



Entry 1 School Information and Cover Page

Last updated: 08/01/2018

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 authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

a. SCHOOL NAME BROOKLYN LABORATORY CS (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER (As of June 30th, 2018) Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

c. DISTRICT / CSD OF LOCATION NYC CSD 13

d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	240 Jay Street Brooklyn, NY 11217	[REDACTED]		

d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Eric Tucker
Title	Executive Director
Emergency Phone Number (###-###-####)	[REDACTED]

e. SCHOOL WEB ADDRESS (URL) www.brooklynlaboratoryschool.org

f. DATE OF INITIAL CHARTER 12/2013

g. DATE FIRST OPENED FOR INSTRUCTION 09/2014

h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

MISSION STATEMENT

Brooklyn Laboratory Charter School (LAB) prepares students with the academic foundation, digital literacy, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.

h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	Rigorous, college-preparatory curriculum: LAB will offer a college-preparatory liberal arts and STEM program of study in mathematics, English language arts (ELA), science, and social studies that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so they are fully prepared to succeed in postsecondary studies. LAB’s curriculum privileges the CCLS3, the Next Generation Science Standards4, and the skills students must master in order to succeed in college and beyond.
Variable 2	Effective instruction: Teachers are the key to our scholars’ growth and achievement. Research shows effective instruction is the most cost-effective investment schools can make.6 We invest in recruiting, training, retaining, and supporting master teachers who can transform our students’ lives, and who infuse joy and rigor into every lesson. LAB’s curriculum, instructional approach, and professional development (PD) serve and enhance teacher contribution to learning.
Variable 3	Focus on college-level reading and writing: Literacy is the cornerstone academic skill upon which all future skill and knowledge acquisition rests. We provide 195 minutes of literacy-focused instruction in a typical day to ensure that students can read with comprehension and insight and analyze and effectively respond to texts across disciplines. Our approach is grounded in scientifically based research and grows from the NYS P-12 CCLS, which focus on building knowledge through content-rich nonfiction, reading and writing grounded in textual evidence, and regular practice with complex text and academic language.9 LAB embraces

	responsibility for literacy in the classroom, prioritizes quality literature and informational texts, emphasizes text-dependent questions and tasks, and privileges writing and research that analyze sources and evidence.
Variable 4	<p>Extending learning time: LAB leverages blended instruction to focus human capital and extend the school day, week, and year. LAB will operate sustainably on the public dollar and extending learning time is an effective way for us to deliver exceptional learning without exceptional costs. School days run from 7:30am-5:15pm. Students attend classes at least 195 days each year, and LAB will offer additional Summer and Saturday Academies. Between 6t h and 12t h grades, this adds up to over half a decade of additional learning. LAB makes extended days feasible using high-dosage tutoring and blended instruction: students will spend two hours each day with STEM AmeriCorps tutors in the LAB Corps and at least an hour each day in enrichment courses in the 360Lab, which blend small group or 1:1 work with technology-delivered adaptive learning instruction. 360Lab instructional time is overseen by teachers and supported by LAB Corps tutors.</p>
Variable 5	<p>Entrepreneurial learning: LAB’s goal is to cultivate entrepreneurial learners. Schools today must prepare 6t h graders to succeed in jobs and industries we can hardly imagine: the exponential rate of digital innovation is rapidly reordering the contours of both knowledge and work. In his book, <i>Too Big to Know</i>, Harvard’s David Weinberg argues that we are moving from a world where knowledge meant facts from books and experts to a world of ubiquitous free information. In this era, John Seely Brown argues that “good questions are more important than answers.” Thus, students must learn to craft meaningful questions and assess the quality, sufficiency, and relevance of claims and evidence. LAB will offer experiences that foster interest-driven learning and instill in students a sense of awe and curiosity in the face of challenges. Working with designers and entrepreneurs, LAB gives scholars opportunities to explore new challenges and learn from others.</p>
Variable 6	<p>Building productive, engaged, and active citizens: At LAB, we believe that great education produces productive, engaged, and active citizens who contribute to the community in positive ways. LAB students will have service learning opportunities as part of the curriculum to instill and reflect our core values of volunteerism, service, and respect for the community.</p>
Variable 7	<p>No Excuses school culture: Our culture and mission reject the idea that students’ circumstances limit their potential. Our No Excuses school culture sets uncompromising standards for timely arrival, homework completion, behavior, and participation, and is founded on an unrelenting insistence</p>

that every student, given proper support, is capable of college success.¹⁴ We set high expectations and establish structure to guide classroom behavior and professional norms, and we expect all of our students to work hard, behave well, and succeed. We will do whatever it takes to make sure all of our students are prepared for academically rigorous colleges. We will create a joyful and engaging learning environment in which achievement is continuously celebrated. School culture is reinforced by earned enrichment opportunities and incentives. School leaders and faculty have intensive training in No Excuses culture and expectations, and how to foster a joyous yet structured learning environment that respects and nurtures students.

Variable 8

Data-driven instruction: LAB commits to continuous, data-driven improvement in each classroom and for each student. At LAB, assessment exists to serve, inform, and enhance teaching and learning processes and outcomes. LAB teachers are united by a relentless improvement ethic and employ varied, real-time diagnostic data to inform their practice. All teachers and tutors are provided regular time for data review in order to improve instruction at the 360Lab, classroom, and whole-school level.¹⁵ Evidence-centered instruction allows LAB to meet students' needs by giving teachers and tutors the tools they need to help students learn best. LAB uses the highest-quality formative and interim assessment tools to provide a dynamic, validated picture of student growth and skills gaps. Formative assessments are "a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning." Amplifying the daily "Exit Ticket" mini-assessment, LAB's learning management systems will provide students, teachers, tutors, and parents with actionable feedback about students' persistence and skills mastery.

Variable 9

Next generation learning and assessment: Informed by data and real-time diagnostic assessments, master teachers use the 360Lab to interact with students in small group tutoring scenarios while using digital resources. LAB will use adaptive courseware to deliver progressive digital challenges, continuously tailoring modules to fit students' needs. Our digital courseware tools integrate into a recommendation engine that searches online depositories of high-quality multimedia and networks of educators to guide teachers and students toward discrete, quality, CCLS-aligned open educational resources (OER) matched to students' learning needs and skill levels. Students use both the LAB game-based adaptive learning courseware and a variety of OER to work at their own pace. As students complete activities, embedded assessments track progress and give real-time feedback and badges to motivate students and give them a sense of ownership. Next generation assessments enable LAB to meet the needs of diverse learners, including ELLs,

	special education students, and students behind grade level. To meet individual needs, teachers use the results of frequent embedded formative assessments to personalize instruction (e.g., targeting small group instruction to similarly situated students). 360Lab will provide extra practice or intensive intervention for some, while for others it will offer an opportunity to move ahead at their own pace.
Variable 10	Family partnership: At LAB, our students' families are critical to their success and ours and that success can be achieved by developing positive and communicative relationships. ¹⁷ All of our families will receive regular communication, both digitally and offline, about their students' academic and behavioral progress using data from formative and summative assessments as benchmarks for discussion. A Parent and Family Association composed of parents/guardians will also serve as a liaison to school leadership. We will ask teachers and tutors to call or visit each student's home at the start of the year and to devote three to five hours per week to family calls. LAB will be open to all students on the basis of available space, with a preference given to residents of CSD 13.

i. TOTAL ENROLLMENT ON JUNE 30, 2018 607

j. GRADES SERVED IN SCHOOL YEAR 2017-18

Check all that apply

Grades Served	6, 7, 8, 9
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

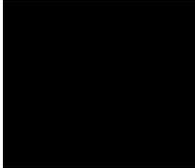
l1. FACILITIES

Does the school maintain or operate multiple sites?

	No, just one site.
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12. SCHOOL SITES

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	77 Sands Street, Brooklyn, NY 11201		NYC CSD 13	6-9	Yes	6-9
Site 2						
Site 3						

12a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Eric Tucker			
Operational Leader	Kelly Bender			
Compliance Contact	Annelise Han			
Complaint Contact	Eric Tucker			
DASA Coordinator	Charles Jackson			

m1. Are any sites in co-located space? If yes, please proceed to the next question. No

IF LOCATED IN PRIVATE SPACE IN NYC OR DISTRICTS OUTSIDE NYC

m3. Upload a current Certificate of Occupancy (COO) for each school site that is located in private space in NYC or located outside of NYC. Except for schools in district space (co-location space), school must provide a copy of the annual fire inspection report.

Site 1 Certificate of Occupancy (COO)

<https://nysed-cso-reports.fluidreview.com/resp/17955375/yFPTXS6fVy/>

Site 1 Fire Inspection Report

<https://nysed-cso-reports.fluidreview.com/resp/17955375/nBjtmqxAKU/>

Site 2 Certificate of Occupancy

(No response)

Site 2 Fire Inspection Report

(No response)

Site 3 Certificate of Occupancy

(No response)

Site 3 Fire Inspection Report

(No response)

n1. Were there any revisions to the school's charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. 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 Maximum Approved Enrollment	In January 2018, we submitted a material charter revision request, seeking a reduction in the school's maximum approved enrollment from 909 to 765 students over the term. We want to reduce the number of scholars admitted to LAB each year in grade 6 by one learning community, commencing with grade 6 in the 2018-2019 school year.	January 2018	March 2018
2	Change in Grade Level Configuration	In July 2018, we submitted a material charter revision request, that would enable the School to expand to serve grades eleven (11) and twelve (12), thereby becoming a 6 - 12 School.	July 2018	Still under review
3				
4				
5				

o. Name and Position of Individual(s) Who Completed this Annual Report.

Eric Tucker, Executive Director and Co-Founder

p. Our signatures (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 stylist on your mobile device to sign your name).**

Yes

Signature, Head of Charter School

Handwritten signature of Eric Tucker in black ink. The name is written in a cursive style with a box around the 'E'.

Signature, President of the Board of Trustees

Handwritten signature of Martha J. Boh in black ink. The signature is written in a cursive style.

Date

2018/08/01

Thank you.



