Application: Brooklyn Prospect Charter School - CSD 15

Ashley Platt - aplatt@prospectschools.org
Annual Reports

Entry 1 School Info and Cover Page

Completed  Aug 3 2020

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2020) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 15 331500860935
a1. Popular School Name

Brooklyn Prospect High School; Brooklyn Prospect Windsor Terrace Middle School

b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

c. DISTRICT / CSD OF LOCATION

CSD #15 - BROOKLYN

d. DATE OF INITIAL CHARTER

7/2008

e. DATE FIRST OPENED FOR INSTRUCTION

9/2009

h. SCHOOL WEB ADDRESS (URL)

https://www.brooklynprospect.org/
i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

822

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

662

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

Check all that apply

| Grades Served | 7, 8, 9, 10, 11, 12 |

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

Yes
I2. NAME OF CMO/EMO AND ADDRESS

<table>
<thead>
<tr>
<th>NAME OF CMO/EMO</th>
<th>Prospect Schools</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYSICAL STREET ADDRESS</td>
<td>355 Bridge St</td>
</tr>
<tr>
<td>CITY</td>
<td>Brooklyn</td>
</tr>
<tr>
<td>STATE</td>
<td>New York</td>
</tr>
<tr>
<td>ZIP CODE</td>
<td>11201</td>
</tr>
<tr>
<td>EMAIL ADDRESS</td>
<td>[REDACTED]</td>
</tr>
<tr>
<td>CONTACT PERSON NAME</td>
<td>Ashley Platt</td>
</tr>
</tbody>
</table>

FACILITIES INFORMATION

m. FACILITIES

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

<table>
<thead>
<tr>
<th></th>
<th>Yes, 2 sites</th>
</tr>
</thead>
</table>

School Site 1 (Primary)
m1. SCHOOL SITES

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

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Phone Number</th>
<th>District/CSD</th>
<th>Grades to be Served at Site for coming year (K-5, 6-9, etc.)</th>
<th>Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 1</td>
<td>3002 Fort Hamilton Pkwy Brooklyn, NY 11218</td>
<td></td>
<td>9-12</td>
<td>11-12</td>
</tr>
</tbody>
</table>

m1a. Please provide the contact information for Site 1.

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Leader</td>
<td>Kim Raccio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Operational Leader</td>
<td>Kevin Gibbs</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Compliance Contact</td>
<td>Ashley Platt</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complaint Contact</td>
<td>Kim Raccio</td>
<td></td>
<td></td>
</tr>
<tr>
<td>DASA Coordinator</td>
<td>Poesis Siligan-Bush</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Contact for After Hours Emergencies</td>
<td>Kim Raccio</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
m1b. Is site 1 in public (co-located) space or in private space?

Private Space

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

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

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

Site 1 Certificate of Occupancy (COO)

3002 Ft Ham Certificate of Occupancy.pdf

Filename: 3002 Ft Ham Certificate of Occupancy.pdf Size: 36.1 kB

Site 1 Fire Inspection Report

WT FDNY Inspection Letter.pdf

Filename: WT FDNY Inspection Letter.pdf Size: 173.0 kB

School Site 2
# m2. SCHOOL SITES

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

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Phone Number</th>
<th>District/CSD</th>
<th>Grades to be Served at Site for coming year (K-5, 6-9, etc.)</th>
<th>Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 2</td>
<td>25 Chapel St. Brooklyn, NY 11201 (40 Flatbush Avenue Extension Brooklyn, NY 11201)</td>
<td>347-889-7041</td>
<td>NYC CSD 13</td>
<td>8</td>
</tr>
</tbody>
</table>
m2a. Please provide the contact information for Site 2.

