY**);
5. District-wide safety plan, not 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 2 Links to Critical Documents on School Website

School Name: Brooklyn Laboratory 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:

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

| | Link to Documents |
|---|---|
| 1. Current Annual Report (i.e., 2022-2023 Annual Report) | https://www.nysed.gov/charter-schools/brooklyn-laboratory-charter-school |
| 2. Board meeting notices, agendas and documents | https://www.bklabprep.org/board-meeting-minutes |
| 3. New York State School Report Card | https://data.nysed.gov/profile.php?instid=800000082484 |
| 4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY) | https://static1.squarespace.com/static/6123f06eab09753cd8694302/t/62055c947f31e76bed4384f0/1644518548478/Brooklyn+Laboratory+Charter+Schools+DASA+%26+School+Discipline+Policy.pdf |
| 5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo | https://static1.squarespace.com/static/6123f06eab09753cd8694302/t/6306650f7d7f0e4913cbaeb8/1661363471891/BLCs+District+Wide+Safety+Plan+July+2022.pdf |
| 6. Authorizer-approved FOIL Policy | https://static1.squarespace.com/static/6123f06eab09753cd8694302/t/61d37bf32318d90d427024ee/1641249779509/FOIL_Policy.pdf |
| 7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List) | https://static1.squarespace.com/static/6123f06eab09753cd8694302/t/61d6329d1b3ffd05b7be3dbd/1641427613265/BROOKLYN+LAB+FOIL+SCHOOL+FILES+LIST.pdf |

Thank you.



Entry 3 Progress Toward Goals

Completed - Nov 1 2023

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, 2023**.

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 1, 2023.

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, 2023**.

2022-2023 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 | As measured by New York State ELA and Math 6-8 assessments, 100% of LAB grade levels met or outperformed the statewide proficiency average at corresponding grade levels. | NYS ELA and Math Assessments | Unable to Assess | BLCS does not serve grades 6-8 |
| Academic Goal 2 | As measured by New York State ELA and Math 6-8 assessments, targeted LAB sub groups will meet or outperform the New York City proficiency average for like sub groups. Sub groups are students who are economically disadvantaged, students with disabilities (SWDs), and English Language Learners (ELLs). | NYS ELA and Math Assessments | Unable to Assess | BLCS does not serve grades 6-8 |
| Academic Goal 3 | As measured by New York State ELA and Math 6-8 assessments, 100% of LAB grade levels and Subgroups met | NYS ELA and Math Assessments | Unable to Assess | BLCS does not serve grades 6-8 |

| | | | | |
|-----------------|---|---|------------------|---|
| | or outperformed the proficiency rates for the school's Similar Schools Comparison | | | |
| Academic Goal 4 | As measured by NWEA Measures of Academic Progress (MAP) or the PSAT, 60% of LAB scholars achieve at least one year of growth or perform at or above grade level on these exams | NWEA MAP or PSAT | Not Met | <ul style="list-style-type: none"> - All teachers recieved prescribed curriculum (Springboard for 9/10 & AP Aligned curriculum for 11/12) - Tiered teacher supports to individualize adult development in both their professionalism and instructional practice - Tier 1& Tier 2 supports in small group discussion (SGI) - Co-teaching model expands outside of special education classrooms |
| Academic Goal 5 | Average interim assessment (course unit exam) scores show a 10% increase in baseline proficiency from the previous Spring New York State exam, with no grade level average pass rate below State equivalence. | Interim Assessments | Unable to Assess | BLCS does not serve grades 6-8 |
| Academic Goal 6 | Cohort Graduation Rate for all students will be outperform State and CSD 13 average | NYS Benchmark 1 Aggregate Cohort Graduation | Not Met | - Early transcript audits to ensure students are informed on their current credit standing |

| | | | | |
|-----------------|--|-----------------|---------|---|
| | | | | <ul style="list-style-type: none"> - Targeted credit recovery for all students in a multitude of ways (Edgenuity, Break Academies, Saturday School) - Implementation of small group instruction embedded into the daily schedule to support students gaps in their current coursework - Individualized graduation plans for all students to create an academic roadmap for students across all grade levels - Grade book audits are conducted weekly for school leadership to develop intervention plans for students that are either failing or on the cusp of failing |
| Academic Goal 7 | Cohort Graduation Rate for subgroup students will be outperform state and CSD 13 average | NYS Benchmark 1 | Not Met | <ul style="list-style-type: none"> - Early transcript audits to ensure students are informed on their current credit standing - Targeted credit recovery for all students in a multitude of ways (Edgenuity, Break Academies, Saturday School) - Implementation of |

| | | | | |
|-----------------|--|----------------------|------------------|---|
| | | | | <p>small group instruction embedded into the daily schedule to support students gaps in their current coursework</p> <ul style="list-style-type: none"> - Individualized graduation plans for all students to create an academic roadmap for students across all grade levels - Grade book audits are conducted weekly by school leadership to develop intervention plans for students that are either failing or on the cusp of failing - Students receive attendance and participation incentives (in the form of Bonusly). Bonusly is a platform students can receive recognition and points that convert to gift cards/e-gift cards. |
| Academic Goal 8 | Cohort Graduation Rate for All Students and Subgroups will outperform the Similar Schools Comparison | NYS Benchmark 1 | Unable to Assess | Similar Schools Comparison data not available from NYSED. |
| Academic Goal 9 | Pre-Advanced Placement & Advanced Placement | AP Course enrollment | Met | |

| | | | | |
|------------------|--|------------------|------------------|---|
| | Participation rates for all students will outperform state and sending district | | | |
| Academic Goal 10 | Regents passing rate for Stem and Humanities outperform state and sending district for all subgroups | Regents outcomes | Unable to Assess | SY 22-23 data not available from NYSED. |

2. Do have more academic goals to add?

Yes

2022-2023 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Not Met or Unable to Assess | 2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure |
|------------------|---|---|---|---|
| Academic Goal 11 | At least 80% of instructional staff (fellows, teacher leaders, deans, and school directors) make at least 0.6 points of growth on their aligned performance rubrics in particular the (1) TNTP Blended Core Teaching Rubric; or (2) TNTP PLUS Leadership Rubric | TNTP Blended Core | Met | |
| Academic Goal 12 | | | | |
| Academic Goal 13 | | | | |
| Academic Goal 14 | | | | |
| Academic Goal 15 | | | | |
| Academic Goal 16 | | | | |
| Academic Goal 17 | | | | |
| Academic Goal 18 | | | | |
| Academic Goal 19 | | | | |
| Academic Goal 20 | | | | |

3. Do have more academic goals to add?

(No response)

2022-2023 Progress Toward Attainment of Academic Goals

| | Academic Student Performance Goal | Measure Used to Evaluate Progress Toward Attainment of Goal | Goal - Met, Not Met or Unable to Meet | If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable |
|------------------|-----------------------------------|---|---------------------------------------|---|
| Academic Goal 21 | | | | |
| Academic Goal 22 | | | | |
| Academic Goal 23 | | | | |
| Academic Goal 24 | | | | |
| Academic Goal 25 | | | | |
| Academic Goal 26 | | | | |
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| Academic Goal 31 | | | | |
| Academic Goal 32 | | | | |
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| Academic Goal 38 | | | | |
| Academic Goal 39 | | | | |
| Academic Goal 40 | | | | |
| Academic Goal 41 | | | | |

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| Academic Goal 42 | | | | |
| Academic Goal 43 | | | | |
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| Academic Goal 47 | | | | |
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| Academic Goal 66 | | | | |
| Academic Goal 67 | | | | |
| Academic Goal 59 | | | | |

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|------------------|--|--|--|--|
| Academic Goal 60 | | | | |
| Academic Goal 61 | | | | |
| Academic Goal 62 | | | | |

4. ORGANIZATION GOALS

For the 2022-2023 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”.

2022-2023 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 | At all times throughout the year, the LAB leadership Team maintains a base of identified potential new academic and operations leaders of at least 5 who are currently emerging leaders. | At least 5 staff are emerging leaders. | Met | |
| Org Goal 2 | LAB Leadership team members each meet at least 90% of their individual scorecard goals as measured by performance against key scorecard metrics. | Leadership team meets at least 90% of their scorecard goals. | Met | |
| Org Goal 3 | 65% of LAB staff identify as people of color, with no gaps by level or function. | 65% of LAB staff identify as people of color, with no gaps by level or function. | Met | |
| Org Goal 4 | 100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs, ELL, and economically disadvantaged students | 100% of campuses meet or exceed enrollment goals and hit 100% of enrollment targets for SWDs and economically disadvantaged students | Met | |

| | | | | |
|------------|---|--|------------|--|
| Org Goal 5 | <p>The School shall be, and shall remain, in compliance with all local, state, federal laws and regulation relating to the operation of the School. These requirements include, but are not limited to, maintaining daily student attendance records, discipline incidents records, academic transcripts records and requirements for grade promotion and graduation, documenting annual retention rates, maintaining a four year graduation rate and ensuring students get appropriate credit hours.</p> | <p>The school is in compliance with applicable laws.</p> | <p>Met</p> | |
| Org Goal 6 | <p>Create and disseminate distilled recommendations and best practices from leaders across around the country regarding how to support families, scholars and school culture during start of year.</p> | <p>Codified findings of health, safety, and well-being focused preparation to operate in-person during the pandemic.</p> | <p>Met</p> | |
| Org Goal 7 | <p>Create or revise and document the mindsets, practices, and approaches to help train staff to</p> | <p>Created training materials for building adult and scholar mindsets and skillsets.</p> | <p>Met</p> | |

| | | | | |
|-------------|--|--|-----|--|
| | ensure scholars are safe, known, and productively engaged in learning | | | |
| Org Goal 8 | Define, train, and attain a set of milestones which serve as leading indicators of staff and student being safe, known, and productively engaged as well as overall organizational health. | Created arc of the year framework with accompany training materials and evaluation process to. | Met | |
| 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

2022-2023 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 | Maintain at least 75 days of cash on hand and begin building an operating reserve that totals 30 days of cash on hand by year end. | 75 days of cash on hand and 30 days of operating reserve cash on hand. | Met | |
| Financial Goal 2 | Clean audited financials delivered to the Board no later than November 1, 2023. | Audited financials delivered to the Board. | Met | |
| 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 Annual Report Portal, and into the SUNY Epicenter document management system by September 15, 2023.

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

Entry 4 - Audited Financial Statements

Completed - Nov 1 2023

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**. **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, 2023**. 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 2023 but will be identified as a required task thereafter and due on November 1, 2023. This is a required task, and it is marked optional for administrative purposes only.

[Brooklyn Laboratory Charter Schools FST with Mgmt Ltr](#)

Filename: Brooklyn_Laboratory_Charter_School_9EFQ5IN.pdf Size: 534.7 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 Statement Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the [Annual Report Portal](#) and into the SUNY Epicenter document management system no later than **November 1, 2023**.

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 2023

[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 [2022-2023 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2023**.

Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.

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.

[BLAB FY23 Authorizers Audited Financial Report](#)

Filename: BLAB_FY23_Authorizers_Audited_Fin_zS42DQ1.xlsx Size: 85.2 kB

Entry 4c – Additional Financial Documents

Completed - Nov 1 2023

Regents, NYCDOE and Buffalo BOE authorized schools must upload financial documents and submit by **November 1, 2023**. 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
3. 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.

[BLAB Savings 9981- June 2023](#)

Filename: BLAB_Savings_9981-_June_2023_uGYdqKo.pdf Size: 48.8 kB

[Brooklyn Laboratory Charter Schools Mgmt Ltr](#)

Filename: Brooklyn_Laboratory_Charter_School_L9D40AW.pdf Size: 146.2 kB

Brooklyn Laboratory Charter Schools FST with Mgmt Ltr

Filename: Brooklyn_Laboratory_Charter_School_wGzHFRr.pdf Size: 534.7 kB

Entry 4d - Financial Contact Information

Completed - Nov 1 2023

Regents, NYCDOE, and Buffalo BOE authorized schools should enter financial contact information directly into the form within the portal by **November 1, 2023**.

Form for "Financial Contact Information"

1. School Based Fiscal Contact Information

| | School Based Fiscal Contact Name | School Based Fiscal Contact Email | School Based Fiscal Contact Phone |
|--|----------------------------------|--|-----------------------------------|
| | Sterling Florant | sflorant@bklabprep.org | 646-526-7017 |

2. Audit Firm Contact Information

| | School Audit Contact Name | School Audit Contact Email | School Audit Contact Phone | Years Working With This Audit Firm |
|--|---------------------------|--|----------------------------|------------------------------------|
| | Gus Saliba, CPA Partner | gsaliba@pkfod.com | 212-286-2600 | 2 |

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 |
|--|-----------|--|--|--|--------------|-----------------|
| | CSMB | bgreen@csbm.com | 425 East 79th Street, Suite 1F New York, NY 10075 | bgreen@csbm.com | 727-505-1170 | 2 |

Entry 5 – Fiscal Year 2023-2024 Budget

Completed - Oct 31 2023

SUNY-authorized charter schools should download the [2023-2024 Budget and Quarterly Report Template and the 2023-2024 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due November 1, 2023.**

Regents, NYCDOE, and Buffalo BOE authorized charter schools should upload a copy of the school's FY22 Budget using the [2023-2024 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due November 1, 2023.**

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.

[BLAB HS NYSED final-2023-2024-ar-budget-template](#)

Filename: BLAB_HS_NYSED_final-2023-2024-ar-_SOAMpyP.xlsx Size: 50.2 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2023

Required of ALL Charter Schools

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 2022-2023 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) is due on August 1, 2023. 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 ensuring that each member who served on the board during the 2022-2023 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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

[Bethea - Financial Disclosure](#)

Filename: Bethea_-_Financial_Disclosure.pdf Size: 5.5 MB

[Carter - Financial Disclosure](#)

Filename: Carter_-_Financial_Disclosure.pdf Size: 120.6 kB

[Chhabra - Financial Disclosure](#)

Filename: Chhabra_-_Financial_Disclosure.pdf Size: 1.5 MB

[Jackman - Financial Disclosure](#)

Filename: Jackman_-_Financial_Disclosure.pdf Size: 172.2 kB

[Jonathan McIntosh annual-report-current-and-former-trustee-financial-disclosure-form](#)

Filename: Jonathan_McIntosh_annual-report-_zaCrrFS.pdf Size: 324.4 kB

[Kotler - Financial Disclosure](#)

Filename: Kotler_-_Financial_Disclosure.pdf Size: 1.8 MB

[Mickey Revenaugh annual-report-current-and-former-trustee-financial-disclosure-form - Revenaugh Signed 2023](#)

Filename: Mickey_Revenaugh_annual-report-c_X9edRjA.pdf Size: 270.4 kB

[Tarakci - Financial Disclosure](#)

Filename: Tarakci_-_Financial_Disclosure.pdf Size: 12.9 MB

[Tim Kau - Financial Disclosure](#)

Filename: Tim_Kau_-_Financial_Disclosure.pdf Size: 478.5 kB

[Augusta - Financial Disclosure](#)

Filename: Augusta_-_Financial_Disclosure.pdf Size: 328.4 kB

[Shobowale Disclosure](#)

Filename: Shobowale_Disclosure.pdf Size: 523.5 kB

[Siegfried Disclosure](#)

Filename: Siegfried_Disclosure.pdf Size: 522.8 kB

[Wood Disclosure](#)

Filename: Wood_Disclosure.pdf Size: 521.6 kB

[Sujata Disclosure](#)

Filename: Sujata_Disclosure.pdf Size: 426.3 kB

Entry 7 BOT Membership Table

Completed - Jul 31 2023

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.

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

1. 2022-2023 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 Completed Terms Served | Start Date of Current Term (MM/DD/YYYY) | End Date of Current Term (MM/DD/YYYY) | Board Meetings Attended During 2022-2023 |
|---|-------------------|-----------------------|-----------------------|---|---------------------------------|----------------------------------|---|---------------------------------------|--|
| 1 | Martha Revenau gh | [REDACTED] | Chair | Executive Committee, Finance/Audit Committee | Yes | 5 | 07/22/2020 | 06/30/2024 | 12 |
| 2 | Nadine Augusta | [REDACTED] | Secretary | Executive Committee, Board Development and Nomination Committee | Yes | 4 | 07/22/2020 | 06/30/2024 | 10 |
| 3 | Sujata Rajpurohit | [REDACTED] | Trustee/Member | Chair, Academic Committee | Yes | 3 | 07/22/2022 | 06/30/2024 | 11 |
| 4 | Jonathan McIntosh | [REDACTED] | Trustee/Member | Academic Committee | Yes | 1 | 2/16/2022 | 06/30/2024 | 8 |
| 5 | Ryan M Carter | [REDACTED] | Trustee/Member | Chair, Finance | Yes | 1 | 10/26/2022 | 06/30/2024 | 8 |

| | | | | | | | | | |
|---|-----------------------|-------------------|----------------|---|-----|---|------------|------------|-----------|
| | | ent [REDACTED] | | Committee | | | | | |
| 6 | Dr. Yasemin Tarakci | [REDACTED] | Trustee/Member | Compliance Subcommittee, Finance Committee | Yes | 1 | 10/26/2022 | 06/30/2024 | 7 |
| 7 | Melisha (Mel) Jackman | [REDACTED] | Trustee/Member | Academic Committee | Yes | 1 | 10/26/2022 | 06/30/2024 | 8 |
| 8 | Dr. Candace Bethea | [REDACTED] | Trustee/Member | Board Development and Nomination Committee | Yes | 1 | 10/26/2022 | 06/30/2024 | 7 |
| 9 | Melanie Kotler | [REDACTED] | Trustee/Member | Chair, Real Estate Subcommittee; Finance Committee, Compliance Subcommittee | Yes | 1 | 11/30/2022 | 06/30/2024 | 5 or less |

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

Yes

1b. Board Member Information

| | Trustee Name | Trustee Email Address | Position on the Board | Committee Affiliations | Voting Member Per By-Laws (Y/N) | Number of Terms Served | Start Date of Current Term (MM/DD/YYYY) | End Date of Current Term (MM/DD/YYYY) | Board Meetings Attended During 2022-2023 |
|----|----------------------|-----------------------|-----------------------|---|---------------------------------|------------------------|---|---------------------------------------|--|
| 10 | Tim Kau | [REDACTED] | Trustee/Member | Finance Committee, Real Estate Subcommittee | Yes | 1 | 01/25/2023 | 06/30/2024 | 5 or less |
| 11 | Ashwini Chhabra | [REDACTED] | Trustee/Member | Compliance Subcommittee | Yes | 1 | 05/01/2023 | 06/30/2024 | 5 or less |
| 12 | Eldridge Gilbert III | [REDACTED] | Trustee/Member | Academic Committee | Yes | 6 | 07/22/2021 | 10/31/2022 | 5 or less |
| 13 | Tokumbo Shobowale | [REDACTED] | Trustee/Member | Finance/Audit Committee, Real Estate Subcommittee | Yes | 4 | 07/21/2021 | 07/21/2022 | 5 or less |
| 14 | Gary Wood | [REDACTED] | Trustee/Member | Finance/Audit Committee, Real Estate Subcommittee | Yes | 6 | 07/22/2021 | 10/31/2022 | 5 or less |
| 15 | Adrien Siegfried | [REDACTED] | Treasurer | Finance/Audit | Yes | 5 | 07/22/2020 | 10/31/2022 | 5 or less |

| | | | | | | | | | |
|--|--|--|--|-----------|--|--|--|--|--|
| | | | | Committee | | | | | |
|--|--|--|--|-----------|--|--|--|--|--|

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

Yes

1d. 2022-2023 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 2022-2023 |
|----|-----------------------|-----------------------|-----------------------|------------------------|---------------------------------|------------------------|---|---------------------------------------|--|
| 16 | Walter "Pat" Loughlin | | Vice Chair | Future Ready Committee | Yes | 5 | 07/01/2022 | 10/31/2022 | 5 or less |
| 17 | | | | | | | | | |
| 18 | | | | | | | | | |
| 19 | | | | | | | | | |
| 20 | | | | | | | | | |
| 21 | | | | | | | | | |

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

| | |
|---|----|
| a. Total Number of BOT Members on June 30, 2023 | 11 |
| b. Total Number of Members Added During 2022-2023 | 6 |
| c. Total Number of Members who Departed during 2022-2023 | 4 |
| d. Total Number of members, as set in Bylaws, Resolution or Minutes | 11 |

3. Number of Board meetings held during 2022-2023

12

4. Number of Board meetings scheduled for 2023-2024

12

Total number of Voting Members on June 30, 2023:

11

Total number of Voting Members added during the 2022-2023 school year:

7

Total number of Voting Members who departed during the 2022-2023 school year:

4

Total Maximum Number of Voting members in 2022-2023, as set by the board in bylaws, resolution, or minutes:

11

Total number of Non-Voting Members on June 30, 2023:

0

Total number of Non-Voting Members added during the 2022-2023 school year:

0

Total number of Non-Voting Members who departed during the 2022-2023 school year:

0

Total Maximum Number of Non-Voting members in 2022-2023, as set by the board in bylaws, resolution or minutes:

0

Board members attending 8 or fewer meetings during 2022-2023

12

Thank you.

Entry 8 Board Meeting Minutes

Completed - Jul 31 2023

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

Schools must upload a complete set of monthly board meeting minutes (July 2022-June 2023), which should match the number of meetings held during the 2022-2023 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, 2023**.

[April 2023 Board Meeting Minutes](#)

Filename: April_2023_Board_Meeting_Minutes.pdf Size: 118.7 kB

[February 2023 Board Meeting Minutes](#)

Filename: February_2023_Board_Meeting_Minutes.pdf Size: 105.5 kB

[January 2023 Board Meeting Minutes](#)

Filename: January_2023_Board_Meeting_Minutes.pdf Size: 108.3 kB

[August 2022 Board Meeting Minutes](#)

Filename: August_2022_Board_Meeting_Minutes_.pdf Size: 133.7 kB

[December 2022 Board Meeting Minutes](#)

Filename: December_2022_Board_Meeting_Minute_UxMLx1e.pdf Size: 109.9 kB

[July 2022 Board Meeting Minutes \(1\)](#)

Filename: July_2022_Board_Meeting_Minutes_1_.pdf.pdf Size: 126.8 kB

[November 2022 Board Meeting Minutes](#)

Filename: November_2022_Board_Meeting_Minutes.pdf Size: 129.8 kB

[March 2023 Board Meeting Minutes](#)

Filename: March_2023_Board_Meeting_Minutes.pdf Size: 133.8 kB

[May 2023 Board Meeting Minutes \(1\)](#)

Filename: May_2023_Board_Meeting_Minutes_1.pdf Size: 121.8 kB

[October 2022 Board Meeting Minutes](#)

Filename: October_2022_Board_Meeting_Minutes.pdf Size: 114.7 kB

[September 2022 Board Meeting Minutes](#)

Filename: September_2022_Board_Meeting_Minutes.pdf Size: 125.8 kB

[June 2023 Board Meeting Minutes](#)

Filename: June_2023_Board_Meeting_Minutes_2pm4ezl.pdf Size: 106.3 kB

Entry 9 Enrollment & Retention

Completed - Jul 31 2023

Instructions for submitting Enrollment and Retention Efforts

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2022-2023 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 2023-2024.

***SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

Entry 9 Enrollment and Retention of Special Populations

Good Faith Efforts to Meet Recruitment Targets (Attract)

| | Describe Recruitment Efforts in 2022-2023 | Describe Recruitment Plans in 2023-2024 |
|----------------------------|--|--|
| Economically Disadvantaged | <p>We continued and expanded our work with parent advocacy groups and further enhanced student recruitment through our partnerships with (and events at) schools and community institutions such as PS 287, PS 113, Lacima, Launch, AAEOC, RISE, PS 5, neighboring Boys and Girls Club, and we are expanding AA + Latinx community based orgs including but not limited to Urban League, NPHC, NAACP, NC 100 BW, 500 Black Men Making A Difference, 100 Black Men, etc. We used and diversified our methods of communication via extensive multilingual advertising and a range of media, including Google advertising, email blasts, online news sites, social media, paper flyers and brochures, the school's website, and direct mail to share information about LAB. LAB remains committed to ensuring that its programs and facilities are accessible to all members of the public. When recruiting or admitting students, we have maintained our steadfast policy of non-discrimination on the basis of race, color, national origin, creed, sex, ethnicity, sexual orientation, mental or physical disability, age, ancestry, athletic performance, special need, English language proficiency, or prior academic achievement. We have extended our key strategies in the recent year to include a more comprehensive provision of technology supplies and internet</p> | <p>In the 2023-2024 SY, LAB will continue the described efforts in the 22-23 SY to increase the enrollment of economically disadvantaged students.</p> |

| | | |
|----------------------------------|--|--|
| | <p>access to support the continuous changes in our teaching modes, as well as a family support fund to provide financial assistance for basic needs. Furthermore, we have taken measures to address and support the unique needs that arose from the continued impact of the pandemic in the 22-23 school year.</p> | |
| <p>English Language Learners</p> | <p>In an effort to further enhance our engagement, LAB distributed application information and materials in a variety of forms to reach the broadest scope of families, including non-English speakers and those with limited internet access. LAB has diversified and expanded its methods, including: allocating even more staff time to recruit ELL students; successfully implementing a weighting to LAB's lottery for ELLs this fall; intensifying our outreach to ELL communities, coordinators and advocates, therapists, Immigrant centers, and other social service providers, including at local houses of worship for non/limited English speaking families and community agencies such as Catholic migration services; maintaining active communication with families of ELLs currently on charter waitlists; hosting fairs and information sessions at public and private venues frequented by families; enhancing our translation services for all promotional materials and in-person interaction; advertising our lottery in non-English local newspapers, radio, and television stations; increasing the circulation of mailings and bilingual information to district residents, including residents in low-income and mixed-income communities; intensifying the</p> | <p>In the 2023-2024 School Year, LAB will continue to implement extensive recruitment strategies and program services to attract and retain English language learners including:</p> <ul style="list-style-type: none"> - Translating school information into multiple languages - Application collection improvements - Programs to attract and retain English Language Learners - Personalized systems of support for Learners |

| | | |
|-----------------------------------|---|--|
| | <p>distribution of bilingual flyers and posters in public housing complexes, local businesses, supermarkets, and community centers; and continuing to collaborate with Brooklyn politicians for support reaching out to limited English-speaking families. Additionally, we have expanded our digital presence and updated our website to ensure better accessibility to families who increasingly rely on online resources for information.</p> | |
| <p>Students with Disabilities</p> | <p>To further our inclusive recruitment efforts for Students with disabilities, LAB organized frequent open houses and information sessions (including virtual sessions with HS leadership), along with several new initiatives including: ongoing canvassing door to door at over 40 New York City Housing Authority (NYCHA) complexes; enhanced communication with counselors, social workers, parents, and PED coordinators at public schools within CSDs 13, 14, and 16; bolstering our active referral program from currently enrolled families, with a strengthened focus on recruiting students with disabilities; coordinating with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of students with disabilities. In addition, we have introduced a mentorship program that pairs prospective students with disabilities with current students or alumni who have navigated similar experiences, offering a more personalized and engaging recruitment process.</p> | <p>Our sustained and progressively evolving strategies for SY 23-24 encompass a diverse range of methods, each tailored to reach a specific demographic and achieve distinct goals. Key among these strategies is outreach to and meetings with political and community leaders, an effort designed to foster valuable partnerships and align our mission with local initiatives. We believe in the power of collective effort and seek to align our resources with those of our community. We also emphasize the importance of transparency and community engagement through public information sessions, which provide a platform for open dialogue, engagement, and understanding of our educational approach and resources. These sessions serve as a bridge, connecting our institution with the community and facilitating the sharing of ideas, concerns, and possibilities. Moreover, we plan to intensify outreach to scholars on charter waitlists. We aim to engage with these scholars, understanding their needs, addressing their concerns, and illustrating how LAB's</p> |

In addition, we're also using Radio Ads on two leading AA radio stations, and sent mailers to 13,000 families, and are partnering with Joe Herrera Canvassing and Larson Communications to bolster our efforts.