Work Permit Department of Buildings

Permit Number: 321732381-01-AL

Issued: 05/18/2018

Expires: 12/31/2018

Address: BROOKLYN 77 SANDS STREET

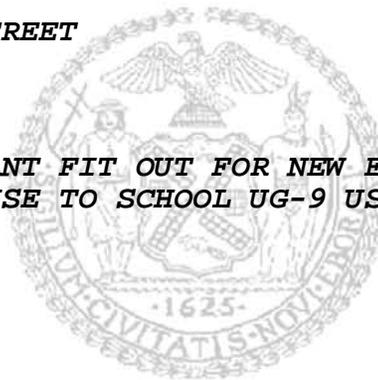
Issued to: DAVID P STACK

Business: ARCHSTONE BUILDERS LLC

Contractor No: GC-608319

Description of Work:

ALTERATION TYPE 1 - INTERIOR TENANT FIT OUT FOR NEW EDUCATIONAL FACILITY AND CHANGE USE FROM CURRENTLY APPROVED OFFICE UG-6 USE TO SCHOOL UG-9 USE AS PER SUBMITTED PLANS.



Review is requested under Building Code: 1968

SITE FILL: NOT APPLICABLE

To see a Zoning Diagram (ZD1) or to challenge a zoning approval filed as part of a New Building application or Alteration application filed after 7/13/2009, please use "My Community" on the Buildings Department web site at www.nyc.gov/buildings.

Emergency Telephone Day or Night: 311

Borough Commissioner:

A handwritten signature in black ink, likely belonging to the Borough Commissioner.

Commissioner of Buildings:

A handwritten signature in black ink, likely belonging to the Commissioner of Buildings.

Tampering with or knowingly making a false entry in or falsely altering this permit is a crime that is punishable by a fine, imprisonment or both.

01 07/31/2018

Certificate of Occupancy

CO Number: 320592989T004

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

A.	Borough: Brooklyn	Block Number: 00077	Certificate Type: Temporary
	Address: 73 SANDS STREET	Lot Number(s): 1	Effective Date: 02/07/2018
	Building Identification Number (BIN): 3000171		Expiration Date: 05/08/2018
	Building Type: Altered		
This building is subject to this Building Code: 1968 Code			
<i>For zoning lot metes & bounds, please see BISWeb.</i>			
B.	Construction classification: 1-B	(1968 Code designation)	
	Building Occupancy Group classification: B	(2014/2008 Code)	
	Multiple Dwelling Law Classification: None		
	No. of stories: 12	Height in feet: 149	No. of dwelling units: 0
C.	Fire Protection Equipment: Standpipe system, Fire alarm system, Sprinkler system		
D.	Type and number of open spaces: Loading berths (6), Loading berths (2512 square feet)		
E.	This Certificate is issued with the following legal limitations: None		
Outstanding requirements for obtaining Final Certificate of Occupancy:			
There are 31 outstanding requirements. Please refer to BISWeb for further detail.			
Borough Comments:			
OK TO RENEW TCO#4 FOR 90 DAYS AS PREVIOUSLY ISSUED. NO FURTHER RENEWAL WITHOUT TR1 & TR8 FORMS AND RESOLVE ECB VIOLATION & OPEN PAA. OK TO ISSUE WITH OPEN PAA.			



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: **320592989T004**

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001 001 0	0	250	B		16	LOBBY, LOADING BERTH
001 001 196	196	250	A-2		6	RETAIL TENANT 1 - EATING & DRINKING ESTABLISHMENT
002 002 120	120	250	B		6	VACANT/NO OCCUPANCY (OFFICES)
003 003 120	120	250	B		6	VACANT/NO OCCUPANCY (OFFICES)
004 004 120	120	250	B		6	VACANT/NO OCCUPANCY (OFFICES)
005 005 120	120	350	B		6	VACANT/NO OCCUPANCY (OFFICES)
006 006 235	235	250	B		6	OFFICES
007 007 235	235	250	B		6	OFFICES
008 008 235	235	250	B		6	OFFICES
009 009 235	235	200	B		6	OFFICES
010 010 120	120	200	B		6	OFFICES
011 011 133	133	120	B		6	OFFICES
012 012 150	150	120	B		6	OFFICES



Borough Commissioner



Commissioner

Certificate of Occupancy

CO Number: **320592989T004**

Permissible Use and Occupancy						
All Building Code occupancy group designations below are 2008 designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
012 012 43						OFFICES
BSA VARIANCE FOR LOADING BERTHS 735-55-BZ, 11/01/1955						
END OF SECTION						



Borough Commissioner



Commissioner



Entry 2 NYS School Report Card Link

Last updated: 08/01/2018

BROOKLYN LABORATORY CS (REGENTS)

1. CHARTER AUTHORIZER (As of REGENTS-Authorized Charter School June 30th, 2018)

(For technical reasons, please re-select authorizer name from the drop down menu).

2. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/profile.php?instid=800000082484>

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 Progress Toward Goals

Last updated: 08/01/2018

PROGRESS TOWARD CHARTER GOALS

Board of Regents-authorized and NYCDOE-authorized charter schools only. Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
Academic Goal 1	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 2	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 3	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 4	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 5	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 6	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 7	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 8	To come 11/1/18	To come 11/1/18		To come 11/1/18

2. Do have more academic goals to add? (No response)

2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 10	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 11	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 12	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 13	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 14	To come 11/1/18	To come 11/1/18		
Academic Goal 15	To come 11/1/18	To come 11/1/18		To come 11/1/18
Academic Goal 16	To come 11/1/18	To come 11/1/18		To come 11/1/18

3. Do have more academic goals to add? No

4. ORGANIZATIONAL GOALS

2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	To come 11/1/18	To come 11/1/18		To come 11/1/18
Org Goal 2	To come 11/1/18	To come 11/1/18		To come 11/1/18
Org Goal 3	To come 11/1/18	To come 11/1/18		To come 11/1/18
Org Goal 4	To come 11/1/18	To come 11/1/18		To come 11/1/18
Org Goal 5	To come 11/1/18	To come 11/1/18		To come 11/1/18

5. Do you have more organizational goals to add? No

6. FINANCIAL GOALS

2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	To come 11/1/18	To come 11/1/18		To come 11/1/18
Financial Goal 2	To come 11/1/18	To come 11/1/18		To come 11/1/18
Financial Goal 3	To come 11/1/18	To come 11/1/18		To come 11/1/18
Financial Goal 4	To come 11/1/18	To come 11/1/18		To come 11/1/18
Financial Goal 5	To come 11/1/18	To come 11/1/18		



Entry 4 Expenditures per Child

Last updated: 08/01/2018

BROOKLYN LABORATORY CS (REGENTS)Section Heading

Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

Note: *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	15219128
Line 2: Year End FTE student enrollment	607
Line 3: Divide Line 1 by Line 2	25073

2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation. Do not include the FTE of personnel whose role is to directly support the instructional program.

Notes:

The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:

<http://www.p12.nysed.gov/psc/AuditGuide.html>.

Employee benefit costs or expenditures should not be reported in the above calculations.

Line 1: Relevant Personnel Services Cost (Row)	347236
Line 2: Management and General Cost (Column)	245000
Line 3: Sum of Line 1 and Line 2	371736
Line 5: Divide Line 3 by the Year End FTE student enrollment	613

Thank you.

Brooklyn Laboratory Charter Schools

Financial Statements

June 30, 2018 and 2017



Independent Auditors' Report

Board of Trustees Brooklyn Laboratory Charter Schools

Report on the Financial Statements

We have audited the accompanying financial statements of Brooklyn Laboratory Charter Schools (the "School"), which comprise the statement of financial position as of June 30, 2018, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes 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.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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.

Opinion

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, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 31, 2017. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it was derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 31, 2018, 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.

PKF O'Connor Davies, LLP

Harrison, New York
October 31, 2018

Brooklyn Laboratory Charter Schools

Statement of Financial Position
June 30, 2018
(with comparative amounts at June 30, 2017)

	2018	2017
ASSETS		
Current Assets		
Cash and cash equivalents	\$ 4,149,965	\$ 3,178,702
Grants and contracts receivable	1,722,774	346,534
Other receivables	125,332	25,136
Prepaid expenses and other current assets	518,188	243,412
Note receivable - related party	1,087,920	-
Total Current Assets	7,604,179	3,793,784
Property and equipment, net	4,750,519	3,057,639
Security deposits	400,494	386,831
Cash, debt service reserve account	313,213	937,848
Due from related party	319,719	-
Restricted cash	75,082	75,040
	\$ 13,463,206	\$ 8,251,142
 LIABILITIES AND NET ASSETS		
Current Liabilities		
Accounts payable and accrued expenses	\$ 1,034,665	\$ 256,701
Accrued payroll and payroll taxes	287,393	211,516
Refundable advances	347,035	-
Due to related party	285,997	96,102
Note payable, current portion	446,478	421,252
Total Current Liabilities	2,401,568	985,571
Note payable, long-term	2,516,405	2,954,925
Deferred rent and lease incentive	992,120	709,394
Total Liabilities	5,910,093	4,649,890
Net Assets		
Unrestricted	7,553,113	2,201,252
Temporarily Restricted	-	1,400,000
Total Net Assets	7,553,113	3,601,252
	\$ 13,463,206	\$ 8,251,142

See notes to financial statements

Brooklyn Laboratory Charter Schools

Statement of Activities
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018			2017
	Unrestricted	Temporarily Restricted	Total	
REVENUE AND SUPPORT				
State and local per pupil operating revenue	\$ 11,925,869	\$ -	\$ 11,925,869	\$ 7,968,202
State and local per pupil facilities funding	2,991,394	-	2,991,394	1,158,333
Federal grants	674,964	-	674,964	489,095
State and city grants	58,624	-	58,624	40,700
Contributions and grants	2,935,098	-	2,935,098	1,492,018
Donated goods and services	119,015	-	119,015	330,331
Interest and other income	123,699	-	123,699	26,643
Released from restriction	<u>1,400,000</u>	<u>(1,400,000)</u>	<u>-</u>	<u>-</u>
Total Revenue and Support	<u>20,228,663</u>	<u>(1,400,000)</u>	<u>18,828,663</u>	<u>11,505,322</u>
 EXPENSES				
Program Services				
Regular education	9,030,498	-	9,030,498	5,599,846
Special education	<u>4,164,379</u>	<u>-</u>	<u>4,164,379</u>	<u>2,331,300</u>
Total Program Services	13,194,877	-	13,194,877	7,931,146
Supporting Services				
Management and general	<u>1,681,925</u>	<u>-</u>	<u>1,681,925</u>	<u>1,602,435</u>
Total Expenses	<u>14,876,802</u>	<u>-</u>	<u>14,876,802</u>	<u>9,533,581</u>
 Change in Net Assets	5,351,861	(1,400,000)	3,951,861	1,971,741
 NET ASSETS				
Beginning of year	<u>2,201,252</u>	<u>1,400,000</u>	<u>3,601,252</u>	<u>1,629,511</u>
 End of year	<u>\$ 7,553,113</u>	<u>\$ -</u>	<u>\$ 7,553,113</u>	<u>\$ 3,601,252</u>