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Leader</td>
<td>Kiersten Gibson-Cooper</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Operational Leader</td>
<td>Karishma Chanda</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Compliance Contact</td>
<td>Ashley Platt</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Complaint Contact</td>
<td>Kiersten Gibson-Cooper</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>DASA Coordinator</td>
<td>Jessica Pina</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
<tr>
<td>Phone Contact for After Hours Emergencies</td>
<td>Kiersten Gibson-Cooper</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
<td>[Redacted]</td>
</tr>
</tbody>
</table>

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

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

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

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

Site 2 Certificate of Occupancy (COO)

TCO18-8thFloor.pdf

Filename: TCO18-8thFloor.pdf Size: 36.8 kB

Site 2 Fire Inspection Report

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school’s charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

Yes

n2. Summary of Charter Revisions

<table>
<thead>
<tr>
<th>Category (Select Best Description)</th>
<th>Specific Revision (150 word limit)</th>
<th>Date Approved by BOT (if applicable)</th>
<th>Date Approved by Authorizer (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Change in</td>
<td>In 2019-20, the Board enacted a material change to the enrollment policy, increasing the socioeconomically</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
1 admissions/enrollment policy
disadvantaged (SED) set-aside (in-district and out-of district) from 45% to 50% for intake/lottery grades (Kindergarten, 6th. grades).

2 Change in discipline or code of conduct policy

The 2019 BPCS Policy Handbook was revised to include updated content in these sections: Discipline Policy Dignity for All Students Act Levelled Disciplinary Infractions Bullying, Bias and Harassment Behavior Interventions, Tracking and Communication In general, the changes reflected our network shift towards restorative justice alternatives to punitive discipline; emphasis on DASA interventions that promote inclusion and safety; alignment with NYC DOE’s updated disciplinary levels; increased focus on behavior supports for struggling students.
PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL’S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school’s Board of Trustee’s approved a budget for the 2020-2021 FY?

Yes

ATTESTATION


<table>
<thead>
<tr>
<th>Name</th>
<th>Ashley Platt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Director of Network Operations</td>
</tr>
<tr>
<td>Phone/Extension</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>
Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

Responses Selected:

Yes

Signature, Head of Charter School

[Signature]

Signature, President of the Board of Trustees

[Signature]
Thank you.

Entry 2 NYS School Report Card

Completed  Aug 3 2020

Instructions

SUNY-authorized charter schools only

Provide a direct web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/). This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

Entry 2 NYS School Report Card Link

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 15 331500860935

NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See https://reportcards.nysed.gov/).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided.)


Entry 3 Accountability Plan Progress Reports

Incomplete

Instructions

SUNY- Authorized Charter Schools ONLY
SUNY-authorized charter schools must download an [Accountability Plan Progress Report template](#). After completing, schools must upload the document into the by September 15, 2020.

**Entry 7 Disclosure of Financial Interest Form**

*Completed*  Aug 3 2020

**Instructions - Multiple Uploads Permitted**

**Required of ALL Charter Schools by August 3**

Each member of the charter school’s Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- [Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form](#)
- [SUNY- Authorized Charter Schools: Trustee Financial Disclosure Form](#)

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).

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

**Sam Koch Trustee Financial Disclosure Form**

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

**Rohan Gopaldas Trustee Financial Disclosure Form**

*Filename:* Rohan Gopaldas Trustee Financial Disclosure Form.pdf  *Size:* 322.9 kB

**David von Spreckelsen Trustee Financial Disclosure**

*Filename:* David von Spreckelsen Trustee Financial Disclosure Form.pdf  *Size:* 66.8 kB

**Ahmed Haque Trustee Financial Disclosure Form**

*Filename:* Ahmed Haque Trustee Financial Disclosure Form.pdf  *Size:* 386.7 kB

**Sara Keenan Trustee Financial Disclosure Form**

*Filename:* Sara Keenan Trustee Financial Disclosure Form.pdf  *Size:* 316.7 kB

**Gravelle Pierre Trustee Financial Disclosure Form**

*Filename:* Gravelle Pierre Trustee Financial Disclosure Form.pdf  *Size:* 65.7 kB