Furthermore, recognizing the increasing importance of digital tools, we have designed our recruitment materials to be more accessible, with an updated website incorporating options such as screen reader compatibility, audio descriptions where possible, and closed captioning for many of our online materials.

resources and approach can provide a fulfilling and enriching educational experience. In an era increasingly dominated by digital interaction, we also recognize the potency of online platforms. Thus, targeted advertising online (e.g., Google and Facebook ads, along with parent and community groups) will be utilized to expand our reach and visibility. By targeting specific demographics and utilizing analytics, we aim to tailor our messaging and outreach to effectively connect with potential scholars and their families. By putting these strategies into action, we are committed to broadening our impact, fostering inclusivity, and cultivating an environment where every student has the opportunity to thrive.

Good Faith Efforts To Meet Enrollment Retention Targets

| | Describe Retention Efforts in 2022-2023 | Describe Retention Plans in 2023-2024 |
|----------------------------|---|---|
| Economically Disadvantaged | <p>A new LAB approach where we have seen substantial success is after-school programming, along with special sessions during mid-Winter and Spring breaks. LAB's academic plan has increased its investment in and commitment to such programming, which is not only consistently beneficial for low-income students, students with special needs, and ELLs, but has shown increased effectiveness in the 22-23 year due to our refined approach. Our teachers provide high-dosage support to help all students master literacy and math skills, as well as habits of success. Their varied support and analysis of student performance leads to instructional differentiation. In response to the changing educational landscape and the need for more personalized learning, we've adapted our tutoring methods to be more responsive and customized. In middle school, all students receive small group instruction for math and literacy, while at the high school, teachers hold office hours. Teachers at both schools analyze student data and diagnose gaps so they can help students catch up or advance on core content and essential skills. This year, we have implemented more robust tracking systems to monitor student progress more effectively and have incorporated technology-based learning tools to supplement teaching and provide</p> | <p>In SY23-24, we will continue the efforts described in SY22-23 to retain economically disadvantaged students.</p> |

| | | |
|----------------------------|--|--|
| | students with additional ways to engage with the material. | |
| English Language Learners | <p>LAB professional development continues to emphasize supporting ELL students to thrive while facing the unique learning challenge of developing skills and mastering content while simultaneously acquiring a new language - often when their native language is not yet fully mastered. Teachers of ELLs are called upon to accelerate English language development and literacy and need to know how to create classrooms that are supportive of using and learning language. Such classrooms benefit all students and are essential for ELLs. In the 22-23 year, we have placed an additional focus on leveraging digital tools and resources to further enhance these efforts. We seek to cultivate adult capacity to actively take advantage of the assets of diverse students by understanding students' language skills and their culture, background knowledge, and experiences. We have added a focus on fostering an environment of multicultural competence, where teachers not only understand the diverse cultures and experiences of their students but are also trained to include culturally relevant content in their teaching to make learning more engaging and relatable for students.</p> | <p>To ensure that our ELL students are retained and master English with speed and efficiency, we will provide trained staff, specialized curricular materials, extra time, 1:1 tutoring, office hours, co-teaching and class services for students requiring extra support. Teachers receive PD in communicating with ELLs, understanding cultural heritage, and applying appropriate instructional methodology.</p> |
| Students with Disabilities | <p>LAB remains steadfast in its commitment to provide a successful academic option for complex learners. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students</p> | <p>LAB proudly and successfully enrolls and retains scholars with disabilities at far higher rates than the district of location, signifying our commitment to diversity and inclusivity in education. Since our inception, we have consistently and diligently</p> |

succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan has increased its investment in individualized support in conjunction with our 'Inclusion for All' programming, proving to be increasingly effective for students with disabilities. LAB also surveys students who do not re-enroll, which provides information to help us adapt our programs to better retain all students, including those with disabilities. In the 22-23 year, we recruited a new Director of Special Ed Services to better understand patterns and trends in student engagement, learning, and performance. This has allowed us to design interventions and program adaptations more effectively, tailoring them to individual student needs. Moreover, we have intensified our focus on socio-emotional learning (SEL), recognizing its crucial role in overall student success and retention. SEL strategies have been incorporated throughout our curriculum and teaching practices, creating an environment where students feel valued, understood, and motivated to learn.

enrolled scholars with IEPs at considerably higher rates. Going beyond mere enrollment, LAB is deeply committed to ensuring that our students with disabilities are not just retained but also adequately supported, thereby facilitating their success and growth.

In line with this, we have put into practice a comprehensive approach wherein LAB designs and implements a wide array of customized interventions and supports for complex learners. LAB is firmly committed to inclusion and we strive to make every effort in supporting students in the least restrictive environment possible. To actualize this commitment, we have adopted a meticulous approach wherein LAB uses a multi-tiered system of support which involves a careful, data-driven process to design interventions for students in the bottom quartile of academics and behavior. By doing so, we are able to provide targeted, specialized support, aiming to bridge gaps, strengthen skills, and foster positive behaviors for our scholars.

Entry 10 – Teacher and Administrator Attrition

Completed - Jul 31 2023

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

A. TEACH System – Employee Clearance

Required of ALL Charter Schools

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. 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](#).

^[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/employeeefingerprintoct19.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 - Jul 31 2023

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 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.

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

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

| | FTE Count |
|--|-----------|
| i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2023) | 4 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | 0 |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | 0 |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | 1 |
| Total Category A: 5 or 30% whichever is less | 5.0 |

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

| | FTE Count |
|--|------------|
| i. Mathematics | 2 |
| ii. Science | 3 |
| iii. Computer Science | 0 |
| iv. Technology | 0 |
| v. 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, 2023) | 0 |
| ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2023) | 0 |
| iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2023) | 0 |
| iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2023) | 5 |
| Total Category C: not to exceed 5 | 5.0 |

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 | 30 |

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 | 15 |

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

| | FTE Count |
|------------------|-----------|
| Total Category E | 26 |

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

| | FTE Count |
|------------------|-----------|
| Total Category F | 56 |

Thank you.



Entry 12 Organization Chart

Completed - Jul 31 2023

[Instructions](#)

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

Upload the 2022-2023 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

[BLCS & EWG Current Org Chart SY 22-23](#)

Filename: BLCS_EWG_Current_Org_Chart_SY_22-23.pdf Size: 23.0 kB

Entry 13 School Calendar

Completed - Jul 31 2023

[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, 2023 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, 2023**.

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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format 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.

[~ Draft SY23-24 calendar, updated 7 12 - SY23-24 draft shared allstaff updated07](#)

Filename: Draft_SY23-24_calendar_updated_7_JGy7M3O.pdf Size: 83.5 kB

Entry 14 Staff Roster

Completed - Jul 31 2023

[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 (all faculty and staff employed by the school during the 2022-2023 school year).

Use of the 2022-2023 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

| Roster Data Elements | Explanations |
|---|---|
| Authorizer NOTE: MUST BE DONE FIRST | Select your school's authorizer from the drop-down list first , before completing the roster. |
| School Name and Institution ID | Select your school's name from the drop-down list . |
| Faculty/Staff First Name | Enter the first name of the Faculty/Staff person. |
| Faculty/Staff Last Name | Enter the last name of the Faculty/Staff person. |

| | |
|--------------------------------------|--|
| TEACH ID | Enter the 7 digit TEACH ID for the Faculty/Staff person. |
| Role in School | Select the best choice of role of the Faculty/Staff person from the drop-down list . |
| CPR/AED Certification Status | Select the appropriate choice from the drop-down list . |
| Hire Date | Enter the date that the Faculty/Staff person was hired. |
| Start Date | Enter the date that the Faculty/Staff person actually began employment in this school. |
| Total Years' Experience in this Role | Enter Total Years of Experience that the Faculty/Staff person has in their current role. |
| Total Years at this School | Enter the Total Years that the Faculty/Staff person has been employed in this school. |
| Out-of-Certification Justification | Select the appropriate choice from the drop-down list . |
| Subject Taught | Select the appropriate choice from the drop-down list . |
| Notes | Optional |

[BLCS Staff Roster 22-23 for CSO Annual Report](#)

Filename: BLCS_Staff_Roster_22-23_for_CS0_A_6ppz3Ad.xlsx Size: 18.1 kB

Optional Additional Documents to Upload (BOR)

Incomplete

Brooklyn Laboratory Charter Schools

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

Brooklyn Laboratory Charter Schools
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

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Independent Auditors' Report

Board of Trustees
Brooklyn Laboratory Charter Schools

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Brooklyn Laboratory Charter Schools (the "School") (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Policy

As discussed in Note 2 to the financial statements, the School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of right of use assets and related lease liabilities effective July 1, 2022. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of activities and functional expenses by school for the year ended June 30, 2023 on pages 21 through 23 are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards on page 24 as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Harrison, New York
October 24, 2023

Brooklyn Laboratory Charter Schools

Statements of Financial Position

| | June 30, | |
|---|----------------------|----------------------|
| | 2023 | 2022 |
| ASSETS | | |
| Current Assets | | |
| Cash | \$ 861,042 | \$ 4,441,925 |
| Grants and contracts receivable | 1,720,380 | 1,482,675 |
| Prepaid expenses and other current assets | 116,952 | 59,092 |
| Note receivable from related party, current portion | 2,284,090 | 2,284,090 |
| Total Current Assets | 4,982,464 | 8,267,782 |
| Property and equipment, net | 4,464,782 | 4,877,621 |
| Right-of-use assets, operating leases | 22,722,123 | - |
| Right-of-use asset, finance lease | 108,075 | - |
| Security deposits | 400,494 | 600,494 |
| Note receivable from related party | 1,713,068 | 4,568,180 |
| Restricted cash | 200,457 | 200,417 |
| | \$ 34,591,463 | \$ 18,514,494 |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities | | |
| Accounts payable and accrued expenses | \$ 752,661 | \$ 928,811 |
| Accrued payroll and payroll taxes | 360,483 | 469,079 |
| Refundable advances | - | 561,969 |
| Due to related parties | 155,900 | 390,259 |
| Current portion of operating lease liabilities | 6,631,703 | - |
| Current portion of finance lease liability | 26,247 | - |
| Deferred rent and lease incentive, current portion | - | 76,321 |
| Total Current Liabilities | 7,926,994 | 2,426,439 |
| Operating lease liabilities, net of current portion | 16,033,797 | - |
| Finance lease liability, net of current portion | 83,328 | - |
| Security deposit payable | - | 200,000 |
| Deferred rent and lease incentive | - | 614,921 |
| Total Liabilities | 24,044,119 | 3,241,360 |
| Net assets, without donor restrictions | 10,547,344 | 15,273,134 |
| | \$ 34,591,463 | \$ 18,514,494 |

See notes to financial statements

Brooklyn Laboratory Charter Schools

Statement of Activities Year Ended June 30, 2023

REVENUE AND SUPPORT

| | |
|--|-------------------|
| State and local per pupil operating revenue | \$ 14,173,834 |
| State and local per pupil facilities funding | 3,392,642 |
| Federal grants | 3,234,700 |
| Federal IDEA and E-Rate | 393,320 |
| State and city grants | 52,974 |
| Contributions and grants | 329,117 |
| Rental income | 1,990,235 |
| Interest and other income | <u>211,329</u> |
| Total Revenue and Support | <u>23,778,151</u> |

EXPENSES

| | |
|------------------------|-------------------|
| Program Services | |
| Regular education | 18,201,872 |
| Special education | <u>6,967,696</u> |
| Total Program Services | 25,169,568 |
| Supporting Services | |
| Management and general | <u>3,334,373</u> |
| Total Expenses | <u>28,503,941</u> |
| Change in Net Assets | (4,725,790) |

NET ASSETS, WITHOUT DONOR RESTRICTIONS

| | |
|-------------------|----------------------|
| Beginning of year | <u>15,273,134</u> |
| End of year | <u>\$ 10,547,344</u> |

Brooklyn Laboratory Charter Schools

Statement of Activities Year Ended June 30, 2022

| | Without Donor Restrictions | With Donor Restrictions | Total |
|--|-------------------------------|----------------------------|----------------------|
| REVENUE AND SUPPORT | | | |
| State and local per pupil operating revenue | \$ 15,474,202 | \$ - | \$ 15,474,202 |
| State and local per pupil facilities funding | 3,701,469 | - | 3,701,469 |
| Federal grants | 1,710,197 | - | 1,710,197 |
| Federal IDEA and E-Rate | 268,974 | - | 268,974 |
| State and city grants | 61,439 | - | 61,439 |
| Rental income | 1,661,300 | - | 1,661,300 |
| Interest and other income | 7,947 | - | 7,947 |
| Net assets released from restriction | <u>2,170,371</u> | <u>(2,170,371)</u> | <u>-</u> |
| Total Revenue and Support | <u>25,055,899</u> | <u>(2,170,371)</u> | <u>22,885,528</u> |
| EXPENSES | | | |
| Program Services | | | |
| Regular education | 15,940,767 | - | 15,940,767 |
| Special education | <u>5,610,770</u> | <u>-</u> | <u>5,610,770</u> |
| Total Program Services | 21,551,537 | - | 21,551,537 |
| Supporting Services | | | |
| Management and general | <u>2,835,664</u> | <u>-</u> | <u>2,835,664</u> |
| Total Expenses | <u>24,387,201</u> | <u>-</u> | <u>24,387,201</u> |
| Gain on forgiveness of Paycheck Protection Program loan | | | |
| Protection Program loan | <u>1,716,812</u> | <u>-</u> | <u>1,716,812</u> |
| Change in Net Assets | 2,385,510 | (2,170,371) | 215,139 |
| NET ASSETS | | | |
| Beginning of year | <u>12,887,624</u> | <u>2,170,371</u> | <u>15,057,995</u> |
| End of year | <u>\$ 15,273,134</u> | <u>\$ -</u> | <u>\$ 15,273,134</u> |

Brooklyn Laboratory Charter Schools

Statement of Functional Expenses
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 20 | \$ 653,817 | \$ 250,233 | \$ 904,050 | \$ 1,019,747 | \$ 1,923,797 |
| Instructional personnel | 96 | 6,430,603 | 2,461,210 | 8,891,813 | 7,274 | 8,899,087 |
| Non-instructional personnel | <u>1</u> | <u>30,631</u> | <u>11,723</u> | <u>42,354</u> | <u>-</u> | <u>42,354</u> |
| Total Personnel Services Costs | <u>117</u> | <u>7,115,051</u> | <u>2,723,166</u> | <u>9,838,217</u> | <u>1,027,021</u> | <u>10,865,238</u> |
| Fringe benefits and payroll taxes | | 1,148,245 | 439,468 | 1,587,713 | 180,725 | 1,768,438 |
| Retirement | | 108,622 | 41,573 | 150,195 | 17,096 | 167,291 |
| Legal services | | - | - | - | 388,160 | 388,160 |
| Accounting/audit services | | - | - | - | 313,260 | 313,260 |
| Other purchased/professional/consulting services | | 1,094,064 | 418,767 | 1,512,831 | 225,857 | 1,738,688 |
| Building and land rent/lease | | 5,025,137 | 1,924,320 | 6,949,457 | 790,777 | 7,740,234 |
| Repairs and maintenance | | 422,508 | 161,738 | 584,246 | 66,495 | 650,741 |
| Insurance | | 87,457 | 33,490 | 120,947 | 13,763 | 134,710 |
| Utilities | | 192,407 | 73,646 | 266,053 | 30,281 | 296,334 |
| Supplies/materials | | 387,367 | 148,305 | 535,672 | - | 535,672 |
| Equipment/furnishings | | 145,360 | 55,627 | 200,987 | 1,663 | 202,650 |
| Staff development | | 607,407 | 232,514 | 839,921 | 49,808 | 889,729 |
| Marketing/recruitment | | 478,325 | 183,100 | 661,425 | 21,579 | 683,004 |
| Technology | | 26,209 | 10,033 | 36,242 | 4,124 | 40,366 |
| Food services | | 106,013 | 40,579 | 146,592 | - | 146,592 |
| Student services | | 275,257 | 105,355 | 380,612 | - | 380,612 |
| Office expense | | 207,819 | 79,537 | 287,356 | 33,169 | 320,525 |
| Depreciation and amortization | | 772,408 | 295,629 | 1,068,037 | 121,571 | 1,189,608 |
| Other expenses | | <u>2,216</u> | <u>849</u> | <u>3,065</u> | <u>49,024</u> | <u>52,089</u> |
| Total Expenses | | <u>\$ 18,201,872</u> | <u>\$ 6,967,696</u> | <u>\$ 25,169,568</u> | <u>\$ 3,334,373</u> | <u>\$ 28,503,941</u> |

Brooklyn Laboratory Charter Schools

Statement of Functional Expenses
Year Ended June 30, 2022

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 28 | \$ 1,382,683 | \$ 484,946 | \$ 1,867,629 | \$ 800,413 | \$ 2,668,042 |
| Instructional personnel | 88 | 4,660,803 | 1,634,768 | 6,295,571 | - | 6,295,571 |
| Non-instructional personnel | <u>2</u> | <u>23,742</u> | <u>8,327</u> | <u>32,069</u> | - | <u>32,069</u> |
| Total Personnel Services Costs | <u>118</u> | 6,067,228 | 2,128,041 | 8,195,269 | 800,413 | 8,995,682 |
| Fringe benefits and payroll taxes | | 1,122,158 | 394,230 | 1,516,388 | 161,944 | 1,678,332 |
| Retirement | | 66,508 | 23,307 | 89,815 | 9,592 | 99,407 |
| Legal services | | - | - | - | 734,944 | 734,944 |
| Accounting/audit services | | - | - | - | 96,130 | 96,130 |
| Other purchased/professional/consulting services | | 1,259,956 | 442,922 | 1,702,878 | 150,349 | 1,853,227 |
| Building and land rent/lease | | 3,951,028 | 1,400,973 | 5,352,001 | 571,595 | 5,923,596 |
| Repairs and maintenance | | 454,298 | 159,749 | 614,047 | 65,578 | 679,625 |
| Insurance | | 76,082 | 26,753 | 102,835 | 10,983 | 113,818 |
| Utilities | | 175,806 | 61,790 | 237,596 | 25,375 | 262,971 |
| Supplies/materials | | 130,202 | 45,737 | 175,939 | 1,799 | 177,738 |
| Equipment/furnishings | | 80,418 | 28,279 | 108,697 | 2,548 | 111,245 |
| Staff development | | 438,809 | 154,301 | 593,110 | 24,914 | 618,024 |
| Marketing/recruitment | | 769,299 | 270,504 | 1,039,803 | 21,809 | 1,061,612 |
| Technology | | 609 | 215 | 824 | 88 | 912 |
| Food services | | 73,213 | 25,744 | 98,957 | - | 98,957 |
| Student services | | 183,196 | 64,331 | 247,527 | - | 247,527 |
| Office expense | | 302,303 | 106,276 | 408,579 | 43,634 | 452,213 |
| Depreciation and amortization | | 703,475 | 247,369 | 950,844 | 101,546 | 1,052,390 |
| Other expenses | | <u>86,179</u> | <u>30,249</u> | <u>116,428</u> | <u>12,423</u> | <u>128,851</u> |
| Total Expenses | | <u>\$ 15,940,767</u> | <u>\$ 5,610,770</u> | <u>\$ 21,551,537</u> | <u>\$ 2,835,664</u> | <u>\$ 24,387,201</u> |

Brooklyn Laboratory Charter Schools

Statements of Cash Flows

| | Year Ended June 30, | |
|--|---------------------|--------------|
| | 2023 | 2022 |
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ (4,725,790) | \$ 215,139 |
| Adjustments to reconcile change in net assets to net cash from operating activities | | |
| Depreciation and amortization | 1,162,589 | 1,052,390 |
| Amortization of debt issuance costs | - | 22,549 |
| Deferred rent and lease incentive | - | (1,907,403) |
| Gain on forgiveness of Paycheck Protection Program loan | - | (1,716,812) |
| Amortization of right-of-use assets, operating leases | 6,948,953 | - |
| Amortization of right-of-use asset, finance lease | 27,019 | - |
| Changes in operating assets and liabilities | | |
| Grants and contracts receivable | (237,705) | (941,554) |
| Prepaid expenses and other current assets | (57,860) | 79,656 |
| Due from related party | - | 1,570,508 |
| Security deposits | (200,000) | - |
| Accounts payable and accrued expenses | (176,150) | 458,679 |
| Accrued payroll and payroll taxes | (108,596) | 36,518 |
| Refundable advances | (561,969) | 561,969 |
| Operating lease liabilities | (7,696,818) | - |
| Due to related parties | (234,359) | 231,739 |
| Net Cash from Operating Activities | (5,860,686) | (336,622) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Issuance of note receivable - related party | - | (6,852,270) |
| Proceeds from note receivable - related party | 2,855,112 | 1,000,000 |
| Purchases of property and equipment | (749,750) | (390,060) |
| Net Cash from Investing Activities | 2,105,362 | (6,242,330) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Repayment of note payable | - | (3,138,452) |
| Principal payments on finance lease liability | (25,519) | - |
| Net Cash from Financing Activities | (25,519) | (3,138,452) |
| Net Change in Cash and Restricted Cash | (3,780,843) | (9,717,404) |
| CASH AND RESTRICTED CASH | | |
| Beginning of year | 4,842,342 | 14,559,746 |
| End of year | \$ 1,061,499 | \$ 4,842,342 |
| SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION: | | |
| Cash paid during the year for interest | \$ - | \$ 82,833 |
| Cash paid for amounts included in the measurement of operating lease liabilities | 7,834,770 | - |
| Finance right-of-use asset recognized in exchange for finance lease liability | 135,094 | - |

See notes to financial statements

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

1. Organization and Tax Status

Brooklyn Laboratory Charter Schools (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 17, 2013 to operate a charter school ("Charter 1") pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 17, 2013, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). The School's charter was renewed for a three year term expiring on June 30, 2025. The School's mission is to provide its students with a solid foundation for academic success, through achievement that exceeds citywide averages and meets or exceeds New York State standards and national norms in all curriculum areas tested, especially in mathematics and language arts. The School provided education to approximately 642 students in grades sixth through twelfth during the 2022-2023 academic year.

On June 14, 2016, Brooklyn Laboratory Charter High School ("Charter 2") (a related charter school that opened in the Fall 2018) was granted a provisional charter by the Board of Regents. The charter was renewed for a three year term expiring June 30, 2026. The School and Brooklyn Laboratory Charter High School merged into a single not-for-profit legal entity under Brooklyn Laboratory Charter School, which serves as the sole surviving education corporation under the amended name Brooklyn Laboratory Charter Schools. The plan of merger was approved by the Board of Regents of the University of the State of New York on March 30, 2017, and became effective for financial purposes on July 1, 2017. The merged corporation shall operate under the provisional charter granted to Brooklyn Laboratory Charter School under the amended name Brooklyn Laboratory Charter Schools. The School is authorized by the Board of Regents of the University of the State of New York. Brooklyn Laboratory Charter High School was dissolved in conjunction with this merger.

The School used an outside vendor to serve breakfast and lunch to its students and files for reimbursement of qualified expenses through the National School Lunch Program and the School Breakfast Program. The School provides MetroCards to a majority of the School's students. Amounts for MetroCards are not included in these financial statements.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly actual results could differ from those estimates.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Adoption of New Accounting Policies

Leases

The School adopted Financial Accounting Standards Board (“FASB”) *Topic 842, Leases* (“Topic 842”), using the effective date method with July 1, 2022, as the date of initial adoption, with certain practical expedients available.

The School elected the available practical expedients to account for its existing operating leases as operating leases, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital (now finance) leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, on July 1, 2022, the School recognized operating lease liabilities of \$30,362,318 that represent the present value of the remaining operating lease payments of \$32,271,502, discounted with risk free interest rates using the treasury bond rate ranging from 2.88% to 3.35% depending on the lease term, and operating right of use (“ROU”) assets of \$29,671,076, that represent the discounted operating lease liabilities of \$30,362,318, with the ROU operating assets adjusted for deferred rent of \$691,242.

The adoption of Topic 842 had a material impact on the School’s statement of financial position but did not have a material impact on its statements of activities and cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School’s operations. Net assets without donor restrictions may be used at the discretion of the School’s management and/or the Board of Trustees.