Brooklyn Laboratory Charter Schools

Statement of Functional Expenses
Year Ended June 30, 2018
(with summarized totals for the year ended June 30, 2017)

	2018			2017		
	No. of Positions	Program Services		Management and General	Total	Total
		Regular Education	Special Education	Total		
Personnel Services Costs						
Administrative staff personnel	26	\$ 920,933	\$ 424,685	\$ 1,345,618	\$ 576,694	\$ 1,922,312
Instructional personnel	60	2,614,596	1,205,710	3,820,306	-	3,820,306
Total Salaries and Staff	86	3,535,529	1,630,395	5,165,924	576,694	5,742,618
Fringe benefits and payroll taxes		711,609	328,156	1,039,765	116,072	1,155,837
Retirement		22,865	10,544	33,409	3,730	37,139
Legal services		-	-	-	281,619	281,619
Accounting/audit services		-	-	-	15,250	15,250
Other purchased/professional/consulting services		1,070,815	493,803	1,564,618	174,665	1,739,283
Building and land rent/lease		1,707,852	787,569	2,495,421	278,574	2,773,995
Repairs and maintenance		149,400	68,895	218,295	24,370	242,665
Insurance		44,734	20,629	65,363	7,297	72,660
Utilities		103,838	47,885	151,723	16,937	168,660
Supplies/materials		119,065	54,906	173,971	-	173,971
Equipment/furnishings		62,518	28,830	91,348	10,198	101,546
Staff development		182,658	84,232	266,890	29,793	296,683
Marketing/recruitment		104,714	48,289	153,003	17,080	170,083
Technology		45,456	20,962	66,418	7,414	73,832
Food services		252,064	116,238	368,302	-	368,302
Student services		167,989	77,467	245,456	-	245,456
Office expense		117,139	54,018	171,157	19,108	190,265
Depreciation and amortization		491,404	226,609	718,013	80,155	798,168
Travel and conference		18,123	8,357	26,480	2,957	29,437
Interest expense		120,077	55,373	175,450	19,586	195,036
Other expenses		2,649	1,222	3,871	426	4,297
Total Expenses		\$ 9,030,498	\$ 4,164,379	\$ 13,194,877	\$ 1,681,925	\$ 14,876,802
						\$ 9,533,581

Brooklyn Laboratory Charter Schools

Statement of Cash Flows Year Ended June 30, 2018 (with comparative amounts for the year ended June 30, 2017)

	2018	2017
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 3,951,861	\$ 1,971,741
Adjustments to reconcile change in net assets to net cash from operating activities		
Depreciation and amortization	798,168	200,804
Amortization of debt issuance costs	7,958	5,969
Deferred rent and lease incentive	282,726	668,769
Changes in operating assets and liabilities		
Grants and contracts receivable	(1,376,240)	(48,656)
Other receivables	(100,196)	(3,069)
Prepaid expenses and other current assets	(274,776)	(183,335)
Security deposits	(13,663)	(79,515)
Due from related party	(319,719)	-
Accounts payable and accrued expenses	777,964	56,614
Accrued payroll and payroll taxes	75,877	106,313
Refundable advances	347,035	(19,775)
Due to related party	189,895	41,484
Net Cash from Operating Activities	4,346,890	2,717,344
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchases of property and equipment	(2,491,048)	(2,400,852)
Cash, debt service reserve account	624,635	(937,848)
Restricted cash	(42)	(25,029)
Net Cash from Investing Activities	(1,866,455)	(3,363,729)
CASH FLOWS FROM FINANCING ACTIVITIES		
Issuance of note receivable - related party	(1,087,920)	-
Repayment of note payable	(421,252)	(69,442)
Proceeds from note payable	-	3,439,650
Net Cash from Financing Activities	(1,509,172)	3,370,208
Net Change in Cash and Cash Equivalents	971,263	2,723,823
CASH AND CASH EQUIVALENTS		
Beginning of year	3,178,702	454,879
End of year	\$ 4,149,965	\$ 3,178,702
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Cash paid during the year for interest	\$ 189,097	\$ 87,118

See notes to financial statements

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

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 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 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 606 students in grades sixth through ninth during the 2017-2018 academic year.

The School and Brooklyn Laboratory Charter High School ("Charter 2") (a related charter school that opened in the Fall 2018) 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. There was no activity under Charter 2 for the years ended June 30, 2018 and 2017.

The School uses 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.

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.

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, 2018 and 2017

2. Summary of Significant Accounting Policies

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:

Unrestricted - consist of resources available for the general support of the School's operations. Unrestricted net assets may be used at the discretion of the School's management and Board of Trustees.

Temporarily Restricted - represent amounts restricted by donors for specific activities of the School or to be used at some future date. The School records contributions as temporarily restricted 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, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities as net assets released from restrictions. However, when restrictions on donor-restricted contributions are met in the same accounting period in which they are received, such amounts are reported as unrestricted net assets.

Permanently Restricted - consist of net assets that are subject to donor imposed restrictions that require the School to maintain them permanently, including funds that are subject to restrictions of gift instruments requiring that the principal be invested in perpetuity and the income be used for specific or general purposes. Income and gains earned on endowment fund investments are available to be used in the unrestricted or temporarily restricted net asset classes based upon stipulations by the donors.

The School had no permanently restricted net assets at June 30, 2018 and 2017.

Cash and Cash Equivalents

Cash and cash equivalents include cash balances held in bank accounts and highly liquid debt instruments with maturities of three months or less at the time of purchase.

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.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

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

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. No amortization is recorded on construction-in-progress until property is placed into service.

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

Computers and other equipment	3 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, 2018 and 2017.

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.

Debt Issuance Costs

Debt issuance costs are reported on the statements of financial position as a direct deduction from the face amount of the debt. The debt issuance costs are being amortized over the term of the debt on a method that approximates the effective interest method. The School reflects amortization of debt issuance costs within interest expense. Unamortized debt issuance costs at June 30, 2018 and 2017 was \$46,423 and \$54,381.

Deferred Rent

The School records its rent in accordance with U.S. GAAP whereby all rental payments, including fixed rent increases, are recognized on a straight-line basis as an offset to rent expense. The difference between the straight-line rent expense and the required lease payments, as well as any unamortized lease incentives, is reflected in deferred rent in the accompanying statements of financial position.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

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 temporarily restricted support 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 unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value at the date of donation.

Donated Goods and Services

The School recognizes contributions of services if they create or enhance nonfinancial assets, require specialized skills, are provided by individuals possessing those skills, would typically need to be purchased if not provided by the School, and are measurable.

One entity has provided legal services to the School at no charge. The value of these services meets the criteria for recognition in the financial statements and were recorded at a fair value of \$114,565 and \$330,331 for the years ended June 30, 2018 and 2017. The value of these services is allocated to management and general services in the accompanying statements of activities and functional expenses.

Donated goods are recorded at their fair value when received. InnovateEDU, Inc., a related party, donated computer equipment at a fair value of \$4,450 for the year ended June 30, 2018. The value of these goods are capitalized as property and equipment on the accompanying statement of financial position and depreciated over their useful lives.

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, 2018 and 2017 was \$170,083 and \$74,021.

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 by function 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.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

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

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. All returns filed by the School are subject to examinations by the applicable taxing jurisdictions.

Prior Year Summarized Comparative Financial Information

The financial statements include prior year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with U.S. GAAP. Accordingly, such information should be read in conjunction with the School's financial statements as of and for the year ended June 30, 2017, from which the summarized information was derived.

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 31, 2018.

See Notes 7, 8, and 13 for loan agreements and commitments.

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.

4. Conditional Promise to Give

On June 23, 2017, the School received a \$9,400,000 grant from one organization for the design and development of Brooklyn Laboratory High School. The grant contains various grantor conditions related to specific milestones. Since this grant represents a conditional promise to give, it is not recognized as grants and contributions revenue until grantor conditions are met. For the years ended June 30, 2018, and 2017, revenue recognized under this grant totaled \$2,000,000 and \$1,400,000. At June 30, 2018, the remaining balance of this conditional promise to give was \$6,000,000.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

5. Property and Equipment

Property and equipment consists of the following at June 30:

	2018	2017
Computers and other equipment	\$ 774,370	\$ 182,791
Software	11,875	-
Furniture and fixtures	445,340	321,601
Leasehold improvements	4,283,052	996,947
Construction-in-progress	<u>362,769</u>	<u>1,885,019</u>
	5,877,406	3,386,358
Accumulated depreciation and amortization	<u>(1,126,887)</u>	<u>(328,719)</u>
	<u>\$ 4,750,519</u>	<u>\$ 3,057,639</u>

Construction-in-progress at June 30, 2018 consists of costs of construction, renovation, fees, and other soft costs related to facilities located at 25 Chapel Street, Brooklyn, New York and 77 Sands Street, Brooklyn, New York. Construction-in-progress at June 30, 2017 consisted of costs of construction, renovation, fees, and other soft costs related to the facility located at 25 Chapel Street, Brooklyn, New York. During the year ended June 30, 2018, the facility at 25 Chapel Street was placed into service, and the leasehold improvements associated with the facility were amortized over their useful lives.

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, 2018 and 2017 amounted to \$37,139 and \$69,508.

7. Related Party Transactions (not disclosed elsewhere)

InnovateEDU, Inc.

The School is related to InnovateEDU, Inc. ("Innovate"), a New York State not-for-profit corporation, by common management. 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, 2019. This agreement was amended to add services provided by senior fellows and consultants.

On September 5, 2017, the School entered into an agreement with Innovate for the School to compensate Innovate for an afterschool program for the 2017-2018 school year. On September 31, 2016, the School entered into an agreement with Innovate for the School to compensate Innovate for an afterschool program for the 2016-2017 school year. In accordance with these agreements, the School provided donated facilities and services to Innovate at a fair value of \$450,692 and \$475,455 for the years ended June 30, 2018 and 2017, included in various expenses in the accompanying statement of functional expenses.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

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

InnovateEDU, Inc. (continued)

Innovate charged the School the following amounts for services relating to the above agreements for the years ended June 30:

	2018	2017
Educational core services	\$ 959,313	\$ 830,930
Afterschool program	137,500	99,000
	\$ 1,096,813	\$ 929,930

For the years ended June 30, 2018 and 2017, grants revenue from Innovate amounted to \$929,398 and \$86,518.