**Jill Inbar Trustee Financial Disclosure Form**

*Filename:* Jill Inbar Trustee Financial Disclosure Form.pdf  *Size:* 322.7 kB
Entry 8 BOT Membership Table

Completed  Aug 3 2020

Instructions

Required of All charter schools

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

Entry 8 BOT Table

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

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 15 331500860935

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

<table>
<thead>
<tr>
<th>Trustee Name and Email Address</th>
<th>Position on the Board</th>
<th>Committee Affiliations</th>
<th>Voting Member Per By-Laws (Y/N)</th>
<th>Number of Terms Served</th>
<th>Start Date of Current Term (MM/DD/YYYY)</th>
<th>End Date of Current Term (MM/DD/YYYY)</th>
<th>Board Meetings Attended During 2019-2020</th>
</tr>
</thead>
</table>

15 / 25
<table>
<thead>
<tr>
<th></th>
<th>Name</th>
<th>Position</th>
<th>Role</th>
<th>Term Start</th>
<th>Term End</th>
<th>Years</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Burke, Christine</td>
<td>Treasurer</td>
<td>Executive; Academic Oversight; Audit &amp; Finance (Chair)</td>
<td>07/01/2018</td>
<td>06/30/2021</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Gersten, Jillian</td>
<td>Parent Rep</td>
<td>N/A</td>
<td>07/01/2019</td>
<td>06/30/2020</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Gopaldas, Rohan</td>
<td>Trustee/Member</td>
<td>N/A</td>
<td>02/01/2019</td>
<td>09/24/2019</td>
<td>1</td>
<td>5 or less</td>
</tr>
<tr>
<td>4</td>
<td>Inbar, Jill</td>
<td>Chair</td>
<td>Executive (Chair); Academic Oversight; Audit &amp; Finance; Facilities; Governance</td>
<td>07/01/2018</td>
<td>06/30/2021</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Haque, Ahmed</td>
<td>Trustee/Member</td>
<td>Academic Oversight (Chair)</td>
<td>10/02/2019</td>
<td>10/02/2022</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Keenan, Sara</td>
<td>Trustee/Member</td>
<td>Academic Oversight</td>
<td>01/13/2020</td>
<td>01/13/2023</td>
<td>1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Koch, Sam</td>
<td>Executive</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>#</td>
<td>Name</td>
<td>Position</td>
<td>Role</td>
<td>Tenure</td>
<td>Start Date</td>
<td>End Date</td>
<td>Rank</td>
</tr>
<tr>
<td>---</td>
<td>-------------------------------------------</td>
<td>------------------------</td>
<td>-------------------------------------</td>
<td>--------</td>
<td>------------</td>
<td>-----------</td>
<td>------</td>
</tr>
<tr>
<td>7</td>
<td>Pierre, Gravelle</td>
<td>Secretary</td>
<td>Audit &amp; Finance</td>
<td>Yes</td>
<td>06/30/2019</td>
<td>06/30/2022</td>
<td>12</td>
</tr>
<tr>
<td>8</td>
<td>Von Spreckelsen, David</td>
<td>Trustee/Member</td>
<td>; Governance (Chair)</td>
<td>Yes</td>
<td>07/01/2018</td>
<td>06/30/2021</td>
<td>12</td>
</tr>
</tbody>
</table>

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

No
2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

| a. Total Number of BOT Members on June 30, 2020 | 8 |
| b. Total Number of Members Added During 2019-2020 | 2 |
| c. Total Number of Members who Departed during 2019-2020 | 1 |
| d. Total Number of members, as set in Bylaws, Resolution or Minutes | 8 |

3. Number of Board meetings held during 2019-2020

18

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 10 Enrollment & Retention

Completed Aug 3 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2019-2020.
Entry 10 Enrollment and Retention of Special Populations