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

| | 2023 | 2022 |
|---|---------------------|---------------------|
| Cash | \$ 861,042 | \$ 4,441,925 |
| Restricted cash | 200,457 | 200,417 |
| Security deposit held on behalf of others, included in security deposits | - | 200,000 |
| | <u>\$ 1,061,499</u> | <u>\$ 4,842,342</u> |

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation is provided on the straight line method over the estimated useful lives as follows:

| | |
|-------------------------------|---------|
| Computers and other equipment | 3 years |
| Software | 5 years |
| Furniture and fixtures | 5 years |

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Leases

The School accounts for leases under Topic 842. The School determines if an arrangement is a lease at inception. Operating and finance leases are included in operating and finance right-of-use (“ROU”) assets and lease liabilities in the statements of financial position. All leases are recorded on the statements of financial position except for leases with an initial term less than 12 months for which the School made the short-term lease election.

ROU assets represent the right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating and finance lease ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of the lease payments over the lease term. When leases do not provide an implicit borrowing rate, the School uses a risk-free rate based on the information available at the commencement date in determining the present value of lease payments. The operating lease ROU asset includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. The School’s lease agreements do not contain any material residual value guarantees or material restrictive covenants. The School has lease agreements with lease and non-lease components, which are generally accounted for separately. The School’s lease agreements do not contain any variable lease components. The School applies the short-term lease exemption to all of its classes of underlying assets. For the year ended June 30, 2022, U.S. GAAP guidance stated rent shall be charged to expense over the lease term as it became payable. If rental payments are not made on a straight-line basis, rental expense shall be recognized on a straight-line basis unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis shall be used. The difference between the straight-line rent expense and rent paid is reflected as a deferred rent liability in the statement of financial position as of June 30, 2022.

Refundable Advances

The School records certain government grants and contracts as refundable advances until related services are performed, at which time it is recognized as revenue.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as support with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$683,004 and \$1,061,612.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses, such as personnel services cost, fringe benefits and payroll taxes, other purchased, professional and consulting services and building and land lease have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for the years prior to June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 24, 2023.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance for doubtful accounts and has determined that such an allowance is not necessary.

4. Property and Equipment

Property and equipment consists of the following at June 30:

| | 2023 | 2022 |
|--|---------------------|---------------------|
| Computers and other equipment | \$ 1,522,574 | \$ 1,284,243 |
| Software | 59,686 | 71,561 |
| Furniture and fixtures | 1,553,824 | 1,367,824 |
| Leasehold improvements | <u>7,582,887</u> | <u>7,310,196</u> |
| | 10,718,971 | 10,033,824 |
| Accumulated depreciation and amortization | <u>(6,254,189)</u> | <u>(5,156,203)</u> |
| | <u>\$ 4,464,782</u> | <u>\$ 4,877,621</u> |

Assets with a cost basis and accumulated depreciation of \$64,603 were disposed of during the year ended June 30, 2023. There were no disposals during the year ended June 30, 2022.

5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

| | 2023 | 2022 |
|--|---------------------|---------------------|
| Cash | \$ 861,042 | \$ 4,441,925 |
| Grants and contracts receivable | 1,720,380 | 1,482,675 |
| Note receivable from related party, current portion | <u>2,284,090</u> | <u>2,284,090</u> |
| | <u>\$ 4,865,512</u> | <u>\$ 8,208,690</u> |

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid instruments. The School will continue to rely on funding received from the New York City Department of Education to cover its operating costs (see Note 12).

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

6. Retirement Plan

The School has a SEP-IRA retirement plan that covers all eligible employees. Under the plan, the School provides matching contributions of 1% to 5% of the employees' base salary based on years of service. Total employer match for the years ended June 30, 2023 and 2022 amounted to \$167,291 and \$99,407.

7. Related Party Transactions (not disclosed elsewhere)

InnovateEDU, Inc.

The School was related to InnovateEDU, Inc. ("Innovate"), a New York State not-for-profit corporation, by common management. Effective July 1, 2022, the School is no longer a related party to Innovate. On August 9, 2014, the School entered into a service agreement with Innovate to provide the School with educational core services. This agreement has been renewed through June 30, 2023. This agreement was amended to add services provided by senior fellows and consultants. In accordance with this agreement, the School provided donated facilities and services to Innovate at a fair value of \$1,977,007 for the year ended June 30, 2022, included in various expenses in the accompanying statements of functional expenses.

Innovate charged the School \$462,719 for services relating to the above agreements for the year ended June 30, 2022, which is included in other purchased/professional/consulting services in the accompanying statement of functional expenses.

Friends of Brooklyn Laboratory Charter Schools, Inc.

The School is related to Friends of Brooklyn Laboratory Charter Schools, Inc. ("Friends Of"), a New York State, not-for-profit corporation, by common management.

During the years ended June 30, 2023 and 2022, the School paid on behalf of Friends Of \$0 and \$4,141 for operating expenses.

On June 29, 2022, the School signed a promissory note receivable for \$6,852,270 with Friends Of for Friends Of to prepay its loans payable balances in full with Capital Impact Partners ("CIP") and Nonprofit Finance Fund ("NFF") (see Note 10). The note bears no interest and matures on April 1, 2025. If payment is not made within fifteen (15) days after the due date, Friends Of shall pay a late charge in the amount of the lesser of ten percent (10%) per annum or the maximum rate permitted under applicable law. Payments are made in quarterly installments commencing on July 1, 2022.

Future minimum payments to be received under the note are as follows for the years ending June 30:

| | |
|------|---------------------|
| 2024 | \$ 2,284,090 |
| 2025 | <u>1,713,068</u> |
| | <u>\$ 3,997,158</u> |

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

7. Related Party Transactions (not disclosed elsewhere) (continued)

Net balances due (to) from related parties consisted of the following at June 30:

| | <u>2023</u> | <u>2022</u> |
|---------------------------------|---------------------|---------------------|
| Note receivable from Friends Of | \$ 3,997,158 | \$ 6,852,270 |
| Due to Innovate | \$ - | \$ (234,359) |
| Due to Friends Of | <u>(155,900)</u> | <u>(155,900)</u> |
| | <u>\$ (155,900)</u> | <u>\$ (390,259)</u> |

8. Paycheck Protection Program Loan Payable

On April 17, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act, from a qualified PPP lender, for an aggregate principal amount of \$1,716,812 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the SBA. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School intends to apply for forgiveness of the PPP Loan with respect to these covered expenses. The School believes that most, if not all, of the PPP Loan will meet the requirements for debt forgiveness. To the extent that all or part of the PPP Loan is not forgiven, the School will be required to pay interest on the PPP Loan through the date principal is repaid in full or maturity date.

On December 9, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$1,716,812 is included on the accompanying statement of activities under gain on forgiveness of Paycheck Protection Program loan for the year ended June 30, 2022.

9. Leases

On July 1, 2014, the School entered into an operating lease agreement with The Trustees of St. James Roman Catholic Church, Brooklyn, New York to lease a building located at 240 Jay Street in Brooklyn, New York. The lease term commenced on July 1, 2014 expiring in June 30, 2024, with an option to extend the lease for an additional ten years. Under the terms of the lease, the School paid a security deposit in the amount of \$54,000. The School is responsible for utilities, custodial services, and maintenance. The lease agreement was terminated in August 2023, and the School relocated to the 40 Flatbush location.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

9. Leases (continued)

On June 17, 2016, the School entered into an operating lease agreement with 40 Flatbush Realty Associates (the "Landlord") to lease the eighth floor of a building located at 25 Chapel Street a/k/a 40 Flatbush Avenue Extension, Brooklyn, New York. On June 2, 2017, the lease was amended to add the tenth floor to the current lease. The new lease term commenced on June 1, 2017 and expires on June 30, 2027, with an option to extend the lease for an additional five years. Under the terms of the lease, the School paid an additional security deposit in the amount of \$75,000 to be added to the security deposit that was paid with the original lease in the amount of \$250,000. The School is responsible for utilities, custodial services, and maintenance. This space is used as additional classroom space that began during the 2017-18 school year.

The School is a guarantor for a lease agreement entered into between Friends Of and RFR/77 Sands Owner, LLC for a facility located at 77 Sands Street, Brooklyn, New York. On July 25, 2018, the School entered into a sublease agreement with Friends Of to occupy a portion of the ground floor, entire second, third, fourth, and fifth floors, and a portion of the twelfth floor of this facility. The sublease agreement commenced on July 1, 2018 and was amended to renew automatically for one year extension options until June 29, 2034. The School is not required to pay a security deposit to Friends Of under the sublease. Friends Of is responsible for all additional rent, escalations, operating expenses, and taxes under the original lease, as well as utilities, custodial services, and maintenance.

On July 5, 2022, the School entered into a finance lease agreement with DEC Office Solutions Inc. to lease a copier. The lease term commenced in July 2022 and expires in June 2027 with an option to purchase the copier at end of the lease term.

Right of use assets consist of the following at June 30, 2023:

| | <u>Operating Leases</u> | <u>Finance Lease</u> |
|--------------------------------|-------------------------|----------------------|
| Right of use assets | \$ 29,671,076 | \$ 135,094 |
| Less: accumulated amortization | <u>(6,948,953)</u> | <u>(27,019)</u> |
| | <u>\$ 22,722,123</u> | <u>\$ 108,075</u> |

Weighted average remaining lease term (years)

| | |
|------------------|------|
| Operating leases | 3.20 |
| Finance lease | 4.00 |

Weighted average discount rate

| | |
|------------------|-------|
| Operating leases | 2.99% |
| Finance lease | 2.82% |

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

9. Leases (continued)

Future minimum lease payments are as follows for years ending June 30:

| | <u>Operating Leases</u> | <u>Finance Lease</u> |
|---|-------------------------|----------------------|
| 2024 | \$ 7,211,122 | \$ 28,932 |
| 2025 | 7,529,084 | 28,932 |
| 2026 | 7,559,927 | 28,932 |
| 2027 | <u>1,483,270</u> | <u>28,932</u> |
| Total minimum lease payments | 23,783,403 | 115,728 |
| Present value discount | <u>(1,117,903)</u> | <u>(6,153)</u> |
| Present value of lease liabilities | 22,665,500 | 109,575 |
| Current portion | <u>(6,631,703)</u> | <u>(26,247)</u> |
| Lease liabilities, less current portion | <u>\$ 16,033,797</u> | <u>\$ 83,328</u> |

Operating lease expense for the years ended June 30, 2023 and 2022 was \$7,740,234 and \$5,923,596. Finance lease expense for the year ended June 30, 2023 was \$27,019 and is included in depreciation and amortization expense within the accompanying statements of functional expenses. There were no short-term or variable lease costs for the year ended June 30, 2023.

On April 3, 2020, the School entered into a sublease agreement with Brooklyn Prospect Charter School (“BPCS”) for a portion of 40 Flatbush Avenue property. The sublease commenced on July 1, 2020 and expired on June 30, 2022. On January 1, 2022, the sublease was amended to add additional space on the 10th floor and was extended through June 30, 2024. Pursuant to the terms of the sublease agreement, BPCS paid to the School a security deposit in the amount of \$200,000 during the year ended June 30, 2020. The lease agreement was terminated during August 2023. During the year ended June 30, 2023, the security deposit was retained by the School for unpaid utilities costs under the lease agreement, and is recognized in interest and other income within the accompanying 2023 statement of activities.

10. Commitments

The School is a guarantor for a \$4,600,000 loan agreement entered into on July 30, 2018 between Friends Of and Capital Impact Partners (“CIP”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from CIP. This loan is *pari passu* with the Nonprofit Finance Fund loan below. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2023 and 2022, the School was in compliance with these covenants.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

10. Commitments (*continued*)

The School is a guarantor for a \$4,800,000 loan agreement entered into on July 30, 2018 between Friends Of and the Nonprofit Finance Fund (“NFF”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from NFF. This loan is *pari passu* with the CIP loan above. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2023 and 2022, the School was in compliance with these covenants.

On June 29, 2022, the School signed a promissory note receivable for \$6,852,270 with Friends Of for Friends Of to prepay its loans payable balances with CIP and Nonprofit Finance Fund NFF in full (see Note 7).

11. Net Assets with Donor Restrictions

Net assets totaling \$2,170,371 were released from restriction for the purpose of development of the design and development of Brooklyn Laboratory High School during the year ended June 30, 2022.

12. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 74% and 78% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School’s finances could be materially adversely affected.

13. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation (“FDIC”) limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$812,000 and \$4,592,000 of cash was maintained with institutions in excess of FDIC limits.

14. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

* * * * *

Brooklyn Laboratory Charter Schools

Supplementary Information

June 30, 2023

Brooklyn Laboratory Charter Schools

Schedule of Activities by School
Year Ended June 30, 2023

| | Charter 1 | Charter 2 | Total |
|---|---------------------|---------------------|----------------------|
| REVENUE AND SUPPORT | | | |
| State and local per pupil operating revenue | \$ 8,511,211 | \$ 5,662,623 | \$ 14,173,834 |
| State and local per pupil facilities funding | 2,022,853 | 1,369,789 | 3,392,642 |
| Federal grants | 2,125,037 | 1,109,663 | 3,234,700 |
| Federal IDEA and E-rate | 261,084 | 132,236 | 393,320 |
| State and city grants | 38,010 | 14,964 | 52,974 |
| Contributions and grants | 204,053 | 125,064 | 329,117 |
| Rental income | 1,233,946 | 756,289 | 1,990,235 |
| Interest and other income | <u>131,024</u> | <u>80,305</u> | <u>211,329</u> |
| Total Revenue and Support | <u>14,527,218</u> | <u>9,250,933</u> | <u>23,778,151</u> |
| EXPENSES | | | |
| Program Services | | | |
| Regular education | 11,527,782 | 6,674,090 | 18,201,872 |
| Special education | <u>4,434,964</u> | <u>2,532,732</u> | <u>6,967,696</u> |
| Total Program Services | 15,962,746 | 9,206,822 | 25,169,568 |
| Supporting Services | | | |
| Management and general | <u>2,111,121</u> | <u>1,223,252</u> | <u>3,334,373</u> |
| Total Expenses | <u>18,073,867</u> | <u>10,430,074</u> | <u>28,503,941</u> |
| Change in Net Assets | (3,546,649) | (1,179,141) | (4,725,790) |
| NET ASSETS, WITHOUT DONOR RESTRICTIONS | | | |
| Beginning of year | <u>13,052,284</u> | <u>2,220,850</u> | <u>15,273,134</u> |
| End of year | <u>\$ 9,505,635</u> | <u>\$ 1,041,709</u> | <u>\$ 10,547,344</u> |

Brooklyn Laboratory Charter Schools

Schedule of Functional Expenses - Charter 1
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|-----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 15 | \$ 404,783 | \$ 155,728 | \$ 560,511 | \$ 632,543 | \$ 1,193,054 |
| Instructional personnel | 34 | 3,990,109 | 1,535,074 | 5,525,183 | 3,637 | 5,528,820 |
| Non-instructional personnel | <u>1</u> | <u>18,964</u> | <u>7,296</u> | <u>26,260</u> | <u>-</u> | <u>26,260</u> |
| Total Personnel Services Costs | <u><u>50</u></u> | 4,413,856 | 1,698,098 | 6,111,954 | 636,180 | 6,748,134 |
| Fringe benefits and payroll taxes | | 711,771 | 273,832 | 985,603 | 111,841 | 1,097,444 |
| Retirement | | 67,270 | 25,880 | 93,150 | 10,570 | 103,720 |
| Legal services | | - | - | - | 249,651 | 249,651 |
| Accounting/audit services | | - | - | - | 194,172 | 194,172 |
| Other purchased/professional/consulting services | | 684,794 | 263,454 | 948,248 | 140,774 | 1,089,022 |
| Building and land rent/lease | | 3,314,763 | 1,275,255 | 4,590,018 | 520,852 | 5,110,870 |
| Repairs and maintenance | | 267,926 | 103,076 | 371,002 | 42,099 | 413,101 |
| Insurance | | 57,604 | 22,161 | 79,765 | 9,051 | 88,816 |
| Utilities | | 120,292 | 46,279 | 166,571 | 18,902 | 185,473 |
| Supplies/materials | | 249,349 | 95,929 | 345,278 | - | 345,278 |
| Equipment/furnishings | | 88,870 | 34,190 | 123,060 | 850 | 123,910 |
| Staff development | | 384,408 | 147,889 | 532,297 | 31,070 | 563,367 |
| Marketing/recruitment | | 302,178 | 116,254 | 418,432 | 13,854 | 432,286 |
| Technology | | 16,609 | 6,390 | 22,999 | 2,610 | 25,609 |
| Food services | | 66,600 | 25,622 | 92,222 | - | 92,222 |
| Student services | | 171,675 | 66,047 | 237,722 | - | 237,722 |
| Office expense | | 128,507 | 49,439 | 177,946 | 22,838 | 200,784 |
| Depreciation and amortization | | 479,760 | 184,573 | 664,333 | 75,385 | 739,718 |
| Other expenses | | <u>1,550</u> | <u>596</u> | <u>2,146</u> | <u>30,422</u> | <u>32,568</u> |
| Total Expenses | | <u><u>\$ 11,527,782</u></u> | <u><u>\$ 4,434,964</u></u> | <u><u>\$ 15,962,746</u></u> | <u><u>\$ 2,111,121</u></u> | <u><u>\$ 18,073,867</u></u> |

Brooklyn Laboratory Charter Schools

Schedule of Functional Expenses - Charter 2
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|---------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 9 | \$ 249,034 | \$ 94,505 | \$ 343,539 | \$ 387,204 | \$ 730,743 |
| Instructional personnel | 21 | 2,440,494 | 926,136 | 3,366,630 | 3,637 | 3,370,267 |
| Non-instructional personnel | <u>1</u> | <u>11,667</u> | <u>4,427</u> | <u>16,094</u> | <u>-</u> | <u>16,094</u> |
| Total Personnel Services Costs | <u>31</u> | 2,701,195 | 1,025,068 | 3,726,263 | 390,841 | 4,117,104 |
| Fringe benefits and payroll taxes | | 436,474 | 165,636 | 602,110 | 68,883 | 670,993 |
| Retirement | | 41,352 | 15,693 | 57,045 | 6,526 | 63,571 |
| Legal services | | - | - | - | 138,510 | 138,510 |
| Accounting/audit services | | - | - | - | 119,088 | 119,088 |
| Other purchased/professional/consulting services | | 409,270 | 155,313 | 564,583 | 85,086 | 649,669 |
| Building and land rent/lease | | 1,710,374 | 649,065 | 2,359,439 | 269,925 | 2,629,364 |
| Repairs and maintenance | | 154,582 | 58,662 | 213,244 | 24,396 | 237,640 |
| Insurance | | 29,853 | 11,329 | 41,182 | 4,711 | 45,893 |
| Utilities | | 72,115 | 27,367 | 99,482 | 11,381 | 110,863 |
| Supplies/materials | | 138,018 | 52,376 | 190,394 | - | 190,394 |
| Equipment/furnishings | | 56,490 | 21,437 | 77,927 | 812 | 78,739 |
| Staff development | | 222,999 | 84,625 | 307,624 | 18,738 | 326,362 |
| Marketing/recruitment | | 176,147 | 66,846 | 242,993 | 7,724 | 250,717 |
| Technology | | 9,600 | 3,643 | 13,243 | 1,515 | 14,758 |
| Food services | | 39,413 | 14,957 | 54,370 | - | 54,370 |
| Student services | | 103,582 | 39,308 | 142,890 | - | 142,890 |
| Office expense | | 79,312 | 30,098 | 109,410 | 10,332 | 119,742 |
| Depreciation and amortization | | 292,648 | 111,056 | 403,704 | 46,185 | 449,889 |
| Other expenses | | <u>666</u> | <u>253</u> | <u>919</u> | <u>18,599</u> | <u>19,518</u> |
| Total Expenses | | <u>\$ 6,674,090</u> | <u>\$ 2,532,732</u> | <u>\$ 9,206,822</u> | <u>\$ 1,223,252</u> | <u>\$ 10,430,074</u> |

Brooklyn Laboratory Charter Schools

Uniform Guidance
Schedules and Reports

June 30, 2023

Brooklyn Laboratory Charter Schools

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

| Federal Grantor/Pass-Through Grantor/ Program or Cluster Title | Federal Assistance Listing Number | Pass-Through Entity Identifying Number | Provided to Subrecipients | Total Federal Expenditures |
|--|---|--|------------------------------|----------------------------------|
| <u>U.S. Department of Education</u> | | | | |
| Pass-Through New York State Education Department: | | | | |
| Title I Grants to Local Educational Agencies | 84.010 | 0021235100 | \$ - | \$ 221,194 |
| Title I Grants to Local Educational Agencies | 84.010 | 0021235475 | - | <u>147,715</u> |
| | | | - | <u>368,909</u> |
| Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants) | 84.367 | 0147235100 | - | 32,080 |
| Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants) | 84.367 | 0147235475 | - | <u>22,626</u> |
| | | | - | <u>54,706</u> |
| Student Support and Academic Enrichment Program | 84.424 | 0204235100 | - | 16,183 |
| Student Support and Academic Enrichment Program | 84.424 | 0204235475 | - | <u>13,988</u> |
| | | | - | <u>30,171</u> |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II | 84.425W | 5218215100 | - | 22,044 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II | 84.425D | 5891215100 | - | 68,990 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP | 84.425U | 5880215100 | - | 1,700,510 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP | 84.425U | 5880215475 | - | <u>890,730</u> |
| | | | - | <u>2,682,274</u> |
| Total U.S. Department of Education | | | - | <u>3,136,060</u> |
| <u>Federal Communications Commission</u> | | | | |
| Pass-Through Universal Service Administrative Company: Emergency Connectivity Fund Program | 32.009 | not available | - | <u>26,640</u> |
| <u>Department of Homeland Security</u> | | | | |
| Pass-Through New York State Homeland Security and Emergency Services: Disaster Grants - Public Assistance (Presidentially Declared Disasters) | 97.036 | not available | - | <u>72,000</u> |
| Total Expenditures of Federal Awards | | | <u>\$ -</u> | <u>\$ 3,234,700</u> |

See independent auditors' report and notes to schedule of expenditures of federal awards

Brooklyn Laboratory Charter Schools

Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

1. **Basis of Presentation**

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Brooklyn Laboratory Charter Schools (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. **Summary of Significant Accounting Policies**

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. **Indirect Cost Rate**

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Trustees
Brooklyn Laboratory Charter Schools**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Laboratory Charter Schools (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York
October 24, 2023

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

Independent Auditors' Report

**Board of Trustees
Brooklyn Laboratory Charter Schools**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Brooklyn Laboratory Charter Schools' (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

PKF O'CONNOR DAVIES, LLP
500 Mamaroneck Avenue, Harrison, NY 10528 | Tel: 914.381.8900 | Fax: 914.381.8910 | www.pkfod.com

PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

Harrison, New York
October 24, 2023

Brooklyn Laboratory Charter Schools

Schedule of Findings and Questioned Costs
Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:
Material weakness(es) identified? _____yes X no
Significant deficiency(ies) identified? _____yes X none reported
Noncompliance material to the financial statements noted? _____yes X no

Federal Awards

Internal control over major federal programs:
Material weakness(es) identified? _____yes X no
Significant deficiency(ies) identified? _____yes X none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____yes X no

Identification of major federal programs:

| <u>Federal Assistance Listing Number(s)</u> | <u>Name of Federal Program or Cluster</u> |
|---|--|
| 84.425D | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II |
| 84.425U | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP |
| 84.425W | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II |

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? _____yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2023.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.

Board of Trustees
Brooklyn Laboratory Charter Schools

Auditors' Communication on Internal Control


In planning and performing our audit of the financial statements of Brooklyn Laboratory Charter Schools (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.



Harrison, New York
October 24, 2023



JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

June 01, 2023 through June 30, 2023

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
Service Center: 1-800-242-7338
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679
We accept operator relay calls

00067500 DRE 802 219 18723 NNNNNNNNNNN 1 000000000 D2 0000

BROOKLYN LABORATORY CHARTER SCHOOL
77 SANDS ST
BROOKLYN NY 11201



000675000101000000021

SAVINGS SUMMARY

Chase Business Premier Savings

| | INSTANCES | AMOUNT |
|--|-----------|--------------|
| Beginning Balance | | \$200,453.31 |
| Deposits and Additions | 1 | 3.25 |
| Ending Balance | 1 | \$200,456.56 |
| Annual Percentage Yield Earned This Period | | 0.02% |
| Interest Paid This Period | | \$3.25 |
| Interest Paid Year-to-Date | | \$19.70 |

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

TRANSACTION DETAIL

| DATE | DESCRIPTION | AMOUNT | BALANCE |
|-------|-------------------|--------|--------------|
| | Beginning Balance | | \$200,453.31 |
| 06/30 | Interest Payment | 3.25 | 200,456.56 |
| | Ending Balance | | \$200,456.56 |

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.



June 01, 2023 through June 30, 2023

Account Number: [REDACTED]

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

For business accounts, see your deposit account agreement or other applicable agreements that govern your account for details.

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS : Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

JPMorgan Chase Bank, N.A. Member FDIC

Board of Trustees
Brooklyn Laboratory Charter Schools

Auditors' Communication on Internal Control

In planning and performing our audit of the financial statements of Brooklyn Laboratory Charter Schools (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.

[REDACTED]

Harrison, New York
October 24, 2023

Brooklyn Laboratory Charter Schools

Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports

June 30, 2023 and 2022

Brooklyn Laboratory Charter Schools
Financial Statements and
Uniform Guidance Schedules
Together With Independent Auditors' Reports
June 30, 2023 and 2022

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Independent Auditors' Report

Board of Trustees
Brooklyn Laboratory Charter Schools

Report on the Audit of the Financial Statements

Opinion

We have audited the accompanying financial statements of Brooklyn Laboratory Charter Schools (the "School") (a nonprofit organization), which comprise the statements of financial position as of June 30, 2023 and 2022, and the related statements of activities, functional expenses and cash flows for the years then ended, and the related notes to the financial statements.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the School as of June 30, 2023 and 2022, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Change in Accounting Policy

As discussed in Note 2 to the financial statements, the School adopted Financial Accounting Standards Board ("FASB") Topic 842, *Leases*, which resulted in the recognition of right of use assets and related lease liabilities effective July 1, 2022. Our opinion is not modified with respect to that matter.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with accounting principles generally accepted in the United States of America; and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern within one year after the date that the financial statements are available to be issued.