In addition, for the years ended June 30, 2018 and 2017, Innovate paid on behalf of the School \$37,543 and \$8,987 for operating expenses. Net balance due to Innovate at June 30, 2018 and 2017 amounted to \$285,997 and \$96,102.

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 year ended June 30, 2018, the School loaned funds to Friends Of in the amount of \$1,087,920 for renovations to the facility located at 77 Sands Street, Brooklyn, New York. On October 1, 2018, the School's Board of Trustees adopted a resolution to memorialize the loaned funds in the form of a promissory note. Under the terms of the promissory note, Friends Of was required to repay the full amount to the School by October 31, 2018 with no interest due. Friends Of paid the full amount to the School on October 25, 2018.

On July 30, 2018, the School signed a promissory note receivable for \$2,500,000 with Friends Of (see Note 8). The note bears interest at 3% per annum and matures on July 1, 2023. 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. This debt is subordinate to the loans payable in Note 13, where the School is a guarantor for Friends Of.

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

2020	\$ 870,000
2021	80,000
2022	550,000
2023	400,000
Thereafter	600,000
	\$ 2,500,000

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

8. Note Payable

Note payable consists of the following at June 30:

	2018	2017
Loan payable to Capital Impact Partners	\$ 3,009,306	\$ 3,430,558
Debt issuance costs, unamortized	<u>(46,423)</u>	<u>(54,381)</u>
	<u>\$ 2,962,883</u>	<u>\$ 3,376,177</u>

On September 29, 2016, the School entered into a loan agreement with Capital Impact Partners (the "Lender") in the amount of \$3,500,000. The note bears interest of 5.75% per annum and matures on April 1, 2024. The proceeds were used towards the renovation of additional space located at 25 Chapel Street, Brooklyn, New York (see Note 11). The loan is payable in eighty-four (84) equal monthly installments of principal and interest of \$50,845 commencing May 1, 2017, and continuing on the first (1st) day of each and every calendar month thereafter until the maturity date of April 1, 2024.

Per the loan agreement, a debt service reserve account established in the name of the School, and pledged to and controlled by the Lender, shall be funded with the final disbursement of loan proceeds, equal to six (6) months of principal and interest payments that would be required to be paid on the then outstanding principal amount of the note. Under the terms of the loan agreement, provided that no event of default has occurred and remains outstanding, upon the expiration of any notice or cure period, the Lender shall disburse to the School all funds remaining in the debt service reserve account promptly after both (a) the School has obtained a renewal of its charter, and (b) the School has satisfied the financial covenants for three (3) consecutive years. The balance of this debt service reserve account at June 30, 2018 and 2017 amounted to \$313,213 and \$937,848.

Under the terms of the loan agreement, the School must maintain three financial performance covenants. At June 30, 2018, the School was in compliance with all covenants.

On July 30, 2018, the School entered into a loan agreement with CSGF Facility Fund III LLC in the amount of \$2,500,000. The note bears interest of 3% per annum and matures on July 15, 2023. The proceeds are to be used towards the renovation of a facility located at 77 Sands Street, Brooklyn, New York. Under the terms of the agreement, the School must maintain one financial performance covenant. The School loaned the full amount to Friends Of (see Note 7).

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

8. Note Payable (*continued*)

Minimum future principal payments under these notes are to be paid as follows for the years ending June 30:

2019	\$ 446,478
2020	1,342,849
2021	581,528
2022	1,081,561
2023	963,392
Thereafter	<u>1,093,498</u>
	<u>\$ 5,509,306</u>

9. Concentration of Credit Risk

Financial instruments that potentially subject the School to concentrations of credit and market risk consist principally of cash and cash equivalents 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. As of June 30, 2018 and 2017, approximately \$4,038,000 and \$3,700,000 of cash was maintained with institutions in excess of FDIC limits.

10. 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, 2018 and 2017, the School received approximately 79% 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.

11. 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.

12. Temporarily Restricted Net Assets

Temporarily restricted net assets at June 30, 2017 consisted of a grant in the amount of \$1,400,000 to be used for the design and development of the high school. All temporarily restricted net assets were released from their restrictions during the year ended June 30, 2018.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

13. Commitments

Facility 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 and expires on 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.

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. The lease term commenced on July 1, 2016 and expires on June 30, 2026, with an option to extend the lease for an additional five years. On June 2, 2017, the lease was amended to add a 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 beginning in the 2017-18 school year. On August 9, 2017, the lease was amended for a third time to clarify, modify and amend certain aspects of the landlord's obligations with respect to the purchase and installation of a heating, venting and air condition system ("HVAC System").

Under the terms of the second lease, the Landlord has provided the School with a tenant improvement allowance to perform work on the leased property relating to cement, concrete, flooring and HVAC system. This amount is recorded as a lease incentive and amortized over the life of the lease. Adjustment to rental expense for this lease incentive amounted to \$27,845 and \$7,273 for the years ended June 30, 2018 and 2017. The unamortized amount of this lease incentive is \$250,612 and \$72,727 at June 30, 2018 and 2017.

During the year ended June 30, 2018, liens were placed by contractors on the property located at 25 Chapel Street. The School has filed bonds for these liens in the amount of \$359,253. This amount is included in prepaid expenses and other current assets on the accompanying statements of financial position.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

13. Commitments (*continued*)

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. Under the terms of a rental deposit agreement entered into between the School and Friends Of, the School paid a security deposit in the amount of \$319,719 on behalf of Friends Of during the year ended June 30, 2018. Per the agreement, Friends Of shall repay the School in full on or before January 31, 2021. On January 8, 2018, the School entered into a license 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 agreement commenced on January 8, 2018 and expires on June 30, 2019. On July 25, 2018, the School entered into a sublease agreement with Friends Of for the same property. The sublease agreement supersedes the license agreement. The sublease agreement commenced on July 1, 2018 and expires on June 29, 2034 with an option to extend the sublease for a period of five or ten years. 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.

Future minimum lease payments under all leases are as follows for the years ending June 30:

2019	\$ 3,990,764
2020	5,278,658
2021	6,710,193
2022	7,805,654
2023	7,834,771
Thereafter	<u>73,572,241</u>
	<u>\$ 105,192,281</u>

Rent expense under these leases for the years ended June 30, 2018 and 2017 was \$2,773,995 and \$1,691,165.

Loans Payable

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.

Brooklyn Laboratory Charter Schools

Notes to Financial Statements
June 30, 2018 and 2017

13. 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.

The School Loan (see Note 7) is subordinate to both the CIP loan and the NFF loan.

* * * * *

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"), which comprise the statement of financial position as of June 30, 2018, 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 31, 2018.

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) to determine the 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 School'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 may exist that have not been identified.

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 determination of financial statement amounts. 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 School'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 School's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

PKF O'Connor Davies, LLP

Harrison, New York
October 31, 2018



Annual Financial Statement Audit Report

School Name:	Charter School Name
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #13
School Fiscal Contact Name:	Eric Tucker
School Fiscal Contact Email:	[REDACTED]
School Fiscal Contact Phone:	[REDACTED]
School Audit Firm Name:	PFK O'Connor Davies, LLP
School Audit Contact Name:	Daniel Smolan
School Audit Contact Email:	[REDACTED]
School Audit Contact Phone:	[REDACTED]
Audit Period:	2017-18
Prior Year:	2016-17

The following items are required to be included:

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

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

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	Attached
Management Letter Response	N/A
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A

Charter School Name
Statement of Financial Position
as of June 30

	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 4,149,965	\$ 3,178,702
Grants and contracts receivable	1,722,774	346,534
Accounts receivables	125,332	25,136
Prepaid Expenses	518,188	243,412
Contributions and other receivables	1,087,920	-
Other current assets	-	-
TOTAL CURRENT ASSETS	7,604,179	3,793,784
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 4,750,519	\$ 3,057,639
Restricted Cash	75,082	75,040
Security Deposits	400,494	386,831
Other Non-Current Assets	<u>632,932</u>	<u>937,848</u>
TOTAL NON-CURRENT	5,859,027	4,457,358
TOTAL ASSETS	<u>13,463,206</u>	<u>8,251,142</u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 1,034,665	\$ 256,701
Accrued payroll, payroll taxes and benefits	287,393	211,516
Current Portion of Loan Payable	-	-
Due to Related Parties	285,997	96,102
Refundable Advances	347,035	-
Deferred Revenue	-	-
Other Current Liabilities	<u>446,478</u>	<u>421,252</u>
TOTAL CURRENT	2,401,568	985,571
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ 2,516,405	\$ 2,954,925
Deferred Rent	992,120	709,394
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	3,508,525	3,664,319
TOTAL LIABILITIES	<u>5,910,093</u>	<u>4,649,890</u>

NET ASSETS

Unrestricted	\$ 7,553,113	\$ 2,201,252
Temporarily restricted	-	1,400,000
Permanently restricted	-	-
TOTAL NET ASSETS	<u>7,553,113</u>	<u>3,601,252</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>13,463,206</u></u>	<u><u>8,251,142</u></u>

Charter School Name
Statement of Activities
as of June 30

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 9,032,671	\$ -	\$ 9,032,671	\$ 6,175,635
State and Local Per Pupil Revenue - SPED	2,893,198	-	2,893,198	1,792,567
State and Local Per Pupil Facilities Revenue	2,991,394	-	2,991,394	1,158,333
Federal Grants	674,964	-	674,964	489,095
State and City Grants	58,624	-	58,624	40,700
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	15,650,851	-	15,650,851	9,656,330
EXPENSES				
Program Services				
Regular Education	\$ 9,030,498	\$ -	\$ 9,030,498	\$ 5,599,846
Special Education	4,164,379	-	4,164,379	2,331,300
Other Programs	-	-	-	-
Total Program Services	13,194,877	-	13,194,877	7,931,146
Management and general	1,681,925	-	1,681,925	1,602,435
Fundraising	-	-	-	-
TOTAL EXPENSES	14,876,802	-	14,876,802	9,533,581
SURPLUS / (DEFICIT) FROM OPERATIONS	774,049	-	774,049	122,749
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 123,699	\$ -	\$ 123,699	\$ 26,643
Contributions and Grants	2,935,098	-	2,935,098	1,492,018
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	119,015	-	119,015	330,331
Other Support and Revenue	1,400,000	(1,400,000)	-	-
TOTAL SUPPORT AND OTHER REVENUE	4,577,812	(1,400,000)	3,177,812	1,848,992
Net Assets Released from Restrictions / Loss on Disposal	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	5,351,861	(1,400,000)	3,951,861	1,971,741
NET ASSETS - BEGINNING OF YEAR	\$ 2,201,252	\$ 1,400,000	\$ 3,601,252	\$ 1,629,511
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