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

BROOKLYN PROSPECT CHARTER SCHOOL-CSD 15 331500860935

Recruitment/Attraction Efforts Toward Meeting Targets

<table>
<thead>
<tr>
<th>Economically Disadvantaged</th>
<th>Describe Recruitment Efforts in 2019-2020</th>
<th>Describe Recruitment Plans in 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Our admissions policy provides for lottery preference for incoming families eligible for free and reduced-price lunch.</td>
<td>Our admissions policy provides for lottery preference for families eligible for free and reduced-price lunch. We will set aside 50% of our open seats for economically disadvantaged applicants.</td>
</tr>
<tr>
<td></td>
<td>Recruitment occurred throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</td>
<td>Recruitment will occur throughout neighborhoods surrounding the schools and in the local district that have high percentages of families receiving free and reduced-price lunch.</td>
</tr>
<tr>
<td></td>
<td>Updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</td>
<td>We have updated our website based on community input, questions, and feedback to be more user-friendly. School policy provides subsidy for F/R families for extracurriculars as needed.</td>
</tr>
<tr>
<td></td>
<td>Our application is available in multiple languages (English and</td>
<td>Our application is available in multiple languages (English and</td>
</tr>
</tbody>
</table>
English Language Learners/Multilingual Learners

Multiple languages (English, Mandarin and Spanish). Spanish translation is offered at our admissions information sessions. Brochures are distributed in Spanish and English. We provide outreach by multi-lingual staff and in immigrant communities. Advertising and school materials and communications are translated frequently, as needed. Admissions policy includes preferences for transient students who are new to NYC and qualify as ELLs.

Students with Disabilities

Admissions information sessions are held, including a presentation on our robust Special Education program and Collaborative Team Teaching model. We have a full special education department ('Student Support Services') which is advertised on our website, along with team bios. Our percentage of students with IEPs is larger than that of the district average and has grown based primarily on word of mouth and the quality of our program.
### Retention Efforts Toward Meeting Targets

<table>
<thead>
<tr>
<th>Economically Disadvantaged</th>
<th>Describe Retention Efforts in 2019-2020</th>
<th>Describe Retention Plans in 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Brooklyn Prospect has hired a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled. We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, and other programs that have fees.</td>
<td>Brooklyn Prospect has a staff member dedicated to recruitment and support of FRPL families. This staff member is charged with ensuring that the families are supported once the student is enrolled. We have provided outreach by multi-lingual staff and in immigrant communities. Funding is available on a needs basis for field trips, after-school programming, and other programs that have fees.</td>
</tr>
<tr>
<td>English Language Learners/Multilingual Learners</td>
<td>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full time ELL specialist is on staff to work with teachers and families. Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.</td>
<td>Multiple language translations on our school communications and outreach by multi-lingual staff in immigrant communities. A full time ELL specialist is on staff to work with teachers and families. Recruitment of staff dedicated to supporting ELL families by ensuring that the families are supported once the student is enrolled.</td>
</tr>
<tr>
<td>Students with Disabilities</td>
<td>We have a full special education department ('Student Support Services') which is advertised on our website, along with team bios. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</td>
<td>We have a full special education department ('Student Support Services') which is centralized across our organization and readily available on our website. Further, we offer a range of services, including ICT, SETSS, and 12:1 programming. Our percentage of students with IEPs has grown based primarily on word of mouth and the quality of our program.</td>
</tr>
</tbody>
</table>
Entry 14 School Calendar

Completed  Aug 3 2020

Instructions for submitting School Calendar

Required of ALL Charter Schools

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than September 15, 2020.

School calendars must meet the minimum instructional requirements adopted by the Board of Regents in 2018.

Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.