Auditors' Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditors' report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the School's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control related matters that we identified during the audit.

Report on Supplementary Information

Our audits were conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedules of activities and functional expenses by school for the year ended June 30, 2023 on pages 21 through 23 are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying schedule of expenditures of federal awards on page 24 as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2023, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the School's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Harrison, New York
October 24, 2023

Brooklyn Laboratory Charter Schools

Statements of Financial Position

| | June 30, | |
|---|----------------------|----------------------|
| | 2023 | 2022 |
| ASSETS | | |
| Current Assets | | |
| Cash | \$ 861,042 | \$ 4,441,925 |
| Grants and contracts receivable | 1,720,380 | 1,482,675 |
| Prepaid expenses and other current assets | 116,952 | 59,092 |
| Note receivable from related party, current portion | 2,284,090 | 2,284,090 |
| Total Current Assets | 4,982,464 | 8,267,782 |
| Property and equipment, net | 4,464,782 | 4,877,621 |
| Right-of-use assets, operating leases | 22,722,123 | - |
| Right-of-use asset, finance lease | 108,075 | - |
| Security deposits | 400,494 | 600,494 |
| Note receivable from related party | 1,713,068 | 4,568,180 |
| Restricted cash | 200,457 | 200,417 |
| | \$ 34,591,463 | \$ 18,514,494 |
| LIABILITIES AND NET ASSETS | | |
| Current Liabilities | | |
| Accounts payable and accrued expenses | \$ 752,661 | \$ 928,811 |
| Accrued payroll and payroll taxes | 360,483 | 469,079 |
| Refundable advances | - | 561,969 |
| Due to related parties | 155,900 | 390,259 |
| Current portion of operating lease liabilities | 6,631,703 | - |
| Current portion of finance lease liability | 26,247 | - |
| Deferred rent and lease incentive, current portion | - | 76,321 |
| Total Current Liabilities | 7,926,994 | 2,426,439 |
| Operating lease liabilities, net of current portion | 16,033,797 | - |
| Finance lease liability, net of current portion | 83,328 | - |
| Security deposit payable | - | 200,000 |
| Deferred rent and lease incentive | - | 614,921 |
| Total Liabilities | 24,044,119 | 3,241,360 |
| Net assets, without donor restrictions | 10,547,344 | 15,273,134 |
| | \$ 34,591,463 | \$ 18,514,494 |

See notes to financial statements

Brooklyn Laboratory Charter Schools

Statement of Activities Year Ended June 30, 2023

REVENUE AND SUPPORT

| | |
|--|-------------------|
| State and local per pupil operating revenue | \$ 14,173,834 |
| State and local per pupil facilities funding | 3,392,642 |
| Federal grants | 3,234,700 |
| Federal IDEA and E-Rate | 393,320 |
| State and city grants | 52,974 |
| Contributions and grants | 329,117 |
| Rental income | 1,990,235 |
| Interest and other income | <u>211,329</u> |
| Total Revenue and Support | <u>23,778,151</u> |

EXPENSES

| | |
|------------------------|-------------------|
| Program Services | |
| Regular education | 18,201,872 |
| Special education | <u>6,967,696</u> |
| Total Program Services | 25,169,568 |
| Supporting Services | |
| Management and general | <u>3,334,373</u> |
| Total Expenses | <u>28,503,941</u> |
| Change in Net Assets | (4,725,790) |

NET ASSETS, WITHOUT DONOR RESTRICTIONS

| | |
|-------------------|----------------------|
| Beginning of year | <u>15,273,134</u> |
| End of year | <u>\$ 10,547,344</u> |

Brooklyn Laboratory Charter Schools

Statement of Activities Year Ended June 30, 2022

| | Without Donor Restrictions | With Donor Restrictions | Total |
|--|-------------------------------|----------------------------|----------------------|
| REVENUE AND SUPPORT | | | |
| State and local per pupil operating revenue | \$ 15,474,202 | \$ - | \$ 15,474,202 |
| State and local per pupil facilities funding | 3,701,469 | - | 3,701,469 |
| Federal grants | 1,710,197 | - | 1,710,197 |
| Federal IDEA and E-Rate | 268,974 | - | 268,974 |
| State and city grants | 61,439 | - | 61,439 |
| Rental income | 1,661,300 | - | 1,661,300 |
| Interest and other income | 7,947 | - | 7,947 |
| Net assets released from restriction | <u>2,170,371</u> | <u>(2,170,371)</u> | - |
| Total Revenue and Support | <u>25,055,899</u> | <u>(2,170,371)</u> | <u>22,885,528</u> |
| EXPENSES | | | |
| Program Services | | | |
| Regular education | 15,940,767 | - | 15,940,767 |
| Special education | <u>5,610,770</u> | - | <u>5,610,770</u> |
| Total Program Services | 21,551,537 | - | 21,551,537 |
| Supporting Services | | | |
| Management and general | <u>2,835,664</u> | - | <u>2,835,664</u> |
| Total Expenses | <u>24,387,201</u> | - | <u>24,387,201</u> |
| Gain on forgiveness of Paycheck Protection Program loan | <u>1,716,812</u> | - | <u>1,716,812</u> |
| Change in Net Assets | 2,385,510 | (2,170,371) | 215,139 |
| NET ASSETS | | | |
| Beginning of year | <u>12,887,624</u> | <u>2,170,371</u> | <u>15,057,995</u> |
| End of year | <u>\$ 15,273,134</u> | <u>\$ -</u> | <u>\$ 15,273,134</u> |

See notes to financial statements

Brooklyn Laboratory Charter Schools

Statement of Functional Expenses
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 20 | \$ 653,817 | \$ 250,233 | \$ 904,050 | \$ 1,019,747 | \$ 1,923,797 |
| Instructional personnel | 96 | 6,430,603 | 2,461,210 | 8,891,813 | 7,274 | 8,899,087 |
| Non-instructional personnel | <u>1</u> | <u>30,631</u> | <u>11,723</u> | <u>42,354</u> | <u>-</u> | <u>42,354</u> |
| Total Personnel Services Costs | <u>117</u> | 7,115,051 | 2,723,166 | 9,838,217 | 1,027,021 | 10,865,238 |
| Fringe benefits and payroll taxes | | 1,148,245 | 439,468 | 1,587,713 | 180,725 | 1,768,438 |
| Retirement | | 108,622 | 41,573 | 150,195 | 17,096 | 167,291 |
| Legal services | | - | - | - | 388,160 | 388,160 |
| Accounting/audit services | | - | - | - | 313,260 | 313,260 |
| Other purchased/professional/consulting services | | 1,094,064 | 418,767 | 1,512,831 | 225,857 | 1,738,688 |
| Building and land rent/lease | | 5,025,137 | 1,924,320 | 6,949,457 | 790,777 | 7,740,234 |
| Repairs and maintenance | | 422,508 | 161,738 | 584,246 | 66,495 | 650,741 |
| Insurance | | 87,457 | 33,490 | 120,947 | 13,763 | 134,710 |
| Utilities | | 192,407 | 73,646 | 266,053 | 30,281 | 296,334 |
| Supplies/materials | | 387,367 | 148,305 | 535,672 | - | 535,672 |
| Equipment/furnishings | | 145,360 | 55,627 | 200,987 | 1,663 | 202,650 |
| Staff development | | 607,407 | 232,514 | 839,921 | 49,808 | 889,729 |
| Marketing/recruitment | | 478,325 | 183,100 | 661,425 | 21,579 | 683,004 |
| Technology | | 26,209 | 10,033 | 36,242 | 4,124 | 40,366 |
| Food services | | 106,013 | 40,579 | 146,592 | - | 146,592 |
| Student services | | 275,257 | 105,355 | 380,612 | - | 380,612 |
| Office expense | | 207,819 | 79,537 | 287,356 | 33,169 | 320,525 |
| Depreciation and amortization | | 772,408 | 295,629 | 1,068,037 | 121,571 | 1,189,608 |
| Other expenses | | <u>2,216</u> | <u>849</u> | <u>3,065</u> | <u>49,024</u> | <u>52,089</u> |
| Total Expenses | | <u>\$ 18,201,872</u> | <u>\$ 6,967,696</u> | <u>\$ 25,169,568</u> | <u>\$ 3,334,373</u> | <u>\$ 28,503,941</u> |

Brooklyn Laboratory Charter Schools

Statement of Functional Expenses
Year Ended June 30, 2022

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|----------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 28 | \$ 1,382,683 | \$ 484,946 | \$ 1,867,629 | \$ 800,413 | \$ 2,668,042 |
| Instructional personnel | 88 | 4,660,803 | 1,634,768 | 6,295,571 | - | 6,295,571 |
| Non-instructional personnel | <u>2</u> | <u>23,742</u> | <u>8,327</u> | <u>32,069</u> | - | <u>32,069</u> |
| Total Personnel Services Costs | <u>118</u> | 6,067,228 | 2,128,041 | 8,195,269 | 800,413 | 8,995,682 |
| Fringe benefits and payroll taxes | | 1,122,158 | 394,230 | 1,516,388 | 161,944 | 1,678,332 |
| Retirement | | 66,508 | 23,307 | 89,815 | 9,592 | 99,407 |
| Legal services | | - | - | - | 734,944 | 734,944 |
| Accounting/audit services | | - | - | - | 96,130 | 96,130 |
| Other purchased/professional/consulting services | | 1,259,956 | 442,922 | 1,702,878 | 150,349 | 1,853,227 |
| Building and land rent/lease | | 3,951,028 | 1,400,973 | 5,352,001 | 571,595 | 5,923,596 |
| Repairs and maintenance | | 454,298 | 159,749 | 614,047 | 65,578 | 679,625 |
| Insurance | | 76,082 | 26,753 | 102,835 | 10,983 | 113,818 |
| Utilities | | 175,806 | 61,790 | 237,596 | 25,375 | 262,971 |
| Supplies/materials | | 130,202 | 45,737 | 175,939 | 1,799 | 177,738 |
| Equipment/furnishings | | 80,418 | 28,279 | 108,697 | 2,548 | 111,245 |
| Staff development | | 438,809 | 154,301 | 593,110 | 24,914 | 618,024 |
| Marketing/recruitment | | 769,299 | 270,504 | 1,039,803 | 21,809 | 1,061,612 |
| Technology | | 609 | 215 | 824 | 88 | 912 |
| Food services | | 73,213 | 25,744 | 98,957 | - | 98,957 |
| Student services | | 183,196 | 64,331 | 247,527 | - | 247,527 |
| Office expense | | 302,303 | 106,276 | 408,579 | 43,634 | 452,213 |
| Depreciation and amortization | | 703,475 | 247,369 | 950,844 | 101,546 | 1,052,390 |
| Other expenses | | <u>86,179</u> | <u>30,249</u> | <u>116,428</u> | <u>12,423</u> | <u>128,851</u> |
| Total Expenses | | <u>\$ 15,940,767</u> | <u>\$ 5,610,770</u> | <u>\$ 21,551,537</u> | <u>\$ 2,835,664</u> | <u>\$ 24,387,201</u> |

Brooklyn Laboratory Charter Schools

Statements of Cash Flows

| | Year Ended June 30, | |
|--|---------------------|--------------|
| | 2023 | 2022 |
| CASH FLOWS FROM OPERATING ACTIVITIES | | |
| Change in net assets | \$ (4,725,790) | \$ 215,139 |
| Adjustments to reconcile change in net assets to net cash from operating activities | | |
| Depreciation and amortization | 1,162,589 | 1,052,390 |
| Amortization of debt issuance costs | - | 22,549 |
| Deferred rent and lease incentive | - | (1,907,403) |
| Gain on forgiveness of Paycheck Protection Program loan | - | (1,716,812) |
| Amortization of right-of-use assets, operating leases | 6,948,953 | - |
| Amortization of right-of-use asset, finance lease | 27,019 | - |
| Changes in operating assets and liabilities | | |
| Grants and contracts receivable | (237,705) | (941,554) |
| Prepaid expenses and other current assets | (57,860) | 79,656 |
| Due from related party | - | 1,570,508 |
| Security deposits | (200,000) | - |
| Accounts payable and accrued expenses | (176,150) | 458,679 |
| Accrued payroll and payroll taxes | (108,596) | 36,518 |
| Refundable advances | (561,969) | 561,969 |
| Operating lease liabilities | (7,696,818) | - |
| Due to related parties | (234,359) | 231,739 |
| Net Cash from Operating Activities | (5,860,686) | (336,622) |
| CASH FLOWS FROM INVESTING ACTIVITIES | | |
| Issuance of note receivable - related party | - | (6,852,270) |
| Proceeds from note receivable - related party | 2,855,112 | 1,000,000 |
| Purchases of property and equipment | (749,750) | (390,060) |
| Net Cash from Investing Activities | 2,105,362 | (6,242,330) |
| CASH FLOWS FROM FINANCING ACTIVITIES | | |
| Repayment of note payable | - | (3,138,452) |
| Principal payments on finance lease liability | (25,519) | - |
| Net Cash from Financing Activities | (25,519) | (3,138,452) |
| Net Change in Cash and Restricted Cash | (3,780,843) | (9,717,404) |
| CASH AND RESTRICTED CASH | | |
| Beginning of year | 4,842,342 | 14,559,746 |
| End of year | \$ 1,061,499 | \$ 4,842,342 |
| SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION: | | |
| Cash paid during the year for interest | \$ - | \$ 82,833 |
| Cash paid for amounts included in the measurement of operating lease liabilities | 7,834,770 | - |
| Finance right-of-use asset recognized in exchange for finance lease liability | 135,094 | - |

See notes to financial statements

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

1. Organization and Tax Status

Brooklyn Laboratory Charter Schools (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 17, 2013 to operate a charter school ("Charter 1") pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 17, 2013, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York (the "Board of Regents"). The School's charter was renewed for a three year term expiring on June 30, 2025. The School's mission is to provide its students with a solid foundation for academic success, through achievement that exceeds citywide averages and meets or exceeds New York State standards and national norms in all curriculum areas tested, especially in mathematics and language arts. The School provided education to approximately 642 students in grades sixth through twelfth during the 2022-2023 academic year.

On June 14, 2016, Brooklyn Laboratory Charter High School ("Charter 2") (a related charter school that opened in the Fall 2018) was granted a provisional charter by the Board of Regents. The charter was renewed for a three year term expiring June 30, 2026. The School and Brooklyn Laboratory Charter High School merged into a single not-for-profit legal entity under Brooklyn Laboratory Charter School, which serves as the sole surviving education corporation under the amended name Brooklyn Laboratory Charter Schools. The plan of merger was approved by the Board of Regents of the University of the State of New York on March 30, 2017, and became effective for financial purposes on July 1, 2017. The merged corporation shall operate under the provisional charter granted to Brooklyn Laboratory Charter School under the amended name Brooklyn Laboratory Charter Schools. The School is authorized by the Board of Regents of the University of the State of New York. Brooklyn Laboratory Charter High School was dissolved in conjunction with this merger.

The School used an outside vendor to serve breakfast and lunch to its students and files for reimbursement of qualified expenses through the National School Lunch Program and the School Breakfast Program. The School provides MetroCards to a majority of the School's students. Amounts for MetroCards are not included in these financial statements.

Except for taxes that may be due for unrelated business income, the School is exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code and from state and local income taxes under comparable laws.

2. Summary of Significant Accounting Policies

Basis of Presentation and Use of Estimates

The accompanying financial statements have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP"), which requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly actual results could differ from those estimates.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Adoption of New Accounting Policies

Leases

The School adopted Financial Accounting Standards Board (“FASB”) *Topic 842, Leases* (“Topic 842”), using the effective date method with July 1, 2022, as the date of initial adoption, with certain practical expedients available.

The School elected the available practical expedients to account for its existing operating leases as operating leases, under the new guidance, without reassessing (a) whether the contracts contain leases under the new standard, (b) whether classification of capital (now finance) leases or operating leases would be different in accordance with the new guidance, or (c) whether the unamortized initial direct costs before transition adjustments would have met the definition of initial direct costs in the new guidance at lease commencement.

As a result of the adoption of the new lease accounting guidance, on July 1, 2022, the School recognized operating lease liabilities of \$30,362,318 that represent the present value of the remaining operating lease payments of \$32,271,502, discounted with risk free interest rates using the treasury bond rate ranging from 2.88% to 3.35% depending on the lease term, and operating right of use (“ROU”) assets of \$29,671,076, that represent the discounted operating lease liabilities of \$30,362,318, with the ROU operating assets adjusted for deferred rent of \$691,242.

The adoption of Topic 842 had a material impact on the School’s statement of financial position but did not have a material impact on its statements of activities and cash flows. The most significant impact was the recognition of ROU assets and lease liabilities for operating leases.

Net Assets Presentation

Resources for various purposes are classified for accounting and reporting purposes into net asset categories established according to nature and purpose as follows:

Net assets without donor restrictions - consist of resources available for the general support of the School’s operations. Net assets without donor restrictions may be used at the discretion of the School’s management and/or the Board of Trustees.

Net assets with donor restrictions – represents amounts restricted by donors for specific activities of the School or to be used at a future date. The School records contributions as net assets with donor restrictions if they are received with donor stipulations that limit their use either through purpose or time restrictions. When a donor restriction expires, that is, when a time restriction ends or a purpose restriction is fulfilled, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Restricted Cash

Under the provisions of its charter, the School established an escrow account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

The following table provides a reconciliation of cash and restricted cash reported within the statements of financial position to the amounts presented in the statements of cash flows as of June 30:

| | 2023 | 2022 |
|---|---------------------|---------------------|
| Cash | \$ 861,042 | \$ 4,441,925 |
| Restricted cash | 200,457 | 200,417 |
| Security deposit held on behalf of others, included in security deposits | - | 200,000 |
| | <u>\$ 1,061,499</u> | <u>\$ 4,842,342</u> |

Property and Equipment

The School follows the practice of capitalizing all expenditures for property and equipment with costs in excess of \$1,000 and a useful life in excess of one year. Leasehold improvements are amortized over the shorter of the term of the lease, inclusive of all renewal periods, which are reasonably assured, or the estimated useful life of the asset. Purchased property and equipment are recorded at cost at the date of acquisition. Minor costs of maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding is capitalized, unless the government agency retains legal title to such assets, in which case it is expensed as incurred.

Depreciation is provided on the straight line method over the estimated useful lives as follows:

| | |
|-------------------------------|---------|
| Computers and other equipment | 3 years |
| Software | 5 years |
| Furniture and fixtures | 5 years |

Property and equipment are reviewed for impairment if the use of the asset significantly changes or another indicator of possible impairment is identified. If the carrying amount for the asset is not recoverable, the asset is written down to its fair value. There were no asset impairments for the years ended June 30, 2023 and 2022.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Leases

The School accounts for leases under Topic 842. The School determines if an arrangement is a lease at inception. Operating and finance leases are included in operating and finance right-of-use ("ROU") assets and lease liabilities in the statements of financial position. All leases are recorded on the statements of financial position except for leases with an initial term less than 12 months for which the School made the short-term lease election.

ROU assets represent the right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating and finance lease ROU assets and lease liabilities are recognized at the lease commencement date based on the present value of the lease payments over the lease term. When leases do not provide an implicit borrowing rate, the School uses a risk-free rate based on the information available at the commencement date in determining the present value of lease payments. The operating lease ROU asset includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that the School will exercise that option. Lease expense for lease payments is recognized on a straight-line basis over the lease term. The School's lease agreements do not contain any material residual value guarantees or material restrictive covenants. The School has lease agreements with lease and non-lease components, which are generally accounted for separately. The School's lease agreements do not contain any variable lease components. The School applies the short-term lease exemption to all of its classes of underlying assets. For the year ended June 30, 2022, U.S. GAAP guidance stated rent shall be charged to expense over the lease term as it became payable. If rental payments are not made on a straight-line basis, rental expense shall be recognized on a straight-line basis unless another systematic and rational basis is more representative of the time pattern in which use benefit is derived from the leased property, in which case that basis shall be used. The difference between the straight-line rent expense and rent paid is reflected as a deferred rent liability in the statement of financial position as of June 30, 2022.

Refundable Advances

The School records certain government grants and contracts as refundable advances until related services are performed, at which time it is recognized as revenue.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

2. Summary of Significant Accounting Policies (*continued*)

Revenue and Support

Revenue from the state and local governments resulting from the School's charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement. Federal and other state and local funds are recorded when expenditures are incurred and billable to the government agency.

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as support with donor restrictions if they are received with donor stipulations. Restricted contributions and grants that are made to support the School's current year activities are recorded as revenue without donor restrictions. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Marketing and Recruitment

Marketing and recruitment costs are expensed as incurred for staff and student recruitment. Marketing and recruitment expense for the years ended June 30, 2023 and 2022 was \$683,004 and \$1,061,612.

Functional Expense Allocation

The majority of expenses can generally be directly identified with the program or supporting service to which they relate and are charged accordingly. Other expenses, such as personnel services cost, fringe benefits and payroll taxes, other purchased, professional and consulting services and building and land lease have been allocated among program and supporting services classifications on the basis of periodic time and expense studies and other basis as determined by management of the School to be appropriate.

Accounting for Uncertainty in Income Taxes

The School recognizes the effect of income tax positions only if those positions are more likely than not to be sustained. Management has determined that the School had no uncertain tax positions that would require financial statement recognition or disclosure. The School is no longer subject to examinations by the applicable taxing jurisdictions for the years prior to June 30, 2020.

Subsequent Events Evaluation by Management

Management has evaluated subsequent events for disclosure and/or recognition in the financial statements through the date that the financial statements were available to be issued, which date is October 24, 2023.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

3. Grants and Contracts Receivable

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year. Management has assessed the need for an allowance for doubtful accounts and has determined that such an allowance is not necessary.

4. Property and Equipment

Property and equipment consists of the following at June 30:

| | <u>2023</u> | <u>2022</u> |
|--|---------------------|---------------------|
| Computers and other equipment | \$ 1,522,574 | \$ 1,284,243 |
| Software | 59,686 | 71,561 |
| Furniture and fixtures | 1,553,824 | 1,367,824 |
| Leasehold improvements | <u>7,582,887</u> | <u>7,310,196</u> |
| | 10,718,971 | 10,033,824 |
| Accumulated depreciation and amortization | <u>(6,254,189)</u> | <u>(5,156,203)</u> |
| | <u>\$ 4,464,782</u> | <u>\$ 4,877,621</u> |

Assets with a cost basis and accumulated depreciation of \$64,603 were disposed of during the year ended June 30, 2023. There were no disposals during the year ended June 30, 2022.

5. Liquidity and Availability of Financial Assets

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use within one year of the statement of financial position date, are comprised of the following at June 30:

| | <u>2023</u> | <u>2022</u> |
|--|---------------------|---------------------|
| Cash | \$ 861,042 | \$ 4,441,925 |
| Grants and contracts receivable | 1,720,380 | 1,482,675 |
| Note receivable from related party, current portion | <u>2,284,090</u> | <u>2,284,090</u> |
| | <u>\$ 4,865,512</u> | <u>\$ 8,208,690</u> |

As part of the School's liquidity management plan, the status of grants and contracts receivable is monitored regularly and any excess cash is invested in highly liquid instruments. The School will continue to rely on funding received from the New York City Department of Education to cover its operating costs (see Note 12).

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

6. Retirement Plan

The School has a SEP-IRA retirement plan that covers all eligible employees. Under the plan, the School provides matching contributions of 1% to 5% of the employees' base salary based on years of service. Total employer match for the years ended June 30, 2023 and 2022 amounted to \$167,291 and \$99,407.

7. Related Party Transactions (not disclosed elsewhere)

InnovateEDU, Inc.

The School was related to InnovateEDU, Inc. ("Innovate"), a New York State not-for-profit corporation, by common management. Effective July 1, 2022, the School is no longer a related party to Innovate. On August 9, 2014, the School entered into a service agreement with Innovate to provide the School with educational core services. This agreement has been renewed through June 30, 2023. This agreement was amended to add services provided by senior fellows and consultants. In accordance with this agreement, the School provided donated facilities and services to Innovate at a fair value of \$1,977,007 for the year ended June 30, 2022, included in various expenses in the accompanying statements of functional expenses.

Innovate charged the School \$462,719 for services relating to the above agreements for the year ended June 30, 2022, which is included in other purchased/professional/consulting services in the accompanying statement of functional expenses.

Friends of Brooklyn Laboratory Charter Schools, Inc.

The School is related to Friends of Brooklyn Laboratory Charter Schools, Inc. ("Friends Of"), a New York State, not-for-profit corporation, by common management.

During the years ended June 30, 2023 and 2022, the School paid on behalf of Friends Of \$0 and \$4,141 for operating expenses.

On June 29, 2022, the School signed a promissory note receivable for \$6,852,270 with Friends Of for Friends Of to prepay its loans payable balances in full with Capital Impact Partners ("CIP") and Nonprofit Finance Fund ("NFF") (see Note 10). The note bears no interest and matures on April 1, 2025. If payment is not made within fifteen (15) days after the due date, Friends Of shall pay a late charge in the amount of the lesser of ten percent (10%) per annum or the maximum rate permitted under applicable law. Payments are made in quarterly installments commencing on July 1, 2022.

Future minimum payments to be received under the note are as follows for the years ending June 30:

| | |
|------|---------------------|
| 2024 | \$ 2,284,090 |
| 2025 | <u>1,713,068</u> |
| | <u>\$ 3,997,158</u> |

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

7. Related Party Transactions (not disclosed elsewhere) (continued)

Net balances due (to) from related parties consisted of the following at June 30:

| | <u>2023</u> | <u>2022</u> |
|---------------------------------|---------------------|---------------------|
| Note receivable from Friends Of | \$ 3,997,158 | \$ 6,852,270 |
| Due to Innovate | \$ - | \$ (234,359) |
| Due to Friends Of | <u>(155,900)</u> | <u>(155,900)</u> |
| | <u>\$ (155,900)</u> | <u>\$ (390,259)</u> |

8. Paycheck Protection Program Loan Payable

On April 17, 2020, the School qualified for and received a loan pursuant to the Paycheck Protection Program ("PPP"), a program implemented by the U.S. Small Business Administration ("SBA") under the Coronavirus Aid, Relief, and Economic Security Act, from a qualified PPP lender, for an aggregate principal amount of \$1,716,812 (the "PPP Loan"). The PPP Loan bears interest at a fixed rate of 1.0% per annum, with the first six months of interest deferred, has a term of two years, and is unsecured and guaranteed by the SBA. The principal amount of the PPP Loan is subject to forgiveness under the PPP upon the School's request to the extent that the PPP Loan proceeds are used to pay expenses permitted by the PPP, including payroll costs, covered rent and mortgage obligations, and covered utility payments incurred by the School. The School intends to apply for forgiveness of the PPP Loan with respect to these covered expenses. The School believes that most, if not all, of the PPP Loan will meet the requirements for debt forgiveness. To the extent that all or part of the PPP Loan is not forgiven, the School will be required to pay interest on the PPP Loan through the date principal is repaid in full or maturity date.