\$ 7,553,113 \$ - \$ 7,553,113 \$ 3,601,252

**Charter School Name
Statement of Cash Flows**

as of June 30

	<u>2018</u>	<u>2017</u>
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 3,951,861	\$ 1,971,741
Revenues from School Districts	-	-
Accounts Receivable	(419,915)	(3,069)
Due from School Districts	-	-
Depreciation	806,126	206,773
Grants Receivable	(1,376,240)	(48,656)
Due from NYS	-	-
Grant revenues	-	-
Prepaid Expenses	(288,439)	(262,850)
Accounts Payable	777,964	56,614
Accrued Expenses	75,877	106,313
Accrued Liabilities	189,895	41,484
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	-	-
Interest payments	-	-
Refundable Advances	347,035	(19,775)
Deferred Rent	282,726	668,769
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 4,346,890	\$ 2,717,344
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(2,491,048)	(2,400,852)
Other	624,593	(962,877)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (1,866,455)	\$ (3,363,729)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	(421,252)	(69,442)
Other	(1,087,920)	3,439,650
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ (1,509,172)	\$ 3,370,208
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 971,263	\$ 2,723,823
Cash at beginning of year	3,178,702	454,879
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 4,149,965	\$ 3,178,702

Charter School Name
Statement of Functional Expenses
as of June 30

		2018						
		Program Services				Supporting Services		
	No. of Positions	Regular	Special	Other	Total	Fundraising	Management and General	Total
		Education	Education	Education				
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	26.00	920,933	424,685	-	1,345,618	-	576,694	576,694
Instructional Personnel	60.00	2,614,596	1,205,710	-	3,820,306	-	-	-
Non-Instructional Personnel	-	-	-	-	-	-	-	-
Total Salaries and Staff	86.00	3,535,529	1,630,395	-	5,165,924	-	576,694	576,694
Fringe Benefits & Payroll Taxes		711,609	328,156	-	1,039,765	-	116,072	116,072
Retirement		22,865	10,544	-	33,409	-	3,730	3,730
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	281,619	281,619
Accounting / Audit Services		-	-	-	-	-	15,250	15,250
Other Purchased / Professional / Consulting Services		1,070,815	493,803	-	1,564,618	-	174,665	174,665
Building and Land Rent / Lease		1,707,852	787,569	-	2,495,421	-	278,574	278,574
Repairs & Maintenance		149,400	68,895	-	218,295	-	24,370	24,370
Insurance		44,734	20,629	-	65,363	-	7,297	7,297
Utilities		103,838	47,885	-	151,723	-	16,937	16,937
Supplies / Materials		119,065	54,906	-	173,971	-	-	-
Equipment / Furnishings		62,518	28,830	-	91,348	-	10,198	10,198
Staff Development		182,658	84,232	-	266,890	-	29,793	29,793
Marketing / Recruitment		104,714	48,289	-	153,003	-	17,080	17,080
Technology		45,456	20,962	-	66,418	-	7,414	7,414
Food Service		252,064	116,238	-	368,302	-	-	-
Student Services		167,989	77,467	-	245,456	-	-	-
Office Expense		117,139	54,018	-	171,157	-	19,108	19,108
Depreciation		491,404	226,609	-	718,013	-	80,155	80,155
OTHER		140,849	64,952	-	205,801	-	22,969	22,969
Total Expenses		\$ 9,030,498	\$ 4,164,379	\$ -	\$ 13,194,877	\$ -	\$ 1,681,925	\$ 1,681,925

	2017
Total	
\$	\$
1,922,312	1,573,599
3,820,306	2,039,740
-	-
5,742,618	3,613,339
1,155,837	594,569
37,139	69,508
-	-
281,619	466,801
15,250	25,250
1,739,283	1,418,601
2,773,995	1,691,165
242,665	167,586
72,660	51,523
168,660	121,182
173,971	127,050
101,546	110,764
296,683	62,647
170,083	74,021
73,832	38,672
368,302	288,976
245,456	126,526
190,265	116,919
798,168	200,804
<u>228,770</u>	<u>167,678</u>
<u>\$ 14,876,802</u>	<u>\$ 9,533,581</u>



Entry 5c Additional Financial Docs

Created: 08/01/2018 • Last updated: 11/01/2018

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

Section Heading

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/17967197/8mMlunnVv3/>

Explanation for not uploading the Management Letter. (No response)

2. Form 990

(No response)

Explanation for not uploading the Form 990. To be submitted later in the year.

3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

Explanation for not uploading the Federal Single Audit. Not required.

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. CSP grant not in place for this FY

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/17967197/pN6H0Nalce/>

Explanation for not uploading the Escrow evidence. (No response)

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading the Corrective Action Plan. The School did not have Audit Findings or Management Letter Recommendations.

Brooklyn Laboratory Charter Schools

Independent Auditors' Report on Communication of
Internal Control Matters

June 30, 2018

Board of Trustees
Brooklyn Laboratory Charter Schools

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, 2018, 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 Organization, and is not intended to be and should not be used by anyone other than these specified parties.

We would like to take this opportunity to acknowledge the courtesy and assistance extended to us by the personnel of the School during the course of our audit.

PKF O'Connor Davies, LLP

Harrison, New York
October 31, 2018

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.



October 30, 2018

Elias Sakha
Vice President
SR Relationship Manager
Education & Not For Profit Banking

Ref: BROOKLYN LABORATORY CHARTER SCHOOL

To whom it may concern,

At the request of our depositor BROOKLYN LABORATORY CHARTER SCHOOL, this is to confirm that 06/30/2018 the closing balance on the customer account number [REDACTED] was \$ 75,082.02

Should you require any further assistance, please feel free to contact me at [REDACTED]

Sincerely,


Elias Sakha, VP

JPMorgan Chase Bank, N.A.
Business Banking
4 Chase Metrotech Center, 18 Floor
Brooklyn, NY 11245



Entry 5d Financial Services Contact Information

Created: 08/01/2018 • Last updated: 11/01/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

BROOKLYN LABORATORY CS (REGENTS)Section Heading

1. School Based Fiscal Contact Information

School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
Eric Tucker	[REDACTED]	[REDACTED]

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	[REDACTED]	[REDACTED]	[REDACTED]

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
CSBM	Svetlana Gnesina	[REDACTED]	[REDACTED]	[REDACTED]	5

New York State Education Department

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

2018-19 Budget & Cash Flow Template

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

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

Brooklyn Lab Charter School - Charter 1 -

PROJECTED BUDGET FOR 2018-2019 -

July 1, 2018 to June 30, 2019 -

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,186,480	6,966,886	4,126,676	-	2,970,650	23,250,691
Total Expenses	6,924,030	5,077,795	5,830,521	6,615	3,620,464	21,745,179
Net Income	2,262,449	1,889,091	(1,703,845)	(6,615)	(649,814)	1,505,512
Actual Student Enrollment	558	207				765
Total Paid Student Enrollment	558	207				765

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

Brooklyn Lab Middle School 1	\$15,308.00	3,184,064	1,065,437	-	-	1,062,375	5,311,876
Brooklyn Lab Middle School 2	\$15,308.00	1,469,568	734,784	-	-	551,088	2,755,440
Brooklyn Lab High School	\$15,308.00	2,179,859	734,784	-	-	728,661	3,643,304
School District 4 (Enter Name)		-	-	-	-	-	-
School District 5 (Enter Name)		-	-	-	-	-	-
		6,833,491	2,535,005			2,342,124	11,710,620

Special Education Revenue

	-	3,335,282	-	-	-	-	3,335,282
--	---	-----------	---	---	---	---	-----------

Grants

Stimulus

Other

Other State Revenue

	-	-	3,858,201	-	-	-	3,858,201
--	---	---	-----------	---	---	---	-----------

TOTAL REVENUE FROM STATE SOURCES

	6,833,491	5,870,287	3,858,201			2,342,124	18,904,103
--	------------------	------------------	------------------	--	--	------------------	-------------------

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

	-	223,716	-	-	-	-	223,716
	279,000	103,500	-	-	-	-	382,500
	22,320	8,280	-	-	-	-	30,600
	-	-	-	-	-	437,083	437,083

	-	-	-	-	-	-	-
	-	-	-	-	-	-	-

TOTAL REVENUE FROM FEDERAL SOURCES

	301,320	335,496				437,083	1,073,899
--	----------------	----------------	--	--	--	----------------	------------------

LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

	1,866,242	692,315	200,000	-	-	191,443	2,950,000
	134,800	50,006	-	-	-	-	184,806
	-	-	68,475	-	-	-	68,475
	-	-	-	-	-	-	-
	-	-	-	-	-	-	-
	50,627	18,781	-	-	-	-	69,408
	-	-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

	2,051,668	761,103	268,475			191,443	3,272,689
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TOTAL REVENUE

	9,186,480	6,966,886	4,126,676			2,970,650	23,250,691
--	------------------	------------------	------------------	--	--	------------------	-------------------

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

	1	-	-	-	-	191,443	191,443
	8	442,826	164,274	-	-	151,775	758,875
	17	1,074,942	398,769	-	-	-	1,473,711

Brooklyn Lab Charter School - Charter 1

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,186,480	6,966,886	4,126,676	-	2,970,650	23,250,691
Total Expenses	6,924,030	5,077,795	5,830,521	6,615	3,620,464	21,745,179
Net Income	2,262,449	1,889,091	(1,703,845)	(6,615)	(649,814)	1,505,512
Actual Student Enrollment	558	207				765
Total Paid Student Enrollment	558	207				765