Prospect Schools Calendar of Important Dates 2020-2021 DRAFT (2)

Filename: Prospect Schools Calendar of Important tnSnOl3.pdf Size: 190.0 kB

Entry 16 COVID 19 Related Information

Completed  Aug 3 2020

Instructions

Required of ALL charter schools

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

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

Entry 16 COVID 19 Related Information

School Name:  Brooklyn Prospect Charter School - CSD 15
TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020

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

<table>
<thead>
<tr>
<th>Number of students enrolled in school on the last day instruction was provided within physical school facilities</th>
<th>Number of students attending instruction on the last day instruction was provided within physical school facilities</th>
<th>Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>683</td>
<td>487</td>
<td>516</td>
</tr>
</tbody>
</table>

Table 2: 2019-2020 Assessments and Grade Participation

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

| Assessment Title | Grade K | Grade 1 | Grade 2 | Grade 3 | Grade 4 | Grade 5 | Grade 6 | Grade 7 | Grade 8 | Grade 9 | Grade 10 | Grade 11 | Grade 12 | Number of Participating Students |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
| ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ | ✗ |
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Brooklyn Prospect Charter School

2. Trustee’s name (print): Sam Koch

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

8. Is Trustee an employee of the education corporation? Yes. X No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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*NONE.*

____________________________
Signature

_7/15/2020___________
Date

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Prospect Schools

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

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

8. Is Trustee an employee of the education corporation? No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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

Signature: ____________________________

Date: July 22, 2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: **BROOKLYN PROSPECT CHARTER SCHOOL**

2. Trustee’s name (print): **DAVID VON SPRECKELSEN**

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): **FACILITIES COMMITTEE CHAIR**

4. 

5. 

6. 

7. 

8. Is Trustee an employee of the education corporation? **Yes.**  
   Please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write **“None.”** Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signature

Date 7/12/20

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Brooklyn Prospect Charter School

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

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

4. Is Trustee an employee of the education corporation?  __Yes.  ____No.  If you checked yes, please provide a description of the position you hold, your salary and your start date.

5. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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

Signature: ___________________________  Date: June 15, 2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Brooklyn Prospect

2. Trustee’s name (print): Sara Keenan

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

4. [Blank space for reporting]

5. [Blank space for reporting]

6. [Blank space for reporting]

7. [Blank space for reporting]

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Page 1 of 3
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_______________________________ Sara M. Keenan ________________________________

_7/14/20_ __________________________

Signature                                      Date
10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

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_Signed by: M. Keen_  
_Date: 7/14/20_
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Brooklyn Prospect Charter School

2. Trustee’s name (print): Gravelle Pierre

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

8. Is Trustee an employee of the education corporation? ___Yes. ___No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signatures

Date: 24 June 2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

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

2. Trustee’s name (print): **Jill Jnbar**

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

4. 

5. 

6. 

7. 

8. Is Trustee an employee of the education corporation? **Yes.** \(\checkmark\) No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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

Signature

Date 6/18/2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: **BROOKLYN PROSPECT CHARTER SCHOOL**

2. Trustee's name (print): **CHRISTINE C BURKE**

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): **CHAIR OF FINANCE COMMITTEE**

4. [Blank]

5. [Blank]

6. [Blank]

7. [Blank]

8. Is Trustee an employee of the education corporation? **Yes. **[X] No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write "None." Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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

**Signature**

Christine Burke

**Date**

21 June 2020

Form Revised November 16, 2015
**Disclosure of Financial Interest**

**By a Not-for-Profit Charter School Education Corporation Trustee**

1. Name of education corporation: **Brooklyn Prospect/Prospert Schools**
2. Trustee’s name (print): **Jillian Cahan Gershen**
3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): [Ex officio member]

8. Is Trustee an employee of the education corporation? [ ] Yes. [X] No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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</table>

Page 1 of 2
10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

<table>
<thead>
<tr>
<th>Entity Conducting Business with the Education Corporation</th>
<th>Nature of Business Conducted</th>
<th>Approximate Value of the Business Conducted</th>
<th>Name of Trustee and/or Immediate Family Holding an Interest in the Entity Conducting Business with the Education Corporation and the Nature of the Interest</th>
<th>Steps Taken to Avoid Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>N</td>
<td>O</td>
<td>E</td>
<td>N/A</td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
</tr>
</tbody>
</table>