On December 9, 2021, the PPP Loan was forgiven in full by the SBA. The loan forgiveness of \$1,716,812 is included on the accompanying statement of activities under gain on forgiveness of Paycheck Protection Program loan for the year ended June 30, 2022.

9. Leases

On July 1, 2014, the School entered into an operating lease agreement with The Trustees of St. James Roman Catholic Church, Brooklyn, New York to lease a building located at 240 Jay Street in Brooklyn, New York. The lease term commenced on July 1, 2014 expiring in June 30, 2024, with an option to extend the lease for an additional ten years. Under the terms of the lease, the School paid a security deposit in the amount of \$54,000. The School is responsible for utilities, custodial services, and maintenance. The lease agreement was terminated in August 2023, and the School relocated to the 40 Flatbush location.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

9. Leases (continued)

On June 17, 2016, the School entered into an operating lease agreement with 40 Flatbush Realty Associates (the "Landlord") to lease the eighth floor of a building located at 25 Chapel Street a/k/a 40 Flatbush Avenue Extension, Brooklyn, New York. On June 2, 2017, the lease was amended to add the tenth floor to the current lease. The new lease term commenced on June 1, 2017 and expires on June 30, 2027, with an option to extend the lease for an additional five years. Under the terms of the lease, the School paid an additional security deposit in the amount of \$75,000 to be added to the security deposit that was paid with the original lease in the amount of \$250,000. The School is responsible for utilities, custodial services, and maintenance. This space is used as additional classroom space that began during the 2017-18 school year.

The School is a guarantor for a lease agreement entered into between Friends Of and RFR/77 Sands Owner, LLC for a facility located at 77 Sands Street, Brooklyn, New York. On July 25, 2018, the School entered into a sublease agreement with Friends Of to occupy a portion of the ground floor, entire second, third, fourth, and fifth floors, and a portion of the twelfth floor of this facility. The sublease agreement commenced on July 1, 2018 and was amended to renew automatically for one year extension options until June 29, 2034. The School is not required to pay a security deposit to Friends Of under the sublease. Friends Of is responsible for all additional rent, escalations, operating expenses, and taxes under the original lease, as well as utilities, custodial services, and maintenance.

On July 5, 2022, the School entered into a finance lease agreement with DEC Office Solutions Inc. to lease a copier. The lease term commenced in July 2022 and expires in June 2027 with an option to purchase the copier at end of the lease term.

Right of use assets consist of the following at June 30, 2023:

| | <u>Operating Leases</u> | <u>Finance Lease</u> |
|--------------------------------|-------------------------|----------------------|
| Right of use assets | \$ 29,671,076 | \$ 135,094 |
| Less: accumulated amortization | <u>(6,948,953)</u> | <u>(27,019)</u> |
| | <u>\$ 22,722,123</u> | <u>\$ 108,075</u> |

Weighted average remaining lease term (years)

| | |
|------------------|------|
| Operating leases | 3.20 |
| Finance lease | 4.00 |

Weighted average discount rate

| | |
|------------------|-------|
| Operating leases | 2.99% |
| Finance lease | 2.82% |

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

9. Leases (continued)

Future minimum lease payments are as follows for years ending June 30:

| | <u>Operating Leases</u> | <u>Finance Lease</u> |
|---|-------------------------|----------------------|
| 2024 | \$ 7,211,122 | \$ 28,932 |
| 2025 | 7,529,084 | 28,932 |
| 2026 | 7,559,927 | 28,932 |
| 2027 | <u>1,483,270</u> | <u>28,932</u> |
| Total minimum lease payments | 23,783,403 | 115,728 |
| Present value discount | <u>(1,117,903)</u> | <u>(6,153)</u> |
| Present value of lease liabilities | 22,665,500 | 109,575 |
| Current portion | <u>(6,631,703)</u> | <u>(26,247)</u> |
| Lease liabilities, less current portion | <u>\$ 16,033,797</u> | <u>\$ 83,328</u> |

Operating lease expense for the years ended June 30, 2023 and 2022 was \$7,740,234 and \$5,923,596. Finance lease expense for the year ended June 30, 2023 was \$27,019 and is included in depreciation and amortization expense within the accompanying statements of functional expenses. There were no short-term or variable lease costs for the year ended June 30, 2023.

On April 3, 2020, the School entered into a sublease agreement with Brooklyn Prospect Charter School (“BPCS”) for a portion of 40 Flatbush Avenue property. The sublease commenced on July 1, 2020 and expired on June 30, 2022. On January 1, 2022, the sublease was amended to add additional space on the 10th floor and was extended through June 30, 2024. Pursuant to the terms of the sublease agreement, BPCS paid to the School a security deposit in the amount of \$200,000 during the year ended June 30, 2020. The lease agreement was terminated during August 2023. During the year ended June 30, 2023, the security deposit was retained by the School for unpaid utilities costs under the lease agreement, and is recognized in interest and other income within the accompanying 2023 statement of activities.

10. Commitments

The School is a guarantor for a \$4,600,000 loan agreement entered into on July 30, 2018 between Friends Of and Capital Impact Partners (“CIP”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from CIP. This loan is *pari passu* with the Nonprofit Finance Fund loan below. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2023 and 2022, the School was in compliance with these covenants.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2023 and 2022

10. Commitments (*continued*)

The School is a guarantor for a \$4,800,000 loan agreement entered into on July 30, 2018 between Friends Of and the Nonprofit Finance Fund (“NFF”) for the purpose of financing the cost of renovations and improvements to the facility located at 77 Sands Street, Brooklyn, New York. The loan matures on August 1, 2028. The loan is a commitment that cannot be assigned without prior written approval from NFF. This loan is *pari passu* with the CIP loan above. The School and Friends Of are each subject to financial performance covenants under the loan. At June 30, 2023 and 2022, the School was in compliance with these covenants.

On June 29, 2022, the School signed a promissory note receivable for \$6,852,270 with Friends Of for Friends Of to prepay its loans payable balances with CIP and Nonprofit Finance Fund NFF in full (see Note 7).

11. Net Assets with Donor Restrictions

Net assets totaling \$2,170,371 were released from restriction for the purpose of development of the design and development of Brooklyn Laboratory High School during the year ended June 30, 2022.

12. Concentration of Revenue and Support

The School receives a substantial portion of its revenue and support from the New York City Department of Education. For the years ended June 30, 2023 and 2022, the School received approximately 74% and 78% of its total revenue and support from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School’s finances could be materially adversely affected.

13. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and restricted cash on deposit with financial institutions, which from time to time may exceed the Federal Deposit Insurance Corporation (“FDIC”) limit. The School does not believe that a significant risk of loss due to the failure of a financial institution presently exists. At June 30, 2023 and 2022, approximately \$812,000 and \$4,592,000 of cash was maintained with institutions in excess of FDIC limits.

14. Contingency

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

* * * * *

Brooklyn Laboratory Charter Schools

Supplementary Information

June 30, 2023

Brooklyn Laboratory Charter Schools

Schedule of Activities by School
Year Ended June 30, 2023

| | Charter 1 | Charter 2 | Total |
|---|---------------------|---------------------|----------------------|
| REVENUE AND SUPPORT | | | |
| State and local per pupil operating revenue | \$ 8,511,211 | \$ 5,662,623 | \$ 14,173,834 |
| State and local per pupil facilities funding | 2,022,853 | 1,369,789 | 3,392,642 |
| Federal grants | 2,125,037 | 1,109,663 | 3,234,700 |
| Federal IDEA and E-rate | 261,084 | 132,236 | 393,320 |
| State and city grants | 38,010 | 14,964 | 52,974 |
| Contributions and grants | 204,053 | 125,064 | 329,117 |
| Rental income | 1,233,946 | 756,289 | 1,990,235 |
| Interest and other income | <u>131,024</u> | <u>80,305</u> | <u>211,329</u> |
| Total Revenue and Support | <u>14,527,218</u> | <u>9,250,933</u> | <u>23,778,151</u> |
| EXPENSES | | | |
| Program Services | | | |
| Regular education | 11,527,782 | 6,674,090 | 18,201,872 |
| Special education | <u>4,434,964</u> | <u>2,532,732</u> | <u>6,967,696</u> |
| Total Program Services | 15,962,746 | 9,206,822 | 25,169,568 |
| Supporting Services | | | |
| Management and general | <u>2,111,121</u> | <u>1,223,252</u> | <u>3,334,373</u> |
| Total Expenses | <u>18,073,867</u> | <u>10,430,074</u> | <u>28,503,941</u> |
| Change in Net Assets | (3,546,649) | (1,179,141) | (4,725,790) |
| NET ASSETS, WITHOUT DONOR RESTRICTIONS | | | |
| Beginning of year | <u>13,052,284</u> | <u>2,220,850</u> | <u>15,273,134</u> |
| End of year | <u>\$ 9,505,635</u> | <u>\$ 1,041,709</u> | <u>\$ 10,547,344</u> |

Brooklyn Laboratory Charter Schools

Schedule of Functional Expenses - Charter 1
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|-----------------------------|----------------------------|-----------------------------|------------------------------|-----------------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 15 | \$ 404,783 | \$ 155,728 | \$ 560,511 | \$ 632,543 | \$ 1,193,054 |
| Instructional personnel | 34 | 3,990,109 | 1,535,074 | 5,525,183 | 3,637 | 5,528,820 |
| Non-instructional personnel | <u>1</u> | <u>18,964</u> | <u>7,296</u> | <u>26,260</u> | <u>-</u> | <u>26,260</u> |
| Total Personnel Services Costs | <u><u>50</u></u> | 4,413,856 | 1,698,098 | 6,111,954 | 636,180 | 6,748,134 |
| Fringe benefits and payroll taxes | | 711,771 | 273,832 | 985,603 | 111,841 | 1,097,444 |
| Retirement | | 67,270 | 25,880 | 93,150 | 10,570 | 103,720 |
| Legal services | | - | - | - | 249,651 | 249,651 |
| Accounting/audit services | | - | - | - | 194,172 | 194,172 |
| Other purchased/professional/consulting services | | 684,794 | 263,454 | 948,248 | 140,774 | 1,089,022 |
| Building and land rent/lease | | 3,314,763 | 1,275,255 | 4,590,018 | 520,852 | 5,110,870 |
| Repairs and maintenance | | 267,926 | 103,076 | 371,002 | 42,099 | 413,101 |
| Insurance | | 57,604 | 22,161 | 79,765 | 9,051 | 88,816 |
| Utilities | | 120,292 | 46,279 | 166,571 | 18,902 | 185,473 |
| Supplies/materials | | 249,349 | 95,929 | 345,278 | - | 345,278 |
| Equipment/furnishings | | 88,870 | 34,190 | 123,060 | 850 | 123,910 |
| Staff development | | 384,408 | 147,889 | 532,297 | 31,070 | 563,367 |
| Marketing/recruitment | | 302,178 | 116,254 | 418,432 | 13,854 | 432,286 |
| Technology | | 16,609 | 6,390 | 22,999 | 2,610 | 25,609 |
| Food services | | 66,600 | 25,622 | 92,222 | - | 92,222 |
| Student services | | 171,675 | 66,047 | 237,722 | - | 237,722 |
| Office expense | | 128,507 | 49,439 | 177,946 | 22,838 | 200,784 |
| Depreciation and amortization | | 479,760 | 184,573 | 664,333 | 75,385 | 739,718 |
| Other expenses | | <u>1,550</u> | <u>596</u> | <u>2,146</u> | <u>30,422</u> | <u>32,568</u> |
| Total Expenses | | <u><u>\$ 11,527,782</u></u> | <u><u>\$ 4,434,964</u></u> | <u><u>\$ 15,962,746</u></u> | <u><u>\$ 2,111,121</u></u> | <u><u>\$ 18,073,867</u></u> |

Brooklyn Laboratory Charter Schools

Schedule of Functional Expenses - Charter 2
Year Ended June 30, 2023

| | No. of Positions | Program Services | | | Management and General | Total |
|--|---------------------|----------------------|----------------------|---------------------|------------------------------|----------------------|
| | | Regular Education | Special Education | Total | | |
| Personnel Services Costs | | | | | | |
| Administrative staff personnel | 9 | \$ 249,034 | \$ 94,505 | \$ 343,539 | \$ 387,204 | \$ 730,743 |
| Instructional personnel | 21 | 2,440,494 | 926,136 | 3,366,630 | 3,637 | 3,370,267 |
| Non-instructional personnel | <u>1</u> | <u>11,667</u> | <u>4,427</u> | <u>16,094</u> | <u>-</u> | <u>16,094</u> |
| Total Personnel Services Costs | <u>31</u> | 2,701,195 | 1,025,068 | 3,726,263 | 390,841 | 4,117,104 |
| Fringe benefits and payroll taxes | | 436,474 | 165,636 | 602,110 | 68,883 | 670,993 |
| Retirement | | 41,352 | 15,693 | 57,045 | 6,526 | 63,571 |
| Legal services | | - | - | - | 138,510 | 138,510 |
| Accounting/audit services | | - | - | - | 119,088 | 119,088 |
| Other purchased/professional/consulting services | | 409,270 | 155,313 | 564,583 | 85,086 | 649,669 |
| Building and land rent/lease | | 1,710,374 | 649,065 | 2,359,439 | 269,925 | 2,629,364 |
| Repairs and maintenance | | 154,582 | 58,662 | 213,244 | 24,396 | 237,640 |
| Insurance | | 29,853 | 11,329 | 41,182 | 4,711 | 45,893 |
| Utilities | | 72,115 | 27,367 | 99,482 | 11,381 | 110,863 |
| Supplies/materials | | 138,018 | 52,376 | 190,394 | - | 190,394 |
| Equipment/furnishings | | 56,490 | 21,437 | 77,927 | 812 | 78,739 |
| Staff development | | 222,999 | 84,625 | 307,624 | 18,738 | 326,362 |
| Marketing/recruitment | | 176,147 | 66,846 | 242,993 | 7,724 | 250,717 |
| Technology | | 9,600 | 3,643 | 13,243 | 1,515 | 14,758 |
| Food services | | 39,413 | 14,957 | 54,370 | - | 54,370 |
| Student services | | 103,582 | 39,308 | 142,890 | - | 142,890 |
| Office expense | | 79,312 | 30,098 | 109,410 | 10,332 | 119,742 |
| Depreciation and amortization | | 292,648 | 111,056 | 403,704 | 46,185 | 449,889 |
| Other expenses | | <u>666</u> | <u>253</u> | <u>919</u> | <u>18,599</u> | <u>19,518</u> |
| Total Expenses | | <u>\$ 6,674,090</u> | <u>\$ 2,532,732</u> | <u>\$ 9,206,822</u> | <u>\$ 1,223,252</u> | <u>\$ 10,430,074</u> |

Brooklyn Laboratory Charter Schools

Uniform Guidance
Schedules and Reports

June 30, 2023

Brooklyn Laboratory Charter Schools

Schedule of Expenditures of Federal Awards Year Ended June 30, 2023

| Federal Grantor/Pass-Through Grantor/ Program or Cluster Title | Federal Assistance Listing Number | Pass-Through Entity Identifying Number | Provided to Subrecipients | Total Federal Expenditures |
|--|---|--|------------------------------|----------------------------------|
| <u>U.S. Department of Education</u> | | | | |
| Pass-Through New York State Education Department: | | | | |
| Title I Grants to Local Educational Agencies | 84.010 | 0021235100 | \$ - | \$ 221,194 |
| Title I Grants to Local Educational Agencies | 84.010 | 0021235475 | - | <u>147,715</u> |
| | | | - | <u>368,909</u> |
| Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants) | 84.367 | 0147235100 | - | 32,080 |
| Supporting Effective Instruction State Grants (Formerly Improving Teacher Quality State Grants) | 84.367 | 0147235475 | - | <u>22,626</u> |
| | | | - | <u>54,706</u> |
| Student Support and Academic Enrichment Program | 84.424 | 0204235100 | - | 16,183 |
| Student Support and Academic Enrichment Program | 84.424 | 0204235475 | - | <u>13,988</u> |
| | | | - | <u>30,171</u> |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II | 84.425W | 5218215100 | - | 22,044 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II | 84.425D | 5891215100 | - | 68,990 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP | 84.425U | 5880215100 | - | 1,700,510 |
| COVID-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP | 84.425U | 5880215475 | - | <u>890,730</u> |
| | | | - | <u>2,682,274</u> |
| Total U.S. Department of Education | | | - | <u>3,136,060</u> |
| <u>Federal Communications Commission</u> | | | | |
| Pass-Through Universal Service Administrative Company: Emergency Connectivity Fund Program | 32.009 | not available | - | <u>26,640</u> |
| <u>Department of Homeland Security</u> | | | | |
| Pass-Through New York State Homeland Security and Emergency Services: Disaster Grants - Public Assistance (Presidentially Declared Disasters) | 97.036 | not available | - | <u>72,000</u> |
| Total Expenditures of Federal Awards | | | <u>\$ -</u> | <u>\$ 3,234,700</u> |

See independent auditors' report and notes to schedule of expenditures of federal awards

Brooklyn Laboratory Charter Schools

Notes to Schedule of Expenditures of Federal Awards
Year Ended June 30, 2023

1. Basis of Presentation

The accompanying schedule of expenditures of federal awards (the "Schedule") includes the federal award activity of Brooklyn Laboratory Charter Schools (the "School"), under programs of the federal government for the year ended June 30, 2023. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the School, it is not intended to and does not present the financial position, changes in net assets or cash flows of the School.

2. Summary of Significant Accounting Policies

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

3. Indirect Cost Rate

The School has elected not to use the 10-percent de minimis indirect cost rate allowed under the Uniform Guidance.

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance With Government Auditing Standards

Independent Auditors' Report

**Board of Trustees
Brooklyn Laboratory Charter Schools**

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Laboratory Charter Schools (the "School") (a nonprofit organization), which comprise the statement of financial position as of June 30, 2023, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2023.

Report on Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses or significant deficiencies may exist that were not identified.

Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the organization's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the organization's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harrison, New York
October 24, 2023

Report on Compliance for Each Major Federal Program and Report on Internal Control Over Compliance Required by the Uniform Guidance

Independent Auditors' Report

**Board of Trustees
Brooklyn Laboratory Charter Schools**

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Brooklyn Laboratory Charter Schools' (the "School") compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of the School's major federal programs for the year ended June 30, 2023. The School's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

In our opinion, the School complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2023.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditors' Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of the School and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of the School's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules, and provisions of contracts or grant agreements applicable to the School's federal programs.

PKF O'CONNOR DAVIES, LLP
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PKF O'Connor Davies, LLP is a member firm of the PKF International Limited network of legally independent firms and does not accept any responsibility or liability for the actions or inactions on the part of any other individual member firm or firms.

Auditors' Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on the School's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about the School's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with generally accepted auditing standards, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the School's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of the School's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the Auditors' Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

[REDACTED]

Harrison, New York
October 24, 2023

Brooklyn Laboratory Charter Schools

Schedule of Findings and Questioned Costs
Year Ended June 30, 2023

Section I - Summary of Auditors' Results

Financial Statements

Type of report the auditor issued on whether the financial statements audited were prepared in accordance with U.S. GAAP: Unmodified

Internal control over financial reporting:
Material weakness(es) identified? _____yes X no
Significant deficiency(ies) identified? _____yes X none reported
Noncompliance material to the financial statements noted? _____yes X no

Federal Awards

Internal control over major federal programs:
Material weakness(es) identified? _____yes X no
Significant deficiency(ies) identified? _____yes X none reported

Type of auditors' report issued on compliance for major federal programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____yes X no

Identification of major federal programs:

| <u>Federal Assistance Listing Number(s)</u> | <u>Name of Federal Program or Cluster</u> |
|---|--|
| 84.425D | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund II |
| 84.425U | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP |
| 84.425W | Covid-19 Education Stabilization Fund/Elementary and Secondary School Emergency Relief Fund ARP HCY II |

Dollar threshold used to distinguish between Type A and Type B programs: \$750,000

Auditee qualified as low-risk auditee? _____yes X no

Section II – Financial Statement Findings

During our audit, we noted no material findings for the year ended June 30, 2023.

Section III – Federal Award Findings and Questioned Costs

During our audit, we noted no material instance of noncompliance and none of the costs tested which were reported in the federal financially assisted programs are questioned or recommended to be disallowed.

Section IV – Prior Year Findings

There were no findings in the prior year.

**Board of Trustees
Brooklyn Laboratory Charter Schools**

Auditors' Communication on Internal Control


In planning and performing our audit of the financial statements of Brooklyn Laboratory Charter Schools (the "School") as of and for the year ended June 30, 2023, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting ("internal control") as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A material weakness is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis.

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be deficiencies, significant deficiencies, or material weaknesses and, therefore, there can be no assurance that all such deficiencies have been identified.

We did not identify any deficiencies in internal control that we consider to be material weaknesses, as defined above.

This communication is intended solely for the information and use of management, Board of Trustees, The State Education Department of the State University of New York, and others within the School, and is not intended to be and should not be used by anyone other than these specified parties.



Harrison, New York
October 24, 2023

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

Name:

Candace Bethea

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

Drooll yn Laboratory | Charter School

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

no

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

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

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

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

No

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

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

No

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

No

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

N/a

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

Yes No

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

Senior manager of special initiatives, Bristol, \$85k/yr, 11/2/21 to 9/23/22, * 0, race from

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---|--|--|--|
| <p><i>Please enter "None" if applicable. Do not leave this space blank.</i></p> | | | |

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

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|--|------------------------------|---|---|---|
| <p style="text-align: center;">None (please do not leave this page blank).</p> | | | | |

Signature: _____ Date: pt. 11/02/22

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

Business Telephone: _____



Business Address:

NIA.

E.-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

last revised 06/8/2020

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

Name: Ryan Carter

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

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

Board Member

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

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

N/A

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

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

N/A

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

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

N/A

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

No

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

N/A

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

 Yes X **No**

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

N/A

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|----------------|---|---|---|
| <i>NONE</i> | | | |

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

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


 Signature _____ Date 9/16/22

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

Business Telephone: [REDACTED]

Business Address: [REDACTED]

E-mail Address: [REDACTED]

Home Telephone: [REDACTED]

Home Address: [REDACTED]

last revised 06/8/2020

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

Name: Ashwini Chhabra

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

BrookJvn Laboratory Charter Schools

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

Member.

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

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

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

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

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

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

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

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

6. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMOff), 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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 | Name of person holding interest or engaging in transaction and relationship to you |
|---------|---|--|--|
| None. | | | |

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

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 | Steps taken to avoid conflict of interest |
|---|------------------------------|---|--|---|
| Mon . | | | | |

[Redacted Signature]

APRIL 19, 2023

Signature

Date

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

Business Telephone: filA

Business Address: tuA

E-mail Address: [Redacted]

Home Telephone: [Redacted]

Home Address: [Redacted]

last revised 06/8/2020

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

Name:

Melisha Jackman

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

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

2. Are you an employee of any school operated by the education corporation?

Yes --'1.LNo

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

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

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

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

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

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5. Are you related, by blood--6r marriage, to ;ff{y person that could otherwise benefit from your participation as a board member of this school?

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

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

Yes No


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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---|--|--|--|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> <i>flu V\Q_</i> | <i>None</i> | <i>None</i> | <i>None</i> |

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

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|--|------------------------------|---|---|---|
| <i>Please write "None" if applicable. Do not leave this space blank.</i> | | | | |
| <i>(uVlt-</i> | <i>NiW,,t,</i> | <i>fJuvJ-</i> | <i>{VUv1)/</i> | <i>/JVV</i> |


 Signature

 Date *0112 022*

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

Business Telephone: _____


Business Address:

_____ [REDACTED]

E-mailAddress:-

Home Telephone:

_____ [REDACTED]

Home Address:

_____ [REDACTED]

last revised 06/8/2020

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

Trustee Name:

Jonathan McIntosh

Name of Charter School Education Corporation:

Brooklyn Laboratory 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.).

Academic Committee 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.

School Director July 2015 - July 2017 -- 148,500

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 |
|--|--|--|--|---|
| Prospect Schools | Sublease of a building (40 Flatbush Extension) | 1 million dollars | Jonathan McIntosh | Did not participate any real estate discussions as a Trustee, recused from the meetings and committee |

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

Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:

Signature **Date** July 20, 2023

Acceptable signature formats include:

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

last revised 04/2022

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

Name:

Melanie Kotler

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

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

None

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

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

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

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

no

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

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

no

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

no

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

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

 Yes **No**

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

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered Yes to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion | Name of person holding interest or engaging in transaction and relationship to you |
|---|--|---|--|
| <i>Please write None if applicable. Do not leave</i> | <i>none</i> | <i>Do not leave</i> | <i>this space blank,</i> |

Business Address:

[REDACTED]

Email Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

last revised 06/8/2020

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

Trustee Name:

Mickey (Martha) Revenaugh

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Chair

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

07/19/23

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Name:

Yasemin Tarakci _____

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

Brooklyn LAB _____

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

Currently: none, proposed: member

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

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

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

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

No

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

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

No

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

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

No

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

X **Yes** **No**

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

I am an employee at Accenture, in a corporate function (Marketing and Communications), started in May 2021 (current base salary \$185,000). It is not a client facing role and I am not involved in any of the client-facing professional services. There are no current apparent conflicts at the school level.