PROGRAM SERVICES

SUPPORT SERVICES

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
CFO / Director of Finance	1	-	-	-	-	92,700	92,700
Operation / Business Manager	6	-	-	-	-	363,363	363,363
Administrative Staff	9	-	-	-	-	463,482	463,482
TOTAL ADMINISTRATIVE STAFF	42	1,517,768	563,043			1,262,762	3,343,573
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	34	2,299,572	-	-	-	-	2,299,572
Teachers - SPED	33	-	2,224,404	-	-	-	2,224,404
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	8	369,942	137,237	-	-	-	507,179
Aides	-	-	-	-	-	-	-
Therapists & Counselors	6	-	346,293	-	-	-	346,293
Other	1	44,859	16,641	-	-	-	61,500
TOTAL INSTRUCTIONAL	82	2,714,373	2,724,574				5,438,947
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	2	-	-	97,000	-	-	97,000
Security	3	-	-	116,142	-	-	116,142
Other	3	-	-	49,107	-	-	49,107
TOTAL NON-INSTRUCTIONAL	7			262,249			262,249
SUBTOTAL PERSONNEL SERVICE COSTS	131	4,232,141	3,287,617	262,249		1,262,762	9,044,769
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		535,366	415,884	33,175	-	159,739	1,144,163
Fringe / Employee Benefits		465,535	361,638	28,847	-	138,904	994,925
Retirement / Pension		182,426	141,713	11,304	-	54,431	389,874
TOTAL PAYROLL TAXES AND BENEFITS		1,183,328	919,234	73,326		353,075	2,528,962
TOTAL PERSONNEL SERVICE COSTS		5,415,468	4,206,851	335,575		1,615,837	11,573,732
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	-	178,021	178,021
Legal		-	-	-	-	241,578	241,578
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	540,539	540,539
Payroll Services		-	-	-	-	42,690	42,690
Special Ed Services		-	-	-	-	-	-
Titelment Services (i.e. Title I)		53,246	19,752	-	-	-	72,998
Other Purchased / Professional / Consulting		720,605	559,781	-	-	-	1,280,386
TOTAL CONTRACTED SERVICES		773,850	579,534			1,002,827	2,356,211
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	1,545	1,545

Brooklyn Lab Charter School - Charter 1

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,186,480	6,966,886	4,126,676	-	2,970,650	23,250,691
Total Expenses	6,924,030	5,077,795	5,830,521	6,615	3,620,464	21,745,179
Net Income	2,262,449	1,889,091	(1,703,845)	(6,615)	(649,814)	1,505,512
Actual Student Enrollment	558	207				765
Total Paid Student Enrollment	558	207				765

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Classroom / Teaching Supplies & Materials	54,709	20,295	-	-	-	75,005
Special Ed Supplies & Materials	-	11,803	-	-	-	11,803
Textbooks / Workbooks	101,851	37,784	-	-	-	139,635
Supplies & Materials other	66,661	24,729	-	-	-	91,390
Equipment / Furniture	-	-	-	-	14,832	14,832
Telephone	-	-	-	-	96,267	96,267
Technology	-	-	-	-	31,064	31,064
Student Testing & Assessment	73,347	27,209	-	-	-	100,556
Field Trips	70,716	26,233	-	-	-	96,949
Transportation (student)	42,142	15,633	-	-	-	57,776
Student Services - other	50,235	18,636	-	-	-	68,871
Office Expense	-	-	-	-	96,789	96,789
Staff Development	-	-	-	-	-	285,753
Staff Recruitment	-	-	-	-	87,646	87,646
Student Recruitment / Marketing	-	-	-	-	200,898	200,898
School Meals / Lunch	-	-	-	-	-	-
Travel (Staff)	17,377	13,499	-	-	-	30,876
Fundraising	-	-	-	6,615	-	6,615
Other	-	-	-	-	118,695	118,695
TOTAL SCHOOL OPERATIONS	477,039	195,822		6,615	647,736	1,612,965
FACILITY OPERATION & MAINTENANCE						
Insurance	-	-	-	-	72,178	72,178
Janitorial	-	-	-	-	281,886	281,886
Building and Land Rent / Lease	-	-	3,513,187	-	-	3,513,187
Repairs & Maintenance	-	-	126,667	-	-	126,667
Equipment / Furniture	-	-	-	-	-	-
Security	31,565	11,710	-	-	-	43,274
Utilities	226,108	83,879	-	-	-	309,987
TOTAL FACILITY OPERATION & MAINTENANCE	257,673	95,588	3,639,854		354,064	4,347,179
DEPRECIATION & AMORTIZATION			1,618,410	-	-	1,618,410
INTEREST OF DEFERED LOAN COST			18,816	-	-	18,816
INTEREST			217,866	-	-	217,866
DISSOLUTION ESCROW & RESERVES / CONTIGENCY			-	-	-	-
TOTAL EXPENSES	6,924,030	5,077,795	5,830,521	6,615	3,620,464	21,745,179
NET INCOME	2,262,449	1,889,091	(1,703,845)	(6,615)	(649,814)	1,505,512

ENROLLMENT - *School Districts Are Linked To Above Entries*

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
Brooklyn Lab Middle School 1	260	87	347
Brooklyn Lab Middle School 2	120	60	180
Brooklyn Lab High School	178	60	238
School District 4 (Enter Name)			-

Brooklyn Lab Charter School - Charter 1

PROJECTED BUDGET FOR 2018-2019

July 1, 2018 to June 30, 2019

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	9,186,480	6,966,886	4,126,676	-	2,970,650	23,250,691
Total Expenses	6,924,030	5,077,795	5,830,521	6,615	3,620,464	21,745,179
Net Income	2,262,449	1,889,091	(1,703,845)	(6,615)	(649,814)	1,505,512
Actual Student Enrollment	558	207				765
Total Paid Student Enrollment	558	207				765

PROGRAM SERVICES

SUPPORT SERVICES

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
School District 5 (Enter Name)			-			
TOTAL ENROLLMENT	558	207	765			
REVENUE PER PUPIL	16,463	33,656	30,393			
EXPENSES PER PUPIL	12,409	24,530	28,425			

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Tokumbo Shobowale

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

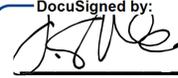
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
None	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

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5. 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 school(s) governed 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>None</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

DocuSigned by:

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Signature

7/28/2018

Date

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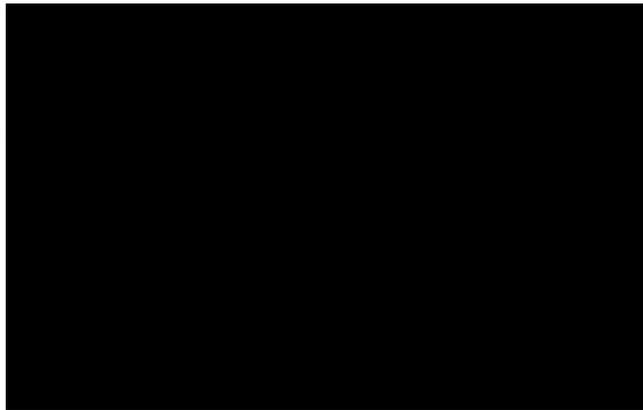
Business Telep

Business Addre

E-mail Address:

Home Telephon

Home Address:



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

corey scholes

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
None	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

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5. 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 school(s) governed 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
7/28/18				
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

DocuSigned by:

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 Signature

7/28/2018

Date

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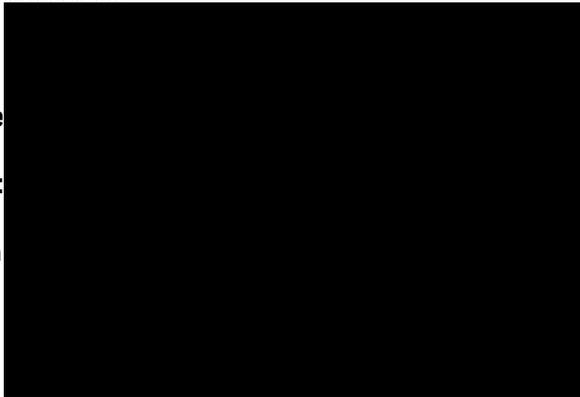
Business Telep

Business Address:

E-mail Address:

Home Telephone:

Home Address:



**Disclosure of Financial Interest by a Current or Proposed Charter School
Education Corporation Trustee**

Trustee Name:

Gary L WOOD

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
<i>None</i>	<i>None</i>		<i>None</i>

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

Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Mickey (Martha J.) Revenaugh

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Chair

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
Not applicable	NONE	Not applicable	Not applicable

5. 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 school(s) governed 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
iNACOL applicable	Membership in nonprofit association	\$500	Mickey Revenaugh is Vice Chair of iNACOL Board of Directors	Recuse from decision to join iNACOL


July 24, 2018

 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: _____
Business Address: _____
E-mail Address: _____
Home Telephone: _____
Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Andy Epstein

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

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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 yourself
None	<i>Please write "None" if applicable. Do not leave this space blank.</i>		

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5. 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 school(s) governed 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>None</p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

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Signature

7/19/2018

Date

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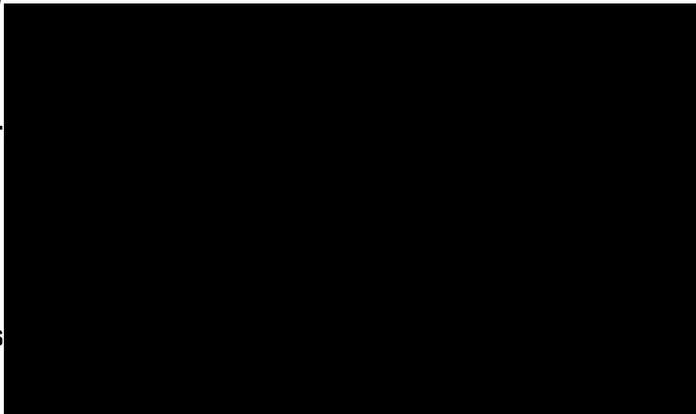
Business Tele

Business Addr

E-mail Address

Home Telepho

Home Address



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

WALTER P. LOVACHEN

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
	NONE		
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

5. 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 school(s) governed 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	→			
<i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature

Walter L. [Signature]

July 23, 2018
Date

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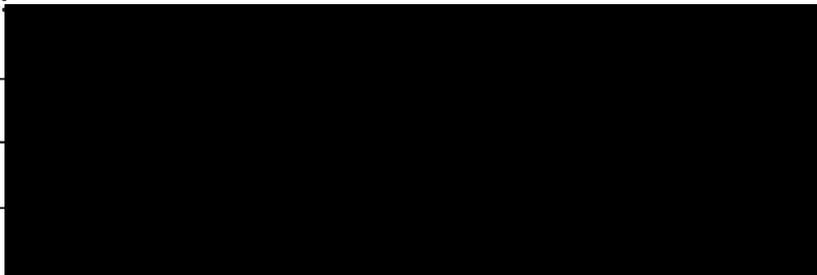
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name: *Nadine Augusta*

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

Yes No

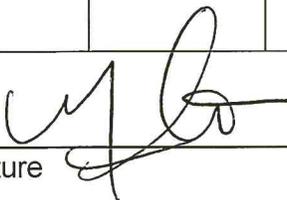
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

5. 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 school(s) governed 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>				

Signature 

Date 7/24/18

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.