Signature: [Signature]

Date: 7/14/20

Form Revised November 16, 2015
2020-2021 CALENDAR OF IMPORTANT DATES - DRAFT AS OF July 16, 2020
182 instructional days planned

September 8  Student Intake / Advisory*
September 10  First Day of Classes*
October 12  Indigenous Peoples’ Day – NO SCHOOL. OFFICE CLOSED.
October 13  Network-led Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
November 3  Election Day. Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
November 11  Veterans Day – NO SCHOOL. OFFICE CLOSED.
November 27  Thanksgiving Recess – NO SCHOOL. OFFICE CLOSED.
November 30  Classes resume
December 27 - January 1  Winter Recess – NO SCHOOL. OFFICE CLOSED.
January 4  Classes resume
January 18  Martin Luther King, Jr. Day – NO SCHOOL. OFFICE CLOSED.
January 25  Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
February 15  Presidents’ Day – NO SCHOOL. OFFICE CLOSED.
February 27-28  Mid-Winter Break – NO STUDENTS IN ATTENDANCE. OFFICE OPEN.
February 28  Classes resume
March  Network-led Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
April  BPCS Admissions Lottery
April  Spring Break – NO STUDENTS IN ATTENDANCE. OFFICE OPEN.
April  Classes resume
May 31  Memorial Day – NO SCHOOL. OFFICE CLOSED.
June  Professional Development for faculty & staff. NO STUDENTS IN ATTENDANCE.
June 18  Juneteenth (observance of) – NO SCHOOL. OFFICE CLOSED.
June  Last Instructional Day for High School (Regents & Finals June 15-25)
June  LAST DAY OF SCHOOL for Elementary and Middle School Students (early dismissal*)

*see individual school calendars for details (not yet available)
In the event of any school cancellations, additional days may be added to this calendar.
LETTER OF APPROVAL

THIS LETTER OF APPROVAL COVERS THE SYSTEM INDICATED BELOW. IT IS SUBJECT TO ADMINISTRATIVE REVIEW AND AUDIT.

APPROVAL OF THE SYSTEM(S) IS GRANTED IN ACCORDANCE WITH:

☐ SELF CERTIFICATION  ☒ INSPECTION  ☐ PROFESSIONAL CERTIFICATION

GROUP E(EDU.,LO-RI.NON-SPK)/FAS**
MAN / SSC / COC*
CO DETECTION SYSTEM**

Sincerely,
Chief of Fire Prevention
City of New York

BLDG DEPT APPL. NO: 320942708
ACCOUNT NUMBER: 34220889
DATE OF APPROVAL: 03/06/15
DATE OF INSPECTION: 09/03/14
INSPECTOR NAME: A. CHTOKALOV
PLAN NUMBER: 
FLOOR(S) INSPECTED: FLS: C,1-4
Certificate of Occupancy

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

A. Borough: Brooklyn
   Address: 25 CHAPEL STREET
   Building Identification Number (BIN): 3335884
   Block Number: 00118
   Lot Number(s): 6
   Certificate Type: Temporary
   Effective Date: 05/20/2020
   Expiration Date: 08/18/2020

B. Construction classification: 1 (Prior to 1968 Code designation)
   Multiple Dwelling Law Classification: None
   No. of stories: 12
   Height in feet: 160
   No. of dwelling units: 0

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

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

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

Outstanding requirements for obtaining Final Certificate of Occupancy:
There are 13 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments:
OK TO RENEW TCO #18 FOR 90 DAYS.