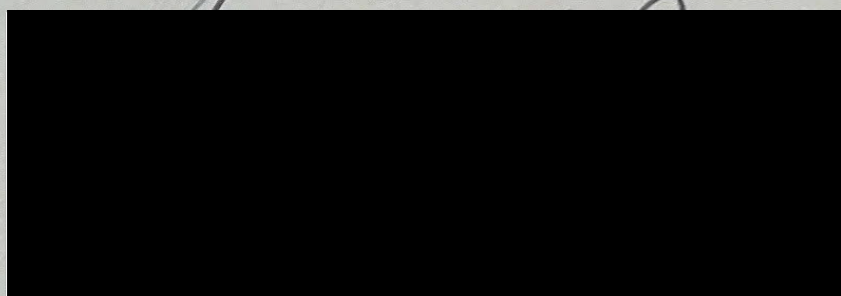
7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

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

| | | | |
|------|--|--|--|
| None | | | |
|------|--|--|--|

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

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



9/3/22

Signature

Date

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

last revised 06/8/2020

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

Name:

TIMOTHY AMSON KAU

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

Charlotte-Mecklenburg Schools Charter School

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

Finance Committee

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

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

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

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

No

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

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

No

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

No

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

8. 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.

7. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six-month period prior to such service. If there has been no such interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-3 above, you need not disclose again your employment status, salary, etc.

| Date(s) | Nature of financial interest/transaction | Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion) | Name of person holding interest or engaging in transaction and relationship to you |
|---------|--|--|--|
| P 5/5 | None | I did not vote or participate in discussion | John Smith, 11k. |

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

| Organization conducting business with the school(s) | Nature of business conducted | Approximate value of the business conducted | Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest | Steps taken to avoid conflict of interest |
|---|------------------------------|---|---|---|
| Please write "None" if applicable. NO | None | None | None | blank. |



Signature

1/29/2023

Date

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

Business Telephone:



Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

last revised 06/812020

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

Trustee Name:

Nadine Augusta

Name of Charter School Education Corporation:

Brooklyn Laboratory 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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

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

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

[REDACTED]

07/27/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Tokumbo Shobowale

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

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

Yes No

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

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

Yes No

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

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

Yes **No**

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

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

Yes **No**

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

-

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

None

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

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

None

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

-

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

DocuSigned by:
[REDACTED]

7-13-2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Adrien Siegfried

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

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.

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

None

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

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

None

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

-

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

Business Telephone:

Business Address:

E-mail Address:

[REDACTED]

Home Telephone:

Home Address:

[REDACTED]

7/15/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Gary Wood

Name of Charter School Education Corporation:

Brooklyn Laboratory Charter Schools

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

Trustee/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 |
|---|------------------------------|---|---|---|
| | | | | |

-

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

Business Telephone:

[REDACTED]

Business Address:

[REDACTED]

E-mail Address:

[REDACTED]

Home Telephone:

[REDACTED]

Home Address:

[REDACTED]

[REDACTED]

7.18.2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Sujata Rajpurohit

Name of Charter School Education Corporation:

Brooklyn Laboratory 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 |
|---|------------------------------|---|---|---|
| | | | | |

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

Business Telephone:

Business Address:

[Redacted]

E-mail Address:

[Redacted]

Home Telephone:

[Redacted]

Home Address:

[Redacted]

[Redacted]

[Redacted]

8/1/2023

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022



BROOKLYN LAB
CHARTER SCHOOL

Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
April 26, 2023

AGENDA

1. Call to Order (Welcome & introductions)
2. Approval of the Agenda
3. Public Comment invitation
4. Approval of the Minutes (March 2023)
5. Board Meeting Calendar
6. Reports
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic-Campus Updates
 - e. Finance
 - f. Real Estate Sub-Committee Report and Resolution
 - g. Development and Nominating
 - h. New Business
7. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:04 PM by Mickey Revenaugh; a quorum was present.

b. Location and Participants

- i. **Board Participants:** Mickey Revenaugh, Tim Kau, Sujata Rajpurohit (online), Yasemin Tarakci, Melisha (Mel) Jackman, Candace Bethea, Nadine Augusta, Melanie Kotler (online), Ryan Carter (online), Jonathan McIntosh
- ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sterling Florant, Shawn Harris, Sabrina Williams, Alex De LaRosa, MaryAnn Reinhart (online), Melissa Poux, Sarah Breslin, Erin Mote (online, public participant), Sabrina Baptiste (online, public participant), Ashwini Chhabra (public participant)

2. Motion to Approve Agenda

- i. Nadine Augusta moved to approve the agenda, and Yasmine Tarakci seconded. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

3. Public Comment Invitation

- i. Erin Mote and Sabrina Baptiste, InnovateEDU
 1. Update on partnership and some developments from InnovateEDU
 2. PPT InnovateEDU shared [linked here](#)

4. Adoption + Approval of March 2023 Minutes

- i. Nadine moved to adopt the minutes from the March 2023 Meeting. Candace seconded. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

5. Board Meeting Calendar

- i. Upcoming meetings: May 24 and June 28
- ii. Proposal to reschedule June 28 meeting due to conflict with graduation
- iii. Resolution:

Whereas, Brooklyn LAB Charter School graduation ceremonies for Academic Year 2022-23 are scheduled for Wednesday, June 28; and

Whereas, all School staff will be involved in graduation activities on June 28, with Board of Trustees members also encouraged to participate; and

Whereas, the current Board Meeting Calendar has the June 2023 Board meeting also scheduled for Wednesday, June 28;



Now, therefore, be it resolved that the Brooklyn LAB Board of Trustees hereby officially reschedules its June 2023 meeting to Tuesday, June 27 at 6pm ET to ensure optimal engagement in both the Board Meeting and graduation festivities by the School's Board and staff.

1. Yasmin Taracki moved to approve the resolution, Candace Bethea seconded the motion. The vote to approve this resolution was unanimous, with zero members opposed and zero members abstaining.

6. Reports

a. Executive Report

- i. Mission
- ii. Strategic Priorities and Standard Operating Objectives
- iii. Inclusion for All Success
- iv. Teach for America Partnership
- v. BKLab in the News
- vi. Q12 Survey Results: Quarter 3

b. Recruitment and Enrollment Update

i. Resolution:

Whereas, Brooklyn LAB Charter School has petitioned NYSED to redistribute grade levels between the two existing charters (Edmund W. Gordon and Brooklyn Lab); and

Whereas, upon the approval of the redistribution of grade levels there will need to be an immediate adjustment to the application and admissions policy of each charter to reflect that change; and

Whereas, the CEO will partner with counsel to revise the application and admissions policies for each charter to align with current published NYSED parameters; and

Whereas, the Board Chair will review the revised policies on behalf of the Board to ensure continued consistency with LAB's mission;

Now, therefore, be it resolved that the Brooklyn LAB Board of Trustees hereby officially approves adjusting the application and admissions policies for each charter upon the approval of the grade redistribution between the charters.

1. Candace Bethea moved to approve the resolution, Yasmin Taracki seconded the motion. The vote to approve this resolution was unanimous, with zero members opposed and zero members abstaining.
- ii. Open House
- iii. Enrollment/Application Progress



- iv. Digital Campaign Update
- c. School Operations
 - i. Updates re:
 - 1. Compliance and oversight
 - 2. Technology/projects
 - 3. Employee capacity & experience
 - 4. COVID Management
 - 5. On the horizon
 - d. Academic-Campus Updates
 - i. Middle School
 - 1. Celebrations + Joy
 - 2. Student Performance
 - 3. Teaching and Learning
 - 4. Culture, Climate & Family Engagement
 - ii. High School
 - 1. Celebrations + Joy
 - 2. Student Performance
 - 3. HS Graduation & Credit Standing
 - 4. College Update
 - 5. Culture, Climate & Family Engagement
 - e. Finance
 - i. Update
 - ii. Budget Timeline
 - iii. Resolution:
 - Whereas**, the Brooklyn LAB Board of Trustees has engaged closely with the School's Finance function to understand with precision both current and prospective budget status; and
 - iv. **Whereas**, the Board Finance Committee supports the exploration of tools and strategies to ensure workable cash-flow management for the School; and
 - v. **Whereas**, the School's primary banking partner, Chase, is willing and able to provide a Line of Credit of up to \$1.5M for the School's immediate use as needed;
 - vi. **Now, therefore, be it resolved** that the Brooklyn LAB Board of Trustees authorizes the School's CEO and Finance staff to secure said Line of Credit from Chase, and for the Board Chair to sign for this Line of Credit, with the understanding that its deployment will be guided by the School's adopted Financial Management policies and subject to detailed oversight by the Board Finance Committee.
 - 1. Yasmin Taracki moved to approve the resolution, Nadine Augusta seconded the resolution. The vote to approve this resolution was unanimous, with zero members opposed and zero members



abstaining.

f. Real Estate Sub-Committee

- i. Update
- ii. We provisionally approved Ralph Rossi's contract as counsel at the March meeting.
 1. Yasemin Taracki moved to affirm the resolution that was passed provisionally at the March meeting and Mel Jackman seconded the affirmation. The vote to approve this resolution was unanimous, with zero members opposed and zero members abstaining.

g. Development and Nominating

- i. Request for recommendations for open roles
- ii. Ashwini Chhabra, April nominees, seating in May 2023, pending NYSED approval
- iii. Resolution:

The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select Ashwini Chhabra as a member to its Board of Trustees, with a term expiring on June 30, 2024 pending approval by NYSED.

 1. Candace Bethea moved to approve the resolution, Nadine Augusta seconded. The vote to approve this resolution was unanimous, with zero members opposed and zero members abstaining.

h. New Business

- i. Proposal for Executive Committee formation (included in our bylaws)
- ii. The Board entertained a motion to develop an Executive Committee
 1. Nadine Augusta moved to approve the motion, Tim Kau seconded the motion. The vote to approve this move was unanimous, with zero members opposed and zero members abstaining.
- iii. The Board entertained a motion to move into executive session to discuss a personnel matter.
 1. Candace Bethea moved to approve the motion, Yasmin Taracki seconded the motion. The vote to approve this move was unanimous, with zero members opposed and zero members abstaining.

7. Adjournment

- I. Jonathan McIntosh moved to adjourn the meeting at 7:41 pm PM, and Mel Jackman seconded the move.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
February 28, 2023

AGENDA

1. Call to order (welcome & introductions)
2. Approval of the agenda
3. Approval of the minutes (January 2023)
4. Board meeting calendar
5. Public comment invitation
6. Resolutions
7. Reports
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic Campus Updates
 - e. Finance
 - f. Development and Nominating

8. Adjournment

9.

1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:16 PM by Mickey Revenaugh in the presence of a quorum.

b. Location and Participants

- i. **Board Participants:** Mickey Revenaugh, Jon McIntosh, Sujata Rajpurohit, Ryan Carter, Melanie Kotler, Yasemin Taracki, Melisha (Mel) Jackman, Tim Kau, Candace Bethea
- ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sterling Florant, Shawn Harris, Sabrina Williams, Alex De LaRosa, MaryAnn Reinhart, Melissa Poux

2. Motion to Approve Agenda

- i. Jonathan McIntosh moved to approve the agenda, and Yasemin Taracki seconded. The motion was approved unanimously.

3. Adoption + Approval of January 2023 Minutes

- i. Mel Jackman moved to adopt the minutes from the January 2023 Meeting. Yasemine Taracki seconded. The motion was otherwise approved.



- ii. The board reviewed and approved the minutes from the January 2023 board meeting.

4. Reports

- a. Executive Report
- b. Enrollment Update and Discussion
- c. School Operations
- d. Academic Campus Updates
- e. Finance
- f. Development and Nominating

Adjournment

- I. Yasemin Taracki moved to adjourn the meeting at 7:24 PM, and Jonathan McIntosh seconded.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
January 23, 2023

AGENDA

1. Call to order (Welcome & Introductions)
2. Approval of the agenda
3. Approval of the minutes (December 2022)
4. Board meeting calendar
5. Public comment invitation
6. Resolutions
7. Reports
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic Campus Updates
 - e. Finance
 - f. Development and Nominating
8. Adjournment
- 9.
1. **Call to Order**
 - a. **Agenda and Timing**
 - i. The meeting was called to order at 6:05 PM by Mickey Revenaugh in the presence of a quorum.
 - b. **Location and Participants**
 - i. **Board Participants:** Mickey Revenaugh, Nadine Augusta, Melisha (Mel) Jackman, Candace Bethea, Ryan Carter, Jon McIntosh, Yasemin Taracki, Melanie Kotler
 - ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sterling Florant, Jonathan Flynn, Sabrina Williams, Alex De LaRosa,
2. **Motion to Approve Agenda**
 - i. Mel Jackman moved to approve the agenda, and Yasemin Taracki seconded. The motion was otherwise approved unanimously.
3. **Adoption + Approval of December 2022 Minutes**
 - i. Yasemin Taracki moved to adopt the minutes from the December 2022 Meeting. Mel Jackman seconded. The motion was otherwise approved.



- ii. The board reviewed and approved the minutes from the December 2022 board meeting.

1. RESOLUTIONS - Approval of Board of Trustees Nominees

- i. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Tim Kau** as a member to its Board of Trustees, with a term expiring on January 31, 2024, pending approval by NYSED.
- ii. The resolution approving Tim Kau adopted upon NYSED's approval.
- iii. Melanie Kotler moved to approve the resolution, and Mel Jackman seconded. The motion was otherwise approved unanimously.

4. Reports

- a. Executive Report
- b. Enrollment Update and Discussion
- c. School Operations
- d. Academic Campus Updates
- e. Finance
- f. Development and Nominating

Adjournment

- I. Yasemin Taracki moved to adjourn the meeting at 7:20 PM, and Ryan Carter seconded.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
August 24, 2022

AGENDA

1. Call to order (welcome & introductions)
2. Approval of the agenda
3. Approval of the minutes (July 2022)
4. Resolutions
5. Reports
 - a. Executive Report
 - b. Academics
 - c. Finance
 - d. Compliance and oversight
 - e. Development and nominating
6. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at **6:03** pm by Mickey Revenaugh in the presence of a quorum.

b. Location and Participants

- i. Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
- ii. Authorization for remote public meetings was extended to 8/13/22 (notice available [here](#)). Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings, and the proceedings are recorded and later transcribed.
- iii. **Remote Board Participants:** Sujata Rajpurohit, Gary Wood, Jonathan McIntosh, Nadine Augusta,
- iv. **In-Person Board Participants:** Mickey Revenaugh
- v. **Other Remote Participants:** Maryann Reinhart
- vi. **In-Person Participants:** Jacob Xavier, Garland Thomas-McDavid, Charles Jones, Chris Padmore, Sterling Florant, Jonathan Flynn

2. Motion to Approve Agenda

- i. Nadine moved to approve the agenda, and Jon seconded. The motion was otherwise approved unanimously.

3. Adoption + Approval of June 2022 Minutes

- i. **Jon** moved to adopt the minutes from the July 2022 Meeting. **Gary** seconded. The motion was otherwise approved.
- ii. The board reviewed and approved the minutes from the July 2022 board meeting.

4. Resolutions

a. Resolution: Approval of District-Wide Safety Plan submission

- i. **Whereas** the School's plan outlines our procedures for responding to medical emergencies, acts of violence, or criminal behavior that could affect the health and safety of scholars, including emergency parent notification procedures,
- ii. **Therefore**, the Board approved the submission of the District Wide Safety Plan, as finalized by staff, by September 1, 2022
- iii. **Gary** moved to approve the resolution, and Nadine seconded. The motion was otherwise approved unanimously.

5. Reports

i. Executive Report

ii. CEO Strategic Direction

1. On the page!!

- a. Gratitude early wins
- b. Org structure
- c. Student recruitment and enrollment
- d. Coming up: site visit Sept-Dec (meeting with liaison on Friday)



2. HR/People Updates

- a. Realigning handbooks
- b. Bonusly
- c. Stay bonus conversion
- d. Gallup Q12 quarterly survey
- e. Employee navigator
- f. New DEI policy
- g. DASA training and onboarding compliance
- h. Sexual harassment reporting

iii. Academic Report

1. High School Graduation Rate Update

- a. Class of 2020: CSD 13 and NYS data presented for additional data points.
- b. Class of 2021: First graduating class for LAB. Actual data as available on data.nysed.gov
- c. Class of 2022: Anticipated data for LAB. No comparable data is available yet.

2. Credit, Grading, and Promotion Repair

3. Summer Learning Academy Wrap-Up: High School

- a. In June 2022, the high school team worked to conduct a manual audit of all current scholars and their credits.
- b. A “manual audit” means they they tracked down credits that were verifiable with some kind of digital/hard copy paper trail
- c. The June 2022 Credit Audit revealed that the scholars who were in grades 9-11 during the ‘21-’22 school year were missing 2000.5 credits.
- d. This means that scholars had not earned these credits in any way that could be verified
- e. During Summer Learning Academy, teachers supported 124 scholars in earning 359 credits
- f. SLA is directly responsible for a 18% decrease in the identified 2000.5 credit deficit; the total number of missing credits at the end of SLA was 1,641.5.
- g. Additionally, the Summer Learning Academy team was able to find an additional 237 credits in the Edgenuity platform that had not been properly tracked and awarded to scholars.
- h. → Total number of credits recovered this summer: 596



credits (30% decrease)

- i. → Number of credits left for recuperation: 1,404.5 credits

4. SPED Re-Alignment

iv. Finance Report

1. NYSED Charter School Performance Framework

2. General Updates

- a. FY22 Audit underway
- b. FY22 and FY23 will call for a single audit (\$750,000 or more in federal funds in one year)
- c. Added transparency and frequency of communication to department heads re: budget to actual spend
- d. Monthly financial forecast underway
- e. Credit card application under review
- f. Expense tracking software (Expensify, etc.)
- g. Summer Rise - Payment for 50% of the approved budget has been processed

3. Annual Report

- a. The Annual Report for each charter was submitted on August 1, 2022. Financial deliverables and Progress Towards Goals are due on November 1, 2022.

4. EWGBLCS Renewal Application Timeline

- a. High-Level Timeline
 - i. August 16th: Application submitted
 - ii. October 3rd: Benchmark 1 narrative due at 5:00 PM EST

5. ATS Enrollment: 2022-2023 School Year

- a. Enrollment
 - i. MS: 209 scholars
 - ii. HS: 495 scholars
- b. Recruitment Activity
 - i. MTA Train & Bus Ads:
 - 1. Currently running
 - ii. Radio Ads:
 - 1. Currently running
 - 2. 112,579 impressions as of 8/11
 - iii. Scholar Referral Incentives:
 - 1. 11 scholars have been referred
 - iv. Direct Mail Initiative:
 - 1. 55,405 postcards mailed
 - 2. 17,745 emails sent



3. 12,170 text sent
- v. Canvassing:
 1. 53 shifts completed (1 shift = 5 hrs)
 2. 229 leads generated
- c. Recruitment
 - i. 67 applications received since August 1st
 - ii. 50% more than July

I. Development and Nominating Committee

6.

Prospective Board Members

- a. Dr Yasemin Tarakci, B2B Client Marketing Analytics and Business Insights Lead @ Accenture
 - i. Dr. Tarakci has over 15 years' experience in developing and implementing analytics-based initiatives that drive client profitability. This includes performance based predictive models, segmentation modeling and strategies, and developing marketing strategies for clients. Dr. Tarakci has her PhD in decision science modeling, holds MS in Statistics and an MBA from University of Chicago. She is passionate about education and her passion strongly aligns to Brooklyn Lab's mission, purpose, and population.
- b. Ryan M. Carter, Vice President, Business Development, BluePrints to Black Wealth at Prudential
 - i. Mr. Carter has 10 years' experience in public finance and investment banking, focusing on Public Capital Market financing for Community Development, public housing and charter schools. Mr. Carter is passionate about leveraging his expertise and all private sector tools to uplift marginalized communities. He is passionate about education and mentoring the younger generation. He has an affinity to charter schools and was first introduced to Brooklyn Lab through his work financing charter schools.

6. Adjournment

- I. Nadine moved to adjourn the meeting at 7:05 PM, and Sujata seconded. The Board moved to Executive Session.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
December 14th, 2022

AGENDA

1. Call to order (welcome & introductions)
2. Approval of the agenda
3. Approval of the minutes (November 2022)
4. Board meeting calendar
5. Public comment invitation
6. Resolutions
7. Reports
 - a. Executive Report
 - b. Enrollment Update and Discussion
 - c. School Operations
 - d. Academic Campus Updates
 - e. Finance
 - f. Development and Nominating
8. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:06 pm ET by Mickey Revenaugh in the presence of a quorum.

b. Location and Participants

- i. **Board Participants:** Sujata Rajpurohit, Mickey Revenaugh, Nadine Augusta, Eldridge Gilbert, Melisha (Mel) Jackman, Candace Bethea, Ryan Carter, Jon McIntosh
- ii. **Other Participants:** Maryann Reinhart, Garland Thomas-McDavid, Charles Jones, Sterling Florant, Jonathan Flynn, Sabrina Williams, Alex De LaRosa,

2. Motion to Approve Agenda

- i. **Jon** moved to approve the agenda, and **Eldridge** seconded. The motion was otherwise approved unanimously.

3. Adoption + Approval of November 2022 Minutes

- i. **Jon** moved to adopt the minutes from the November 2022 Meeting. seconded. The motion was otherwise approved.
- ii. The board reviewed and approved the minutes from the November 2022 board meeting.

1. Resolutions

a . Resolution: CHARTER AGREEMENT MODIFICATION

- i. **WHEREAS**, the Board of Regents of the State of New York (“the Regents”), as authorizer of charter schools, has granted new authority to the New York State Education Department (NYSED) to approve enrollment changes in its authorized charter schools without those schools having to seek a formal material or non-material revision to their charters; and
- ii. **WHEREAS**, the Board of Trustees of Brooklyn Laboratory Charter Schools (the “Board”) may wish to avail itself of this new NYSED authority on behalf of Brooklyn Laboratory Charter School and Edmund W Gordon BLCS (together, the “Schools”);
- iii. **NOW, THEREFORE, BE IT RESOLVED** that the Board hereby approves modification of its Charter Agreements for the Schools to include the language prescribed by NYSED to access this authority; and
- iv. **BE IT FURTHER RESOLVED** that the Board authorizes its Chair to communicate to NYSED the Chair’s consent to this modification of the Charter Agreement on behalf of the full Board and that such consent is granted with knowledge and approval of the Board.



- v. **Eldridge** moved to approve the resolution, and **Jon** seconded. The motion
v

4. Reports

- a. Executive Report
- b. Enrollment Update and Discussion
- c. School Operations
- d. Academic Campus Updates
- e. Finance
- f. Development and Nominating

Adjournment

- I. **Eldridge** moved to adjourn the meeting at 7:39 PM, and **Jon** seconded.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
July 27, 2022

AGENDA

1. Call to order (welcome & introductions)
2. Approval of the agenda
3. Approval of the minutes (June 2022)
4. Resolutions
5. Public comment
6. Reports
 - a. Executive
 - b. Academic
 - c. Finance
 - d. Compliance and Oversight
 - e. Development and Nominating
7. Old business
8. New business
9. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at **6:04** pm by Mickey Revenaugh in the presence of a quorum.

b. Location and Participants

- i. Due to the COVID-19 Pandemic, this Board Meeting is being held via Zoom.
- ii. Authorization for remote public meetings was extended to 8/13/22 (notice available [here](#)). Governor Hochul signed legislation that allows public meetings to be conducted via conference call or similar means provided the public can view or listen to the proceedings and the proceedings are recorded and later transcribed.
- iii. **Remote Board Participants:** Sujata Rajpurohit, Gary Wood, Eldridge Gilbert III, Jonathan McIntosh, Nadine Augusta, Adrien Siegfried
- iv. **In-Person Board Participants:** Mickey Revenaugh
- v. **Other Remote Participants:** Nicholas Fiori, Maryann Reinhart, Katie Senft, Charles Jones, Melissa Poux,
- vi. **In-Person Participants:** Jacob Xavier, Garland Thomas-McDavid, Alex De La Rosa, Chris Padmore, Sterling Florant, Jonathan Flynn, Vy Thuy

2. Motion to Approve Agenda

- i. Nadine moved to approve the agenda and Gary seconded. The motion was otherwise approved unanimously.

3. Adoption + Approval of June 2022 Minutes

- i. **Nadine** moved to adopt the minutes from the June 2022 Meeting. **Sujata** seconded. The motion was otherwise approved.
- ii. The minutes from the June board meeting were reviewed and approved by the board, but Adrien abstained
- iii. **Adrien** moved to adopt the minutes from the June 14th Special Board Meeting 2022. **Gary** seconded. The motion was otherwise approved unanimously.
- iv. The minutes from the June 14th Special Board were reviewed and approved by the board.

4. Resolutions

a. 1- Resolution: Update to Payroll Payment Schedule

- i. **Whereas** the School's semi-monthly payroll payment schedule is on a two-week lag;
Whereas, new employees receive their first payment a month into their employment at LAB;
Whereas, the School received feedback during the onboarding process and identified this change as an important action item to improve employee experience and alignment to competitors in the sector;
Therefore, the Board approves an updated payroll payment schedule to reflect same-period payments.
- ii. **Gary** moved to approve the resolution, and Nadine seconded. The motion was otherwise approved unanimously.

b. 2- Resolution: Support of FY 21-22 Audit



- i. **Whereas**, the annual audit of the Brooklyn Laboratory Charter Schools (“the School”) financials for the Fiscal Year ending June 30, 2022, is now underway and will conclude in November 2022;
Whereas, School CFO Sheryl Gomez had direct involvement in, oversight of and accountability for the FY 21-22 financials;
Whereas, while Ms. Gomez may be planning a transition away from her day-to-day role in school operations by the end of Summer 2022, she has nonetheless expressed willingness to actively support the FY 21-22 Audit process;
Therefore, the Board officially and gratefully requests Sheryl Gomez to support the FY 21-22 Audit through completion of the process in November, regardless of any position she may otherwise hold on the school staff during this time.
- ii. **Adrian** moved to approve the resolution, and **Sujata** seconded. The motion was otherwise approved unanimously.

c. 3- Review and Approval of SY 22-23 Calendar

- i. **Link to final 22-23 calendar:**

https://docs.google.com/spreadsheets/d/1sAXNTTuyqIUdBFtywVOQowhiA0cW3ophkeMIL_wSOVg/

Top three changes:

1. **Religious holidays:** Added some not offered before: Rosh Hashanah (2), Yom Kippur (1), and Eid al-Fitr (1). These are holidays on the NYC DOE calendar.
2. Prep Academy was for a week; now it is two days.
3. Data days (2) have been removed; will incorporate into regular PD sessions

The total number of instructional days has changed from 187 days to 185 days.