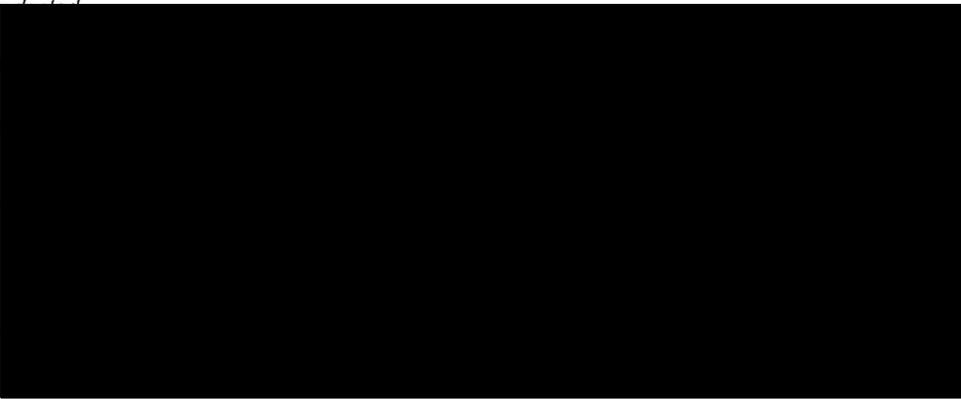
Business Telephone: _____

Business Address: _____

E-mail Address: _____

Home Telephone: _____

Home Address: _____



Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee

Trustee Name:

Adrien Siegfried

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Brooklyn Laboratory Charter Schools

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Secretary

2. Is the trustee 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. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed 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.

4. 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) governed 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 financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 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 yourself
<i>NONE</i>	<i>NONE</i>	<i>NONE</i>	<i>NONE</i>

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

5. 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 school(s) governed 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.</i> NONE	NONE	NONE	<i>Do not leave this space blank.</i> NONE	NONE

 _____
 Signature 7/29/2018
 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
E-mail Address
Home Telephone
Home Address





Entry 8 BOT Table

Last updated: 08/01/2018

1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Martha "Mickey" Revenau gh	Chair	Executive Committ ee, Finance / Audit Committ ee	Yes	3	07/24/20 18	07/24/20 20	11
2	Andrew Epstein	Trustee/M ember	Finance / Audit Committ ee	Yes	3	12/1/201 7	12/1/201 9	11
3	Adrien Siegfried	Treasurer	Finance / Audit Committ ee	Yes	4	07/24/20 18	07/24/20 20	9
4	Walter Loughlin	Trustee/M ember	Real Estate Sub-Committ ee	Yes	3	07/24/20 18	07/24/20 20	11
5	Tokumbo Shobowal e	Trustee/M ember	Real Estate Sub-committe e	Yes	1	07/01/20 17	07/01/20 19	8
6	Nadine Augusta	Secretary	Executive Committ ee, Board Develop ment and Nominati on Committ ee	Yes	2	07/01/20 17	07/01/20 19	10

7	Corey Scholes	Vice Chair	Executive Committee, Academic Committee	Yes	3	07/24/2018	07/24/2020	9
8	Gary Wood	Trustee/Member	Real-Estate Subcommittee	Yes	4	07/24/2018	07/24/2020	6
9								

1a. Are there more than 9 members of the Board of Trustees? No

2. Total number of members on June 30, 2018 8

3. Total number of members joining the Board during the 2017-18 school year 0

4. Total number of members departing the Board during the 2017-18 school year 0

5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes 8

6. Number of Board meetings conducted during the 2017-18 School Year 12

7. Number of Board meetings scheduled for the coming 2018-19 school year 12

Thank you.



Entry 9 - Board Meeting Minutes

Last updated: 08/01/2018

[Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

BROOKLYN LABORATORY CS (REGENTS)

Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?

Yes

the charter school's website.

A. Provide if posted on the charter school's website a URL link to the Monthly Board Meeting Minutes, which should match the number of meetings held during the 2017-18 school year.

<https://www.brooklynlaboratoryschool.org/map>



Entry 10 Enrollment and Retention of Special Populations

Last updated: 08/01/2018

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language 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 2018-19.

BROOKLYN LABORATORY CS (REGENTS)Section Heading

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>LAB’s consistent increase in the recruitment of economically disadvantaged students is due to successful implementation of several strategies. These efforts include:</p> <p>Reaching out to counselors, social workers, parents, special-education coordinators, and other administrators at high need public schools.</p> <p>Organizing frequent open houses and information sessions, including ongoing canvassing door-to-door at over 40 New York City Housing Authority (NYCHA) complexes.</p> <p>Contacting counselors, social workers, parents, and SPED coordinators at public schools within CSDs 13, 14, and 16.</p> <p>Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families.</p> <p>Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families.</p> <p>Visiting and posting flyers at local elementary schools that have significant economic need, as well as at after-school programs, youth centers, school enrollment fairs, supermarkets, churches, community</p>	<p>In 2018-2019, we will continue the described efforts to increase enrollment of economically disadvantaged students. We will continue our work with parent advocacy groups and will bolster student recruitment through our partnerships with community institutions like MOUSE, Brooklyn Public Library, the HIVE Network, and local religious organizations. LAB will continue to publicize the school to prospective families of the highest need. We will use extensive multilingual advertising and a range of media, including email blasts, online news sites, social media, paper flyers and brochures, the school’s website, and direct mail to share information about LAB.</p> <p>LAB remains committed to ensuring that LAB’s programs and facilities are accessible to all members of the public. When recruiting or admitting students, we will not discriminate 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.</p>

centers, health centers, and school guidance counselors' offices.

English
Language
Learners

To recruit ELLs, 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 uses a variety of methods, including:
Assigning extra staff time to recruit ELL students;
Requesting an adjustment to LAB's lottery weighting to preference ELLs this fall;
Conducting 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;
Reaching out to families of ELLs currently on charter waitlists;
Hosting fairs and information sessions at public and private venues frequented by families;
Providing translation services for all promotional materials and in-person interaction;
Advertising our lottery in non-English local newspapers, radio, and television stations;
Distributing mailings and bilingual information to district residents, including residents in low-income and mixed-income communities;
Dropping bilingual flyers and posters in public housing complexes, local businesses, supermarkets, and community centers; and
Asking Brooklyn politicians for support reaching out to limited-English speaking families.

To recruit ELLs, LAB plans to continue the outreach strategies described in the 2017-18 recruitment efforts. New key strategies include outreach to and meetings with community leaders, public-information sessions (including translations), and further outreach to scholars on charter waitlists.

Outreach and recruitment efforts targeting students with disabilities include:
Reaching out to counselors, social workers, parents, special-education coordinators, and other administrators at high need public schools.
Organizing frequent open houses and information sessions, including ongoing canvassing door-to-door at over 40 New York City Housing Authority (NYCHA) complexes.
Contacting counselors, social workers, parents, and SPED coordinators at public

New key strategies include outreach to and meetings with political and community leaders, public-information sessions, and

<p>Students with Disabilities</p>	<p>schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families. Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families. Visiting and posting flyers at local elementary schools that have significant economic need, as well as at after-school programs, youth centers, school enrollment fairs, supermarkets, churches, community centers, health centers, and school guidance counselors' offices.</p>	<p>further outreach to scholars on charter waitlists. In addition, targeted advertising online (e.g. Facebook ads in parent and community groups) and featured articles in SPED resources and national forums like Understood.org will increase the dialogue about LAB's mission and drive additional recruitment of students with disabilities.</p>
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Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
<p>Economically Disadvantaged</p>	<p>LAB is focused on continuing to provide a successful academic option for our economically disadvantaged students. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment in high-dosage tutoring, which is effective for low-income students. Key retention activities include: Opportunities for students to excel in the classroom and be college-ready: We offer students activities that allow unique access to learning and acceleration, including AP classes, dual credit college classes, college visits, and a dedicated team focused on college counseling and readiness. Opportunities for students to be successful outside of the classroom: Students in 11th and 12th grades are expected to participate in experiential internships at local companies and organizations. Being part of a successful team helps many students establish support networks and peer groups. This can motivate students to participate in programs and take pride in their achievement. Tracking academic and character development progress: LAB tracks each student's academic and character</p>	<p>LAB enrolls and retains scholars who are economically disadvantaged at far higher rates than the sending district. The percentage of students who are economically disadvantaged also now outpaces the district by 15%, compared to just 2% four years ago. LAB's strong increase in the recruitment of economically disadvantaged students is due to successful implementation of several strategies. These efforts include: Reaching out to counselors, social workers, parents, special-education coordinators, and other administrators at high need public schools. Organizing frequent open houses and information sessions, including ongoing canvassing door-to-door at over 40 New York City Housing Authority (NYCHA) complexes. Contacting counselors, social workers, parents, and SPED coordinators at public schools within CSDs 13, 14, and 16. Maintaining an active referral program from currently enrolled families, with a focus on recruiting economically disadvantaged families. Working with a third party mail house to send applications to eligible students in CSD 13 and neighboring districts with large concentrations of economically disadvantaged families.</p>