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE
Certificate of Occupancy  

CO Number:  321131093T018

Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

<table>
<thead>
<tr>
<th>Floor From To</th>
<th>Maximum persons permitted</th>
<th>Live load lbs per sq. ft.</th>
<th>Building Code occupancy group</th>
<th>Dwelling or Rooming Units</th>
<th>Zoning use group</th>
<th>Description of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>008 008 600</td>
<td></td>
<td>150</td>
<td>E</td>
<td></td>
<td>3A, 3B</td>
<td>ELEMENTARY AND SECONDARY SCHOOL. ACCESSORY OFFICES. NUMBER OF CLASSROOM = 13 &quot;CAFETERIA&quot; ASSEMBLY USE A-3</td>
</tr>
</tbody>
</table>

NONE

END OF SECTION

END OF DOCUMENT
Certificate of Occupancy

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

A. Borough: Brooklyn
   Address: 3002 FORT HAMILTON PARKWAY
   Building Identification Number (BIN): 3123973

   | Block Number: 05316 | Certificate Type: Final |
   | Lot Number(s): 1   | Effective Date: 07/21/2015 |

   Building Type: Altered

   This building is subject to this Building Code: Prior to 1968 Code

   For zoning lot metes & bounds, please see BISWeb.

B. Construction classification: 1
   (Prior to 1968 Code designation)

   Building Occupancy Group classification: E
   (2008 Code)

   Multiple Dwelling Law Classification: None

   No. of stories: 4
   Height in feet: 41
   No. of dwelling units: 8

C. Fire Protection Equipment:
   Fire alarm system

D. Type and number of open spaces:
   Parking spaces (34), Parking (13580 square feet)

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

Borough Comments: None
## Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

<table>
<thead>
<tr>
<th>Floor From To</th>
<th>Maximum persons permitted</th>
<th>Live load lbs per sq. ft.</th>
<th>Building Code occupancy group</th>
<th>Dwelling or Rooming Units</th>
<th>Zoning use group</th>
<th>Description of use</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEL 180</td>
<td>OG</td>
<td>E</td>
<td>F-1, S-1</td>
<td></td>
<td>3</td>
<td>LOCKER ROOM, BOILER ROOM, INCINERATOR ROOM, STORAGE, TOILETS, CLASSROOMS, ACCESSORY OFFICES</td>
</tr>
<tr>
<td>CEL 430</td>
<td>OG</td>
<td>A-2</td>
<td></td>
<td></td>
<td>3</td>
<td>CAFETERIA, KITCHEN</td>
</tr>
<tr>
<td>OS P</td>
<td>OG</td>
<td>U</td>
<td></td>
<td></td>
<td></td>
<td>OPEN SPACE OFF STREET PARKING FOR THIRTY FOUR (34) VEHICLES</td>
</tr>
<tr>
<td>001 315</td>
<td>60</td>
<td>E</td>
<td>S-1</td>
<td></td>
<td>3</td>
<td>CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES</td>
</tr>
<tr>
<td>001 430</td>
<td>100</td>
<td>A-3</td>
<td></td>
<td></td>
<td>3</td>
<td>MULTI-PURPOSE ROOM</td>
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<tr>
<td>002 450</td>
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<td>S-1</td>
<td></td>
<td>3</td>
<td>CLASSROOMS, LIBRARY, ACCESSORY OFFICES AND FACILITIES</td>
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<tr>
<td>003 450</td>
<td>60</td>
<td>E</td>
<td>S-1</td>
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<td>3</td>
<td>CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES</td>
</tr>
<tr>
<td>004 9</td>
<td>40</td>
<td>R-3</td>
<td>S-1</td>
<td></td>
<td>3</td>
<td>RELIGIOUS CONVENT USAGE AREAS, EIGHT (8) CELLS (SLEEPING ROOMS) WITH ASSOCIATED KITCHEN, REFECTORY, LAUNDRY, STORAGE, CLOISTER</td>
</tr>
<tr>
<td>004 122</td>
<td>40</td>
<td>E</td>
<td>S-1</td>
<td></td>
<td>3</td>
<td>CLASS ROOMS, ACCESSORY OFFICES AND FACILITIES</td>
</tr>
</tbody>
</table>

TOTAL: ELEMENTARY SCHOOL, COMMUNITY FACILITY & CONVENT (U.G. 3)

END OF SECTION