- ii. **Nadine** moved to approve the resolution, and **Sujata** seconded. The motion was otherwise approved unanimously.

5. Reports

- i. **Executive Report**
- ii. **CEO Strategic Direction**
 1. **Clear direction and priorities**
 - a. Right leaders on the bus, right seats
 - b. Shared vision and leadership
 - c. Strategic clarity
 - d. Employee involvement (+ responsiveness)
 2. **Restore culture of innovation and learning**
 - a. B-Lab design and models with fidelity
 - b. Innovation (top down & bottom up)
 - c. Knowledge sharing
 3. **Leadership development and empowerment**
 - a. Cohesion and collaboration



- b. Self awareness and self leadership
 - c. Situational leadership (management)
 - 4. **Clear, fair, and consistent human systems**
 - a. Prioritize, plan, and invest people
 - b. Accountability
 - c. Strengthen systems performance, financial, operational,
 - 5. **External Affairs**
 - a. Promote brand and narrative (impact)
 - b. Engage and retain critical friends/partnerships
 - c. Attract and retain top talent
 - d. Customer/client focus, student recruitment, and retention
 - e. Audits, re-authorization
 - 6. **Strategic Discipline & Focus**
 - iii. **Academic Report**
 - 1. **High School Graduation Rate Update**
 - a. **2021-2022 School Year**
 - i. 96 Seniors total
 - ii. 65 graduated in June
 - iii. 14 on track for August graduation
 - iv. 79 total: 83% graduation rate
 - 2. **Credit, Grading, and Promotion Repair**
 - 3. **Summer Learning Academy Updates: High School**
 - 4. **SPED Re-Alignment**
 - iv. **Finance Report**
 - 1. NYSED Charter School Performance Framework
 - 2. Benchmark 9: Enrollment, Recruitment, and Retention
 - 3. SY 22-23 ATS Projected Enrollment
 - 4. SY 22-23 Budgeted Enrollment Goals
 - 5. SY 22-23: Remaining Offers
 - 6. Recruitment Initiatives
 - 7. New York State Funding Streams
 - 8. Payments - Annual Cycle
 - 9. Summer Boost NYC Program
 - 10. XQ Grant Unrestricted Funds
 - 11. Loan Repayment
 - v. **Compliance and Oversight Report**
 - 1. **BLCS and EWGBLCS Annual Reports**
 - 2. **EWGBLCS Renewal Application Timeline**
 - vi. **Development and Nominating Report**
 - 1. Board Recruitment Next Steps
- 6. **Adjournment**



- I. Gary moved to adjourn the meeting at 7:30 PM and Jon seconded. The Board moved to Executive Session.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
November 30, 2022

AGENDA

1. Call to order (welcome & introductions)
2. Approval of the agenda
3. Approval of the minutes (September 2022)
4. Approval of the minutes (October 2022)
5. Board meeting calendar
6. Public comment invitation
7. Special Acknowledgement and Thanks
8. Resolutions
9. Reports
 - a. Executive Report
 - b. Enrollment Update and Discussion
 - c. School Operations
 - d. Academic Campus Updates
 - e. Finance
 - f. Development and Nominating
10. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:06 pm ET by Mickey Revenaugh in the presence of a quorum.

b. Location and Participants

- i. **Board Participants:** Sujata Rajpurohit, Mickey Revenaugh, Nadine Augusta, Eldridge Gilbert, Melisha (Mel) Jackman, Candace Bethea, Yasemin Tarakci, Ryan Carter
- ii. **Other Participants:** Maryann Reinhart, Garland Thomas-McDavid, Charles Jones, Sterling Florant, Jonathan Flynn, Sheryl Gomez, Melissa Poux, Sabrina Williams, Alex De LaRosa, Melanie Kotler,

2. Motion to Approve Agenda

- i. **Nadine** moved to approve the agenda, and **Eldridge** seconded. The motion was otherwise approved unanimously.

3. Adoption + Approval of September 2022 Minutes

- i. **Eldridge** moved to adopt the minutes from the September 2022 Meeting. **Nadine** seconded. The motion was otherwise approved.
- ii. The board reviewed and approved the minutes from the September 2022 board meeting.

4. Adoption + Approval of October 2022 Minutes

- i. **Eldridge** moved to adopt the minutes from the October 2022 Meeting. **Nadine** seconded. The motion was otherwise approved.
- ii. The board reviewed and approved the minutes from the September 2022 board meeting.

1. Resolutions

a. Resolution: Charter Revision Request: Diploma Options

- i. **WHEREAS**, the Board of Trustees of Brooklyn Laboratory Charter Schools (the “Board”) wishes to submit a Charter Revision Request (the “Revision Request”) for Brooklyn Laboratory Charter School (the “School”) to its charter entity, the Board of Regents of the State of New York (the “Board of Regents”), in substantially the form presented to the Board and attached hereto as Exhibit A; and
- ii. **WHEREAS**, the Board believes that expanding the diploma options available to the School’s students to include the Regents Diploma, Advanced Regents Diploma and a Local Diploma, along with the existing “Brooklyn Lab High School Diploma,” is in the best interests of the School, its current scholars, their families, and the surrounding community.
- iii. **NOW, THEREFORE, BE IT RESOLVED** that the Revision Request described above, having been reviewed by the Board, is hereby adopted and approved; and



- iv. **BE IT FURTHER RESOLVED** that the Board hereby approves the submission of the Revision Request described above to NYSED CSO on behalf of the Board of Regents and/or to the Board of Regents; and
- v. **BE IT FURTHER RESOLVED** that the officers and trustees of the Board be, and each of them hereby is, individually or together, authorized and directed, in the name and on behalf of Brooklyn Laboratory Charter Schools, to do all such things and take all such acts and to expend such fees for and on behalf of Brooklyn Laboratory Charter Schools 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 Revision Requests, to the Board of Regents, in substantially the forms presented to the Board, along with any other documents in connection with the Revision Request as may be required by the Charter School Office of the New York State Education Department, with such changes or amendments thereto as such officer or trustee deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by such officer or trustee; and
- vi. **BE IT FURTHER RESOLVED** that all actions of any kind heretofore or hereafter taken by any trustee or officer of Brooklyn Laboratory Charter Schools, member of School leadership, or any appointed or authorized person or persons authorized to act on behalf of Brooklyn Laboratory Charter Schools 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.
- vii. **Eldridge** moved to approve the resolution and **Nadine** seconded. The motion was otherwise approved unanimously.

b . Resolution: Charter Revision Request: Organizational Chart

- i. **WHEREAS**, the Board of Trustees of Brooklyn Laboratory Charter Schools (the “Board”) wishes to submit a Charter Revision Request (the “Revision Request”) for Brooklyn Laboratory Charter School and Edmund W Gordon BLCS (together, the “Schools”) to their charter entity, the Board of Regents of the State of New York (the “Board of Regents”), in substantially the form presented to the Board and attached hereto as Exhibit B; and
- ii. **WHEREAS**, the Board believes that the Schools’ proposed organizational structure, as represented by the revised organizational chart, will provide more distributed leadership and ensure appropriately named leadership roles that appropriately reflect the day-to-day operations of the Schools, and that this revision is in the best interests of the School, its current scholars, their



families, and the surrounding community.

- iii. **NOW, THEREFORE, BE IT RESOLVED**, that the Revision Request described above, having been reviewed by the Board, is hereby adopted and approved; and
- iv. **BE IT FURTHER RESOLVED**, that the Board hereby approves the submission of the Revision Request described above to NYSED CSO on behalf of the Board of Regents, and/or to the Board of Regents; and
- v. **BE IT FURTHER RESOLVED**, that that the officers and trustees of the Board be, and each of them hereby is, individually or together, authorized and directed, in the name and on behalf of the Schools, to do all such things and take all such acts and to expend such fees for and on behalf of the Schools 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 Revision Requests, to the Board of Regents, in substantially the forms presented to the Board, along with any other documents in connection with the Revision Request as may be required by the Charter School Office of the New York State Education Department, with such changes or amendments thereto as such officer or trustee deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by such officer or trustee; and
- vi. **BE IT FURTHER RESOLVED**, that all actions of any kind heretofore or hereafter taken by any trustee or officer of the Board, member of School leadership, or any appointed or authorized person or persons authorized to act on behalf of the Schools 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

vii. **Nadine** moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

c Resolution: Charter Revision Request: Reassigning Charters By Grade Level

- i. **WHEREAS**, the Board of Trustees of Brooklyn Laboratory Charter Schools (the “Board”) wishes to submit a Charter Revision Request (the “Revision Request”) for Brooklyn Laboratory Charter School and Edmund W Gordon BLCS (together, the “Schools”) to their charter entity, the Board of Regents of the State of New York (the “Board of Regents”), in substantially the form presented to the Board and attached hereto as Exhibit C; and



- ii. **WHEREAS**, the Board currently holds two charters operating on one shared campus – the Brooklyn Laboratory Charter School and the Edmund W. Gordon Brooklyn Laboratory Charter School – both of which serve grades 6-12 and run concurrently, resulting in lack of clarity among scholars, families and staff regarding the two charters, and complicating Board oversight of each charter; and
- iii. **WHEREAS**, the Board believes that reassigning the current charters to serve separate grade levels – specifically, reassigning Edmund W. Gordon Brooklyn Laboratory Charter School to serve grades 6-8 and reassigning Brooklyn Laboratory Charter School to serve grades 9-12 – will be in the best interests of the Schools, their current scholars, their families, and the surrounding community;
- iv. **NOW, THEREFORE, BE IT RESOLVED**, that the Revision Request described above, having been reviewed by the Board, is hereby adopted and approved; and
- v. **BE IT FURTHER RESOLVED**, that the Board hereby approves the submission of the Revision Request described above to NYSED CSO on behalf of the Board of Regents, and/or to the Board of Regents; and
- vi. **BE IT FURTHER RESOLVED**, that that the officers and trustees of the Board be, and each of them hereby is, individually or together, authorized and directed, in the name and on behalf of the Schools, to do all such things and take all such acts and to expend such fees for and on behalf of the Schools 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 Revision Requests, to the Board of Regents, in substantially the forms presented to the Board, along with any other documents in connection with the Revision Request as may be required by the Charter School Office of the New York State Education Department, with such changes or amendments thereto as such officer or trustee deems necessary or appropriate, with such approval to be conclusively evidenced by the execution and delivery thereof by such officer or trustee; and
- vi. **BE IT FURTHER RESOLVED**, that all actions of any kind heretofore or hereafter taken by any trustee or officer of the Board, member of School leadership, or any appointed or authorized person or persons authorized to act on behalf of the Schools 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.

- vii. **Yasmine** moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

d . Resolution: Approval of Board of Trustees Nominees

- i **The Brooklyn Laboratory Charter Schools Board of Trustees**, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Melanie Kotler** as a member to its Board of Trustees, with a term expiring on **June 30, 2023**, pending approval by NYSED. The resolution approving **Melanie Kotler** adopted upon NYSED's approval.
- ii. **Nadine** moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

e . Resolution: Review of Student Code of Conduct

- i Minor updates of previously approved SCC, emailed to the Board the week of 11/21.
- ii. **Mel** moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

5. Reports

- a. Executive Report
- b. Enrollment Update and Discussion
- c. School Operations
- d. Academic Campus Updates
- e. Finance
- f. Development and Nominating

Adjournment

- I. **Eldridge** moved to adjourn the meeting at 7:39 PM, and **Nadine** seconded.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
March 22, 2023

AGENDA*

1. Call to Order (Welcome & introductions)
2. Approval of the Agenda
3. Approval of the Minutes (February 2023)
4. Board Meeting Calendar
5. Public Comment invitation
6. Reports
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic-Campus Updates
 - e. Finance
 - f. Real Estate Sub-Committee Report and Resolution
 - g. Development and Nominating
 - h. New Business
7. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:04 PM **PM** by **Mickey Revenaugh**; a quorum was not present.

b. Location and Participants

- i. **Board Participants:** Mickey Revenaugh, Tim Kau, Sujata Rajpurohit (online), Ryan Carter (online), Yasemin Tarakci (online), Melisha (Mel) Jackman, Candace Bethea, Nadine Augusta (online)
- ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sterling Florant, Shawn Harris, Sabrina Williams, Alex De LaRosa, MaryAnn Reinhart, Melissa Poux

2. Motion to Approve Minutes

- i. **Mel Jackman** moved to approve the agenda, and **Candace Bethea** seconded. The motion was otherwise approved unanimously.

3. Adoption + Approval of February 2023 Minutes

- i. **Candace Bethea** moved to adopt the minutes from the February 2023 Meeting. **Mel Jackman** seconded. The motion was otherwise approved.
- ii. The board reviewed and approved the minutes from the February 2023 board meeting.

4. Board Meeting Calendar

5. Public Comment Invitation

6. Reports

- a. Executive Report
 - i. Community Joy
 - ii. Student Recruitment
- b. Enrollment Update
 - i. We have sourced 75 new applications in three weeks
- c. School Operations
 - i. Updates re:
 1. Compliance and oversight
 2. Technology/projects
 3. Employee capacity & experience
 4. COVID Management
 5. On the horizon
- d. Academic-Campus Updates
 - i. Middle School



1. Celebrations + Joy: Basketball championship and pep rally
 2. Student Performance: Sharing data from recent quarterly assessments
 3. Teaching and Learning: Test prep launched with daily data analysis for teachers broken out by standard, class, teacher and individual.
 4. Culture, Climate & Family Engagement: responses and supports for climate during test prep at the middle school
- ii. High School
 1. Student Performance: Sharing data from recent SAT aligned assessments
 2. Celebrations + Joy: Growth from IA 2→ IA 3
 3. HS Graduation & Credit Standing
 4. College Update
 5. Culture, Climate & Family Engagement
- e. Finance
 - i. Update
 - f. Real Estate Sub-Committee Report and Resolution
 - i. Resolution:

Whereas, the Real Estate Sub-Committee is committed to clarifying/adjusting the role of Friends of Brooklyn Lab (FOBL) regarding the 77 Sands Street facility, lease assistance payments, loan management and related issues, with the goal of maximizing benefit to LAB and its scholars; and
 - ii. **Whereas**, the Sub-Committee’s work would benefit greatly from the support of outside counsel, managed cost-effectively, to aid in discovery/guidance on FOBL relationship;and
 - iii. **Whereas**, Ralph Rossi of Couch White LLP has extensive experience in these matters as former counsel for the SUNY Charter Schools Institute, and is willing to assist the LAB Real Estate Sub-Committee in its work;
 - iv. **Therefore, Be It Resolved** that the LAB Board authorizes the Board Chair to execute an engagement with Ralph Rossi/Couch White LLP for an initial retainer of \$2,500, with careful management of hourly costs and a detailed report back from the Real Estate Sub-Committee in future meetings about progress against its objectives in this area.
 - v. Candace made a movement to approve resolution and Tim seconded
 - vi All in favor, no opposed, no abstentions
 - g. Development and Nominating
 - i. Request for recommendations for open roles
 - h. New Business

7. Adjournment

- I. **Candace Bethea** moved to adjourn the meeting at 7:14 pm **PM**, and **Mel Jackman** seconded.

**There was not a quorum present for the March meeting. The board voted on presented items where necessary and will ratify at the April board meeting.*



BROOKLYN LAB
CHARTER SCHOOL

Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
May 24, 2023

AGENDA

1. Call to Order (Welcome & introductions)
2. Approval of the Agenda
3. Approval of the Minutes (April 2023)
4. Board Meeting Calendar
5. Public Comment invitation
6. Reports and Resolutions
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic-Campus Updates
 - e. Finance
 - f. Real Estate Sub-Committee
 - g. Development and Nominating
7. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:02 PM by Mickey Revenaugh; a quorum was present.

b. Location and Participants

- i. **Board Participants:** Mickey Revenaugh, Tim Kau, Melisha (Mel) Jackman, Nadine Augusta, Melanie Kotler, Ryan Carter, Jonathan McIntosh, Yasemin Tarakci (online), Sujata Rajpurohit (online)
- ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sterling Florant, Shawn Harris, Sabrina Williams, Alex De LaRosa, MaryAnn Reinhart (online), Melissa Poux, Sarah Breslin, Ashwini Chhabra (public participant)

2. Motion to Approve Agenda

- i. Nadine Augusta moved to approve the agenda, and Tim Kau seconded. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

3. Adoption + Approval of April 2023 Minutes

- i. Mel Jackman moved to adopt the minutes from the April 2023 meeting, Jonathan McIntosh seconded. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

4. Board Meeting Calendar

- i. Upcoming meetings: June 27, 2023

5. Public Comment Invitation

- i. No members of the public wished to comment.

6. Reports

a. Executive Report

- i. Mission
- ii. Live the Lab: Strategic Operating Objectives
- iii. Compliance Upgrades at Lab
- iv. BKLab in the News
- v. BKLab Accolades
- vi. Potential Board Meeting Dates
 1. The board will vote on dates for the 23-24 board meetings at the June 27, 2023 board meeting.
- vii. 23-24 Offer Deadline
- viii. Quarter 3 Employee Engagement Data Summary



- ix. Flowers from the Community
- b. Recruitment and Enrollment Update
 - i. Strategic Priorities
 - ii. Enrollment/Application Progress
 - iii. Digital Campaign Update
 - iv. 23-24 Enrollment Progress to Goal

c. School Operations

- i. May Updates re:
 - 1. Compliance and oversight
 - 2. Technology/projects
 - 3. Employee capacity & experience
 - 4. COVID Management
 - 5. On the horizon
- ii. Adjusting Staff Attendance Policy

1. Resolution:

Whereas, Brooklyn LAB Charter School has decided to update their staff member arrival policy to update the staff arrival policy for purposes of clarity and equity; and

Whereas, all School staff have been notified of this adjustment; and

Whereas, the leadership would like to ensure that this change carries over into the 23-24 school year and is incorporated into the Employee Handbook in perpetuity;

Now, therefore, be it resolved that the Brooklyn LAB staff arrival policy has eliminated the 15 minute grace period and commit to a clear and consistent start time for all school based staff members.

- a. **Vote:** Melanie Kotler motioned for a vote, Nadine Augusta seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

- iii. Capacity for Sands Street
- iv. 23-24 School Calendar

1. Resolution:

Whereas, Brooklyn LAB Charter School has designed their 2023-2024 school year calendar to ensure the best experience for all members of our community, as well as maximize opportunities for scholar learning; and

Whereas, all opportunities to align with the NYCDOE calendar will



be implemented; and

Whereas, we want to communicate the calendar to everyone in our community as early as possible to promote strong attendance;

Now, therefore, be it resolved that the Brooklyn Laboratory Charter School 23-24 school calendar has been formally adopted substantially as presented and will be shared with the community at large.

- a. **Vote:** Mel Jackman moved to approve the calendar, Nadine Augusta seconded the vote .The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

d. Academic-Campus Updates

- i. Middle School
 1. Celebrations + Joy
 2. Student Performance
 3. Teaching and Learning
 4. Culture, Climate & Family Engagement
- ii. High School
 1. Student Performance
 2. Celebrations + Joy
 3. HS Graduation & Credit Standing
 4. College Update
 5. Culture, Climate & Family Engagement

e. Finance

- i. April Finance Report
- ii. ESSER ARP Budget Amendment
- iii. Budget Update
 1. **Resolution:**

Whereas, Brooklyn Laboratory Charter School has prepared a budget for the 23-24 school year; and

Whereas, with the impending close of the 2022-23 Fiscal Year (FY23) approaching as of June 30, 2023, spending for the upcoming school year must soon commence; and

Whereas, the budget has been designed to redistribute funding with the awareness of additional public funding previously assigned for COVID relief has been pulled; and

Whereas, the Brooklyn Lab CEO and partners have taken great care



to ensure that the budget is conservatively designed with regards to enrollment and proportionate staffing;

Now, therefore, be it resolved that the Brooklyn Laboratory Charter School Board of Trustees approves the proposed 23-24 budget substantially as presented in this meeting

- a. **Vote:** Ryan Carter moved to approve the budget and Tim Kau seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

iv. Auditors Resolution:

1. Resolution:

Whereas, Brooklyn Laboratory Charter School is obligated by law and its authorizer to have an annual independent audit of the school's financial statements; and

Whereas, with the impending close of the 2022-23 Fiscal Year (FY23) approaching as of June 30, 2023, independent audit work must soon commence; and

Whereas, PKF O'Connor Davies, LLP has served as the school's independent auditor for the past several years, and as such has consistently provided thorough, careful, and timely service; and

Whereas, PKF O'Connor Davies has offered the Brooklyn Laboratory Charter School Board of Trustees a letter of engagement for the impending FY 2022-23 independent audit;

Now, Therefore, Be It Resolved that the Brooklyn Laboratory Charter School Board of Trustees approves the engagement of PKF O'Connor Davies, LLP for the FY23 independent audit and authorizes the Board Chair to execute the engagement letter.

- a. **Vote:** Ryan Carter moved to approve the auditor bid and Jonathan McIntosh seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

f. Real Estate Sub-Committee

- i. Update

g. Development and Nominating

- i. Request for recommendations for open roles
- ii. Ashwini Chhabra, April nominee, seating in June 2023, pending NYSED approval



iii. Resolution:

WHEREAS the Board of BROOKLYN LABORATORY CHARTER SCHOOL has duly held a board meeting on MAY 24, 2023 consistent with its bylaws, and

WHEREAS a quorum of BROOKLYN LABORATORY CHARTER SCHOOL trustees had, and

WHEREAS discussions concerning an addition of additional board members to the Board of Trustees of BROOKLYN LABORATORY CHARTER SCHOOL

WHEREAS a motion to add ASHWINI CHHABRA as a member(s) to the Board of Trustees was made, and

WHEREAS the above referenced motion was seconded, and thereafter a vote to accept or reject said motion was taken by the Board of BROOKLYN LABORATORY CHARTER SCHOOL, and

WHEREAS the above referenced motion was duly accepted and passed by the BROOKLYN LABORATORY CHARTER SCHOOL board,

NOW, therefore, the BROOKLYN LABORATORY CHARTER SCHOOL Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select ASHWINI CHHABRA as a member to its Board of Trustees, with a term expiring on JUNE 30, 2024, pending approval by NYSED. The resolution approving BROOKLYN LABORATORY CHARTER SCHOOL is adopted upon NYSED's approval.

Further, the Brooklyn LAB Board of Trustees authorizes the Board Chair to sign and transmit its approved resolution using the following NYSED-required language:

I, MICKEY (MARTHA) REVENAUGH, as CHAIR of the Board of Trustees of BROOKLYN LABORATORY CHARTER SCHOOL, organized and existing under the laws of New York, hereby certify that the above is a true copy of a resolution adopted by the Board of Trustees of BROOKLYN LABORATORY CHARTER SCHOOL at a meeting convened and held MAY 24, 2023 at which a quorum was present and voting throughout and that such resolution is adopted upon NYSED's approval and is in accordance with the provisions of the charter and by-laws of



BROOKLYN LABORATORY CHARTER SCHOOL.

1. Nadine Augusta moved to vote to accept the resolution and Jonathan McIntosh seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

7. Adjournment

- I. Nadine Augusta moved to adjourn the meeting at 7:38 pm and Ryan Carter seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
October 26, 2022

AGENDA

1. Call to Order (welcome & introductions)
2. Approval of the Agenda
3. Approval of the minutes (September 2022)
4. Resolutions
5. Reports
 - a. Executive Report
 - b. School Operations
 - c. Academics
 - d. Finance
 - e. Compliance and Oversight
 - f. Development and Nominating
6. 7 • Adjournment



1. **Call to Order**
 - a. **Agenda and Timing**
 - i. The meeting was called to order at **6:01pm** by Mickey Revenaugh in the presence of a quorum.
 - b. **Location and Participants**
 - i. **Board Participants:** Sujata Rajpurohit, Mickey Revenaugh, Nadine Augusta, Eldridge Gilbert
 - ii. **Other Participants:** Maryann Reinhart, Melisha (Mel) Jackman, Candace Bethea, Garland Thomas-McDavid, Charles Jones, Sterling Florant, Jonathan Flynn, Sheryl Gomez, Shawn Harris, Melissa Poux, Sabrina Williams, Alex De LaRosa, Melanie Kotler, Jacob Xavier
 - iii.
2. **Motion to Approve Agenda**
 - i. No Quorum
3. **Adoption + Approval of August 2022 Minutes**
 - i. No Quorum
4. **Resolutions**
 - a. No Quorum
5. **Reports**
 - a. **Executive Report**
 - b. **School Operations**
 - c. **Middle School - Academics & Culture**
 - d. **High School - Academics & Culture**
 - e. **Compliance and Oversight**
 - f. **Development and Nominating Committee**
 - A. **Melanie Kotler - Assistant Vice President, Legal Counsel, DBRS Morningstar, Founding Legal Counsel, Zeta Charter Schools**
 1. Mission-driven, solutions-oriented legal professional with 15 years of experience in corporate and finance matters for charter schools, large international law firms, and sophisticated and meaningful nonprofits; currently in legal leadership for a highly reputable international credit rating agency. Ms. Kotler was introduced to Brooklyn LAB via her work with Zeta Charter Schools and is thrilled to be considered for Board membership.
 2. Ms. Kotler holds both a Bachelor of Arts degree in Psychology from Northwestern University and a JD from New York Law School. She has been admitted to the bar for practice in New York State and the United States District Court for the Southern District of New York.

RESOLUTIONS - Approval of Board of Trustees Nominees

- I. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or



having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Melanie Kotler** as a member to its Board of Trustees, with a term expiring on **June 30, 2023**, pending approval by NYSED. The resolution approving **Melanie Kotler** adopted upon NYSED's approval.

Adjournment

- II. Sujata moved to adjourn the meeting at 7:20 PM, and Jon seconded. The Board moved to Executive Session.



Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter School
Board of Trustees - Board Meeting Minutes
September 28, 2022

AGENDA

1. Call to Order (welcome & introductions)
2. Approval of the Agenda
3. Approval of the minutes (September 2022)
4. Resolutions
5. Reports
 - a. Executive Report
 - b. School Operations
 - c. Academics
 - d. Finance
 - e. Compliance and Oversight
 - f. Development and Nominating
6. 7 • Adjournment



1. **Call to Order**
 - a. **Agenda and Timing**
 - i. The meeting was called to order at **6:30** pm by Mickey Revenaugh in the presence of a quorum.
 - b. **Location and Participants**
 - i. **Board Participants:** Sujata Rajpurohit, Gary Wood, Mickey Revenaugh, Jonathan McIntosh, Nadine Augusta, Eldridge Gilbert
 - ii. **Other Participants:** Maryann Reinhart, Jacob Xavier, Garland Thomas-McDavid, Charles Jones, Sterling Florant, Jonathan Flynn, Sheryl Gomez, Sheriese Moore, Melissa Poux, Sabrina Williams, Alex De LaRosa
 - iii.
2. **Motion to Approve Agenda**
 - i. **Nadine** moved to approve the agenda, and **Jon** seconded. The motion was otherwise approved unanimously.
3. **Adoption + Approval of August 2022 Minutes**
 - i. **Jon** moved to adopt the minutes from the August 2022 Meeting. **Nadine** seconded. The motion was otherwise approved.
 - ii. The board reviewed and approved the minutes from the August 2022 board meeting.
4. **Resolutions**
 - a. **Resolution: Approval of Employee Handbook**
 1. This resolution is to approve the Brooklyn Laboratory Charter Schools employee handbook.
 2. Resolved: The Brooklyn Laboratory Charter Schools Board hereby approves the Employee Handbook as updated for the 2022-23 School Year.
 3. **Jon** moved to approve the resolution, and **Nadine** seconded. The motion was otherwise approved unanimously.
 4. **NOTE:** We will also consider several resolutions as part of the Board Development and Nominating Committee Report.
5. **Reports**
 - a. **Executive Report**
 - i. Brooklyn LAB Leadership Intensive
 - ii. ATS Enrollment
 - iii. Branding
 - b. **School Operations**
 - c. **Middle School - Academics & Culture**
 - d. **High School - Academics & Culture**
 - e. **Compliance and Oversight**
 - f. **Development and Nominating Committee**
 - A. Ms. Melisha (Mel) Jackman - Brooklyn LAB Parent & Executive



Director, Brooklyn Kindergarten Society

1. Prior to leading the Brooklyn Kindergarten Society - which provides high-quality early childhood education to some of Brooklyn's most vulnerable children – Ms. Jackman was Managing Director of Out of School Time and College Scholars programs at East Harlem Tutorial Program and served as the founding science teacher, Early Childhood Director, and Assistant Principal of Arts and Letters School in Brooklyn.
2. Ms. Jackman holds both a Bachelor of Science degree in Chemistry and a Master of Arts degree in Chemistry Education from City College. She was a LEAP Fellow and earned an advanced certificate in Educational Leadership from Baruch College. Her daughter Melanie is a 9th grader at Brooklyn LAB.

B. Dr. Candace Bethea - Strategy Director, Macy's -Formerly with Bridge to Enter Advanced Mathematics

1. Dr. Bethea is the first woman of color to earn a PhD in Mathematics from the University of South Carolina. She has served as a strategy lead and operational leader in the non-profit sector – most recently at BEAM (Bridge to Enter Advanced Mathematics) – as well as in the corporate world, including a stint as a consultant at Bain & Company.
2. Dr. Bethea has recently returned to corporate work as Strategic Director for Macy's and is looking forward to applying her strategic and math education skills to work on the Brooklyn LAB Board.

C. Ryan M. Carter - Vice President, Business Development, BluePrints to Black Wealth at Prudential

1. Mr. Carter has 10 years of experience in public finance and investment banking, focusing on Public Capital Market financing for Community Development, public housing, and charter schools. Mr. Carter is passionate about leveraging his expertise and all private sector tools to uplift marginalized communities. He is passionate about education and mentoring the younger generation. He has an affinity to charter schools and was first introduced to Brooklyn Lab through his work financing charter schools.

D. Dr. Yasemin Tarakci - B2B Client Marketing Analytics and Business Insights Lead @ Accenture

1. Dr. Tarakci has over 15 years' experience in developing and implementing analytics-based initiatives that drive client profitability. This includes performance-based predictive models, segmentation modeling and strategies, and developing marketing strategies for clients.



2. Dr. Tarakci has her Ph.D. in decision science modeling, holds MS in Statistics, and an MBA from the University of Chicago. She is passionate about education, and her passion strongly aligns with Brooklyn Lab’s mission, purpose, and population.

RESOLUTIONS - Approval of Board of Trustees Nominees

- I. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Melisha (Mel) Jackman** as a member to its Board of Trustees, with a term expiring on **June 30, 2023**, pending approval by NYSED. The resolution approving **Melisha (Mel) Jackman** adopted upon NYSED’s approval.
- II. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Candace Bethea** as a member to its Board of Trustees, with a term expiring on **June 30, 2023**, pending approval by NYSED. The resolution approving Candace Bethea adopted upon NYSED’s approval.
- III. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Ryan M. Carter** as a member to its Board of Trustees, with a term expiring on **June 30, 2023** pending approval by NYSED. The resolution approving **Ryan M. Carter** adopted upon NYSED’s approval.
- IV. The Brooklyn Laboratory Charter Schools Board of Trustees, having conducted a thorough criminal history record check via fingerprinting, which is deemed acceptable by NYSED, and having discovered no State or federal criminal history, or having provided information regarding such history to NYSED, if found, and having verified that any academic and/or professional credential or qualification presented by the proposed member is genuine, and having reviewed the application in its entirety, has voted to select **Yasemin Tarakci** as a member to its Board of Trustees,



with a term expiring on **June 30, 2023**, pending approval by NYSED. The resolution approving **Yasemin Tarakci** adopted upon NYSED's approval.

- V. Nadine moved to approve the resolutions as a slate, and Jon seconded. The motion was otherwise approved unanimously.

RESOLUTIONS - Acknowledgement & Thanks

Whereas, Board Trustee Adrien Siegfried has served since the founding of Brooklyn Laboratory Charter Schools, including as Board Treasurer and Chair of the Finance Committee; and

Whereas, Board Trustee Tokumbo Shobowale has served Brooklyn Laboratory Charter Schools for more than five years, providing invaluable guidance regarding operations, strategy, and efficient meeting techniques; and

Whereas, Trustees Siegfried and Shobowale have recently tendered their resignations from the Brooklyn Laboratory Charter Schools Board due to increasing personal and professional obligations while noting the proposed addition to the Board of multiple new members; now therefore

Be it resolved, that the Brooklyn Laboratory Charter Schools Board of Trustees officially thanks Adrien Siegfried and Tokumbo Shobowale for their significant contributions to the Board and School and wishes them well in all their future endeavors.

Jon moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

RESOLUTIONS - Confirmation Of Board Re-Appointments

Be it resolved, Be it resolved that the Brooklyn Laboratory Charter Schools Board of Trustees hereby officially and formally appoints the following current Board members to additional terms for the 2022-23 year:

- Sujata Rajpurohit: Re-appointed for a one-year term, July 22, 2022 - July 22, 2023
- Walter (Pat) Loughlin: Re-appointed for a one-year term, July 22, 2022 - July 22, 2023
- Gary Wood: Current term extended through October 31, 2022

Jon moved to approve the resolution, and **Eldridge** seconded. The motion was otherwise approved unanimously.

Adjournment

- VI. Nadine moved to adjourn the meeting at 7:20 PM, and Jon seconded. The Board moved to Executive Session.



BROOKLYN LAB
CHARTER SCHOOL

Brooklyn Laboratory Charter School
Edmund W. Charter Brooklyn Laboratory Charter Schools
Board of Trustees - Board Meeting Minutes
June 27, 2023

AGENDA

1. Call to Order (Welcome & introductions)
2. Approval of the Agenda
3. Approval of the Minutes (May 2023)
4. Board Meeting Calendar
5. Public Comment invitation
6. Reports and Resolutions
 - a. Executive Report
 - b. Enrollment Update
 - c. School Operations
 - d. Academic-Campus Updates
 - e. Finance
 - f. Real Estate Sub-Committee
 - g. Development and Nominating
7. Adjournment



1. Call to Order

a. Agenda and Timing

- i. The meeting was called to order at 6:00 PM by Mickey Revenaugh; a quorum was not present. Ms. Revenaugh proposed that action items be voted on conditionally but not considered officially approved until ratified at the next meeting with quorum present.

b. Location and Participants

- i. **Board Participants:** Mickey Revenaugh, Ashwini Chhabra, Yasemin Tarakci, Ryan Carter, Candace Bethea, Tim Kau (online), Melisha (Mel) Jackman (online), Sujata Rajpurohit (online)
- ii. **Other Participants:** Garland Thomas-McDavid, Charles Jones, Sabrina Williams, Alex De LaRosa, Sarah Breslin, MaryAnn Reinhart (online)

2. Motion to Approve Agenda

- i. Candace Bethea moved to informally approve the agenda, and Ashwini Chhabra and Ryan Carter seconded. The motion was otherwise conditionally approved unanimously, with zero members opposed and zero members abstaining.

3. Adoption + Approval of May 2023 Minutes

- i. Ashwini Chhabra moved to adopt the minutes from the May 2023 meeting, Candace Bethea seconded. The motion was conditionally approved unanimously, with zero members opposed and zero members abstaining.

4. Board Meeting Calendar

- i. Upcoming meetings: July 25, 2023
- ii. 23-24 dates to be re-reviewed and approved in the Executive Report section of the meeting

5. Public Comment Invitation

- i. No members of the public wished to comment.

6. Reports

a. Executive Report

- i. Mission
- ii. Live the Lab: Strategic Operating Objectives
- iii. MS + HS Prom/Sneaker Ball
- iv. BKLab in the News
- v. PPP Loan
- vi. Charter Revisions Approved
- vii. 23-24 School Leadership
- viii. Potential Board Meeting Dates



Whereas, Brooklyn LAB Charter School Board has committed to meeting monthly as part of their responsibilities as board members; and

Whereas, all feedback regarding the current board meeting schedule has been implemented; and

Whereas, we have communicated these dates in advance to ensure board members have the opportunity to offer alternative dates;

Now, therefore, be it resolved that the Brooklyn Laboratory Charter School Board is approving the proposed meeting dates for the 23-24 school year.

→ The vote will be affirmed with a full quorum at the July 25, 2023 board meeting. Ashwini Chhabra moved to approve, Mel Jackman seconded. The motion was conditionally approved unanimously, with zero members opposed and zero members abstaining.

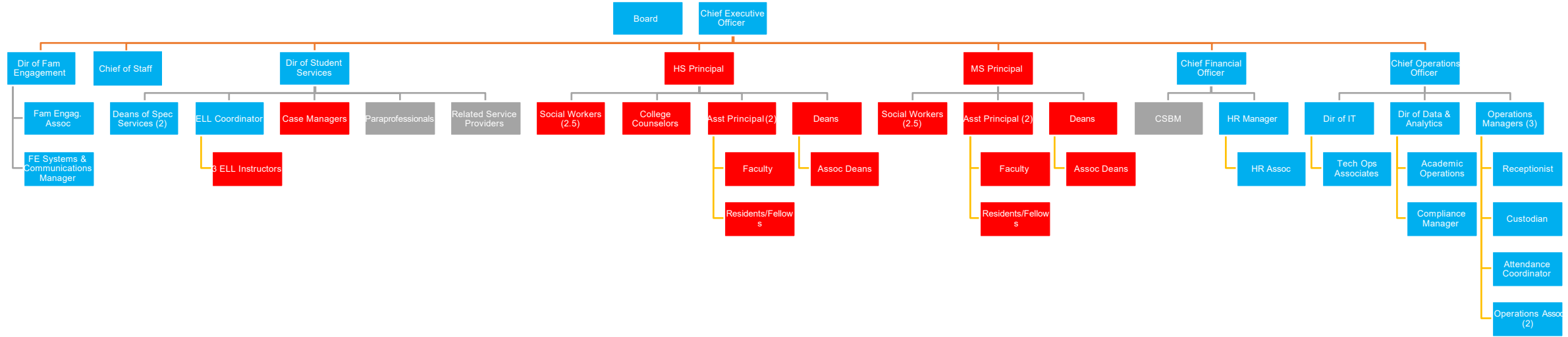
- ix. Flowers from the Community
- b. Recruitment and Enrollment Update
 - i. Summer Strategy
 - ii. Digital Campaign Update
 - iii. 23-24 Enrollment Progress to Goal
- c. School Operations
 - i. June Updates re:
 - 1. Compliance and oversight
 - 2. Technology/projects
 - 3. Employee capacity & experience
 - 4. COVID Management
 - 5. On the horizon
- d. Academic-Campus Updates
 - i. Middle School
 - 1. Celebrations + Joy
 - 2. Student Performance
 - 3. Teaching and Learning
 - 4. Culture, Climate & Family Engagement
 - ii. High School
 - 1. Celebrations + Joy
 - 2. Student Performance
 - 3. HS Credit Update
 - 4. Graduation Update
 - 5. Culture, Climate & Family Engagement



- e. Finance
 - i. May Finance Report
 - f. Real Estate Sub-Committee
 - i. Update
 - g. Development and Nominating
 - i. Request for recommendations for open roles
 - ii. Ashwini Chhabra, April nominee, seated.
- 7. Adjournment**
- I. Ryan Carter moved to adjourn the meeting at 7:02 pm and Yasemin Tarakci seconded the vote. The motion was otherwise approved unanimously, with zero members opposed and zero members abstaining.

Brooklyn Laboratory & Edmund W Gordon Org Chart

Shared Services
 Contracted
 School Based Staff





2023-2024 DRAFT

Brooklyn Laboratory Charter Schools

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|----|----|----|----|----|----|-------------------|----|----|----|----|----|----|-------------------|----|----|----|----|----|----|----------|----|----|----|----|----|----|
| Aug 2023 | | | | | | | Total HS days 187 | | | | | | | Total MS days 185 | | | | | | | Nov 2023 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 | | | 5 | 6 | 7 | 8 | 9 | 1 | 2 | 3 | 4 | 5 | 6 | 7 | | | 1 | 2 | 3 | 4 | |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 27 | 28 | 29 | 30 | 31 | | | 29 | 30 | 31 | | | | | 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | 30 | | |
| Days 4 | | | | | | | Days 19 | | | | | | | Days 21 | | | | | | | Days 17 | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|---------|----------|----|----|----|----|---------|----|----------|----|----|----|----|---|---|
| Dec 2023 | | | | | | | Jan 2024 | | | | | | | Feb 2024 | | | | | | | Mar 2024 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| | | | | | 1 | 2 | 1 | 2 | 3 | 4 | 5 | 6 | | | 1 | 2 | 3 | | | 1 | 2 | 3 | 4 | 5 | 6 | | |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 | 7 | 8 | 9 | 10 | 11 | 12 | 11 | 12 | 13 | 14 | 15 | 16 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | | |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 | 15 | 16 | 17 | 18 | 19 | 20 | 11 | 12 | 13 | 14 | 15 | 16 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | | |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 | 21 | 22 | 23 | 24 | 25 | 26 | 18 | 19 | 20 | 21 | 22 | 23 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | | |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 | 28 | 29 | 30 | 31 | | | 25 | 26 | 27 | 28 | 29 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days 16 | | | | | | | Days 21 | | | | | | Days 16 | | | | | | Days 20 | | | | | | | | |

| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|----------|----|----|----|----|----|----|----------|----|----|----|----|----|---------|----------|----|----|----|----|--------|----|----------|----|----|----|----|---|---|
| Apr 2024 | | | | | | | May 2024 | | | | | | | Jun 2024 | | | | | | | Jul 2024 | | | | | | |
| S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S | S | M | T | W | Th | F | S |
| 1 | 2 | 3 | 4 | 5 | 6 | | | | 1 | 2 | 3 | 4 | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | | | | |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 | 5 | 6 | 7 | 8 | 9 | 10 | 2 | 3 | 4 | 5 | 6 | 7 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | | |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 | 12 | 13 | 14 | 15 | 16 | 17 | 9 | 10 | 11 | 12 | 13 | 14 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | | |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 | 19 | 20 | 21 | 22 | 23 | 24 | 16 | 17 | 18 | 19 | 20 | 21 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | | |
| 28 | 29 | 30 | | | | | 26 | 27 | 28 | 29 | 30 | 31 | 23 | 24 | 25 | 26 | 27 | 28 | 28 | 29 | 30 | 31 | | | | | |
| | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Days 15 | | | | | | | Days 22 | | | | | | Days 16 | | | | | | Days 0 | | | | | | | | |

Notes
This calendar may change to align with state and local health authorities.

| School Closed for Students, Teachers & Staff | |
|--|---------------------------------|
| Sep 4 | Labor Day |
| Sep 25 | Yom Kippur |
| Oct 9 | Indigenous Peoples Day |
| Nov 23 - Nov 24 | Thanksgiving Recess |
| Dec 25 | Christmas Day |
| Dec 29 | Friday of Winter Break |
| Jan 1 | New Year's Day |
| Jan 15 | Dr. Martin Luther King, Jr. Day |
| Feb 19 | President's Day |
| Feb 23 | Friday of Midwinter Break |
| Mar 29 & Apr 1 | Good Friday & Easter |
| Apr 10 | Eid al-Fitr |
| Apr 23 and Apr 24 | First two days of Passover |
| May 27 | Memorial Day |
| Jun 17 | Eid al-Adha |
| Jun 19 | Juneteenth |
| Jul 4 | Independence Day |

| School Closed For Students and Teachers Only | |
|--|--------------------|
| Nov 20 - Nov 22 | Thanksgiving Break |
| Dec 26 - Dec 28 | Winter Break |
| Feb 20 - Feb 22 | Midwinter Break |
| Apr 22 - Apr 26 | Spring Break |

| School Closed For Students Only | |
|---------------------------------|--|
| Nov 7 | Election Day; All-staff PD (required attendance) |
| Jan 2 | All-staff PD (required attendance) |
| Jan 29 | All-staff PD (required attendance) |
| Jun 7 | All-staff PD (required attendance) |

https://stateaid.nysed.gov/attendance/htm_docs/FAQ

Important Dates (school is open)

| | |
|-----------------|--|
| Aug 7 - Aug 18 | Staff return; teacher training |
| Aug 16 - Aug 17 | August '23 Regents |
| Aug 21 - Aug 25 | New Student Orientation (half days); Staff PD in afternoon |
| Aug 28 | |
| Oct 7 | SAT 12th (make-up) |
| Oct 14 | PSAT-NMSQT 10th & 11th |
| Oct 31 | Halloween |
| Nov 3 | Quarter 1 Ends |
| Nov 15 | Quarter 1 PTCs |
| Nov 27 | Late start for students (10:30am) |
| Jan 3 | Students return |
| Jan 23 - Jan 26 | January Regents |
| Jan 26 | Quarter 2 Ends |
| Feb 7 | Quarter 2 PTCs |
| Feb 26 | Late start for students (10:30am) |
| Mar 9 | SAT (11th), PSAT 10, and PSAT 8/9 |
| Apr 11 - Apr 15 | MS State Assessments for ELA |
| Apr 19 | Quarter 3 Ends |
| Apr 29 | Late start for students (10:30am) |
| May 1 | Quarter 3 PTCs |
| May 6 - May 17 | HS AP Exams |
| May 7 - May 9 | MS State Assessments for Math |
| May 22 | Progress Report Conference |
| Jun 4 | Algebra 1 Regents |
| Jun 5 - Jun 12 | Senior Week |
| Jun 6 | Class of 2024 Prom |
| Jun 13 | HS Last day of classroom instruction |
| Jun 14 - Jun 26 | June Regents and Finals |
| Jun 24 | MS Last day of classroom instruction |
| Jun 26 | 23-24 School Year ends |
| Jun 27 | Graduation Day |
| Jun 28 | Report Cards mailed home |

Source: <http://www.nysed.gov/state-assessment/augus>

See <https://www.nysed.gov/edtech/remote-instruction>

Source: <https://www.nysed.gov/sites/default/files/prog>

Source: <https://www.nysed.gov/sites/default/files/prog>

Source: <http://www.nysed.gov/common/nysed/files/pr>

Other sources:
<https://www.schools.nyc.gov/about-us/news/2022-202>
<https://www.uft.org/sites/default/files/attachments/sc>
<https://www.schools.nyc.gov/docs/default-source/defa>
<https://www.schools.nyc.gov/docs/default-source/defa>

NYCDOE Calendar for SY23-24
 NYCDOE Calendar for SY23-24, updated 6/26



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.26.2023.

PREMISES

**BROOKLYN LAB CHARTER SCHOOL
77 SANDS ST,
BROOKLYN NY, 11201**

**BROOKLYN LAB CHARTER SCHOOL
77 SANDS ST,
BROOKLYN NY, 11201
FDNY ACCT#38296273**

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **01.27. 2023**

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

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

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

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

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

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

Examined by: _____
Pawel Kulpa Supervising Inspector, PBU



Certificate of Occupancy

CO Number:3000171-0000018

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.*

| | | |
|--|--|--|
| <p>A. Borough: BROOKLYN Address: 77 SANDS STREET Building Identification Number(BIN): 3000171</p> | <p>Block Number: 77 Lot Number(s): 1 Additional Lot Number(s): Application Type: A1 - ALTERATION TYPE 1</p> | <p>Full Building Certificate Type: Temporary Date Issued: 07/27/2023</p> |
| <p>This building is subject to this Building Code: 1968</p> | | |
| <p>This Certificate of Occupancy is associated with job# 321732381-01</p> | | |
| <p>B. Construction Classification: I-B: 3 HOUR PROTECTED Building Occupancy Group classification: E - EDUCATIONAL Multiple Dwelling Law Classification: Not Available</p> | | |
| <p>No.of stories: 12</p> | <p>Height in feet: 149</p> | <p>No.of dwelling units: Not Available</p> |
| <p>C. Fire Protection Equipment: Fire Alarm System, Fire Suppression System, Sprinkler System, Standpipe System</p> | | |
| <p>D. Parking Spaces and Loading Berths: Open Parking Spaces: 0 Enclosed Parking Spaces: 0 Total Loading Berths: Not available</p> | | |
| <p>E. This Certificate is issued with the following legal limitations: Restrictive Declaration: None Zoning Exhibit: None BSA Calendar Number(s): None CPC Calendar Number(s): None</p> | | |
| <p>Borough Comments: updated construction signoff is required prior to next renewal.</p> | | |

Borough Commissioner

Commissioner



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Cellar | S-2 | 20 | OG | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Food products ACCESSORY KITCHEN TO EATING AND DRINKING ESTABLISHMENT | | | | | | Exceptions: | | |
| Cellar | S-2 | 15 | OG | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Storage of non combustible Materials TENANT 1 - EATING AND DRINKING ACCESSORY STORAGE | | | | | | Exceptions: | | |
| Cellar | B | 18 | OG | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Offices OFFICES, MECHANICAL | | | | | | Exceptions: | | |
| Floor 1 | A-2 | 420 | 250 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Eating and Drinking RETAIL TENANT 01 - EATING AND DRINKING ESTABLISHMENT | | | | | | Exceptions: | | |
| Floor 1 | B | 50 | 250 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Business and Service LOBBY, LOADING BERTH | | | | | | Exceptions: | | |
| Floor 2 | E | 306 | 250 | 3 | | 321732381 | Temporary | 10/25/2023 |
| Description of Use: Schools ELEMENTARY AND SECONDARY SCHOOL | | | | | | Exceptions: | | |



Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date | |
|---------------------|--|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|--|
| Floor 3 | E | 306 | 250 | 3 | | 321732381 | Temporary | 10/25/2023 | |
| Description of Use: | Schools ELEMENTARY AND SECONDARY SCHOOL | | | | | Exceptions: | | | |
| Floor 4 | E | 306 | 250 | 3 | | 321732381 | Temporary | 10/25/2023 | |
| Description of Use: | Schools ELEMENTARY AND SECONDARY SCHOOL | | | | | Exceptions: | | | |
| Floor 5 | E | 306 | 250 | 3 | | 321732381 | Temporary | 10/25/2023 | |
| Description of Use: | Schools ELEMENTARY AND SECONDARY SCHOOL | | | | | Exceptions: | | | |
| Floor 6 | B | 235 | 250 | 6 | | 320592989 | Temporary | 08/13/2023 | |
| Description of Use: | Offices OFFICES | | | | | Exceptions: | | | |
| Floor 7 | B | 235 | 250 | 6 | | 320592989 | Temporary | 08/13/2023 | |
| Description of Use: | Offices OFFICES | | | | | Exceptions: | | | |
| Floor 8 | B | 235 | 250 | 6 | | 320592989 | Temporary | 08/13/2023 | |
| Description of Use: | Offices OFFICES | | | | | Exceptions: | | | |

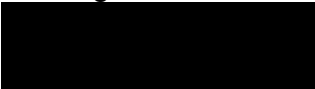


Permissible Use and Occupancy

| FLOOR | Occ Group | Max. Persons Permitted | Live Loads (lbs per sq ft) | Zoning Use Group | Dwelling or Rooming Units | Job Reference | Certificate of Occupancy Type | CO Expiration Date |
|--|-----------|------------------------|----------------------------|------------------|---------------------------|---------------|-------------------------------|--------------------|
| Floor 9 | B | 235 | 200 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Offices OFFICES | | | | | | Exceptions: | | |
| Floor 10 | B | 120 | 200 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Offices OFFICES | | | | | | Exceptions: | | |
| Floor 11 | B | 133 | 120 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Offices OFFICES | | | | | | Exceptions: | | |
| Floor 12 | B | 150 | 120 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Business and Service OFFICES | | | | | | Exceptions: | | |
| Roof | A-2 | 159 | 150 | 6 | | 320592989 | Temporary | 08/13/2023 |
| Description of Use: Eating and Drinking ROOF TERRACE (EATING AND DRINKING ESTABLISHMENT FOR 150 PEOPLE) (ELEVATOR MACHINE ROOM) | | | | | | Exceptions: | | |

CofO Comments: BSA VARIANCE FOR LOADING BERTHS 735-55-BZ, 11/01/1955

Borough Commissioner



Commissioner