	<p>development. Interim assessments also help to identify which students are struggling and how they can be better supported. LAB also surveys students who do not re-enroll. This helps us adapt our programs to better retain all students, including those from the economically disadvantaged subgroup.</p>	<p>Visiting and posting flyers at local elementary schools that have significant economic need, as well as at after-school programs, youth centers, school enrollment fairs, supermarkets, churches, community centers, health centers, and school guidance counselors' offices.</p>
<p>English Language Learners</p>	<p>To ensure that our ELL students are retained and are master English expeditiously, we provide trained staff, specialized curricular materials, extra time, tutoring, and in-class services for students requiring extra support. All teachers and fellows receive PD in communicating with ELLs, understanding cultural heritage, and applying appropriate instructional methodology. Through intensive small group instruction, co-teaching, and 1:1 academic tutoring, LAB strives to meet the academic needs of all of our students, all days.</p>	<p>LAB is focused on continuing to provide a successful academic option for ELL students. From our staffing model to our classroom routines to our consistently high expectations, LAB works to ensure that all students succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment in high-dosage tutoring, which is effective for English Language Learners.</p> <p>LAB tracks each student's academic and character development. Interim assessments also help to identify which students are struggling and how they can be better supported. LAB also surveys students who do not re-enroll. This helps us adapt our programs to better retain all students, including those who are English Language Learners.</p>
<p>Students with Disabilities</p>	<p>LAB enrolls and retains scholars with disabilities at far higher rates than the sending district. We have enrolled scholars with IEPs at considerably higher rates since our founding. To ensure that our students with disabilities are retained and supported, LAB designs and implements interventions and supports for complex learners. LAB is committed to inclusion and supporting students in the least restrictive environment possible. To achieve this, LAB uses a multi-tiered system of support to design interventions for students in the bottom quartile of academics and behavior.</p>	<p>LAB is focused on continuing 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 succeed, regardless of academic level, special needs, or language proficiency. LAB's academic plan makes a significant investment in high-dosage tutoring, which is effective for low-income students.</p> <p>LAB also surveys students who do not re-enroll. This helps us adapt our programs to better retain all students, including those with disabilities.</p>



Entry 11 Classroom Teacher and Administrator Attrition

Last updated: 08/01/2018

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

1. Classroom Teacher Attrition Table

FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
36	12	8	40	76

2. Administrator Position Attrition Table

FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
4	2	2	2	5

3. Tell your school's story

Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.

LAB’s talent pipeline—the LAB Fellowship and the Teacher Residency—fosters retention. The two-year Residency combines co-teaching and graduate school to become SPED certified. LAB’s retention is strong. LAB develops and advances current employees to cultivate education leaders whilst we reduce turnover, boost retention, and increase diversity—to produce breakthrough results. We make significant investments in our people because talent development is a core value. We believe everyone deserves systematic investment and development; internal talent pipelines are our best source of future skill. LAB’s innovative salary structure and comprehensive PD program provide incentives for staff to stay with us over time.

4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability \(OSPRA\)](#) prior to employment. 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.

Have all employees have been cleared through the NYSED TEACH system?

Yes

5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?

	Yes
--	-----

Thank you



Entry 12 Uncertified Teachers

Created: 08/01/2018 • Last updated: 08/02/2018

**FTE Count of All Teachers 61
(Certified and Uncertified) as of
6/30/18**

**FTE Count of All Certified 46
Teachers as of 6/30/18**

Instructions for Reporting Percent of Uncertified Teachers

The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. 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 column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	15
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	9
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	2
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	3
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	1

Thank you.



BROOKLYN LAB
CHARTER SCHOOL

LAB Organization Chart 2018-2021

Approved July 24, 2018

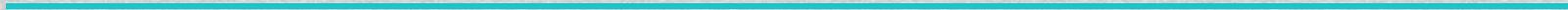


ORGANIZATIONAL STRUCTURE SUMMARY

This organizational chart is comprised of slides that the organizational structure at LAB, team make-ups at the campus and shared services levels, and core responsibilities of staff across LAB.

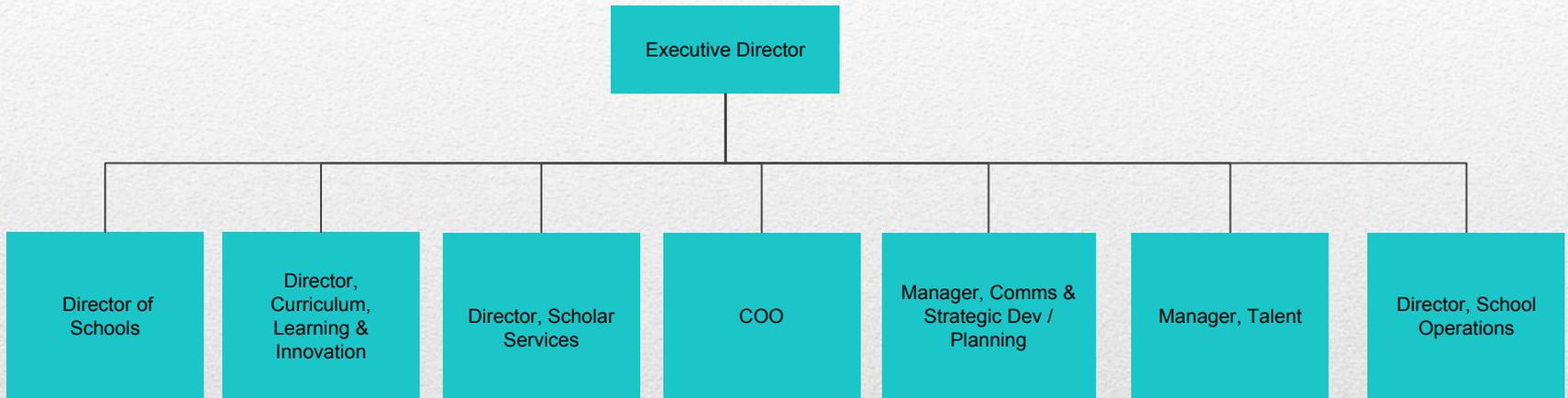
LAB has campus-level teams at each school, and a shared services team that provides infrastructure and management support to all LAB schools.

Shared services teams	Campus-level teams
<ul style="list-style-type: none">● Executive Director and reports● Schools Team● Curriculum, Learning & Innovation Team● Talent Team● Operations Team● Finance Team● Family Engagement & Partnerships Team● Communications and Strategic Development	<ul style="list-style-type: none">● Chapel Middle● Sands Middle● High School (Sands)

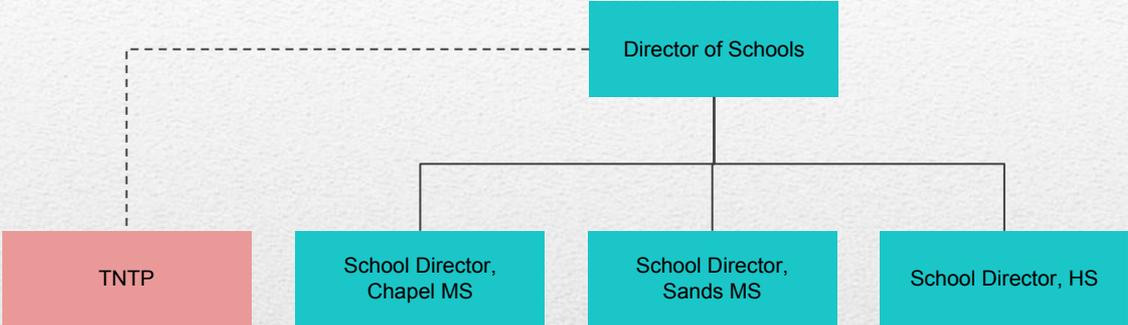


SHARED SERVICES TEAM

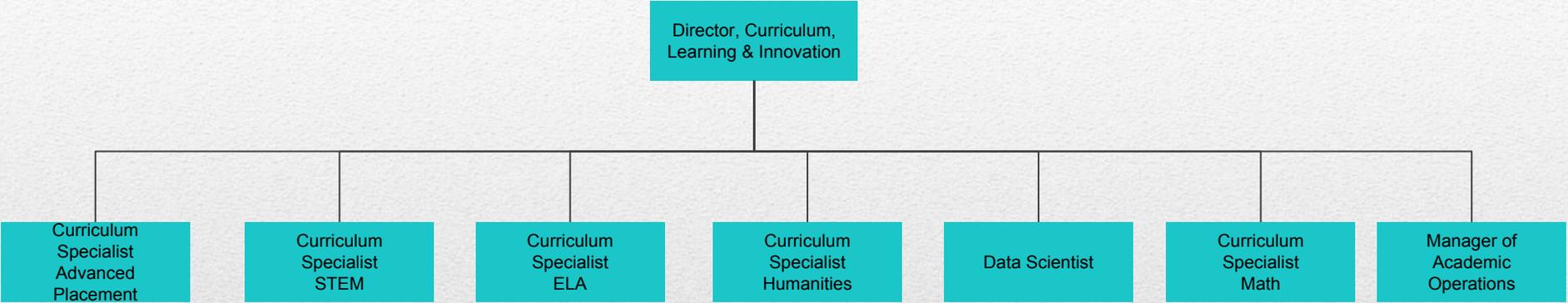
EXECUTIVE DIRECTOR AND REPORTS



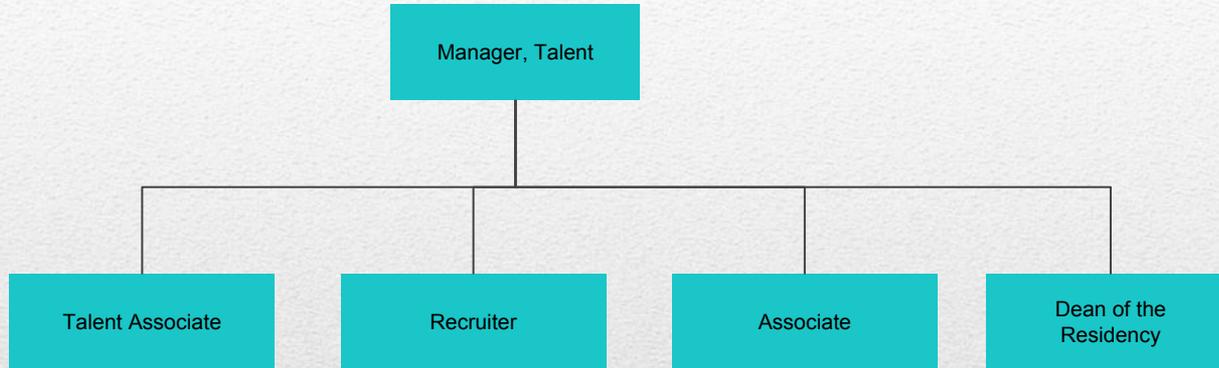
SCHOOLS TEAM



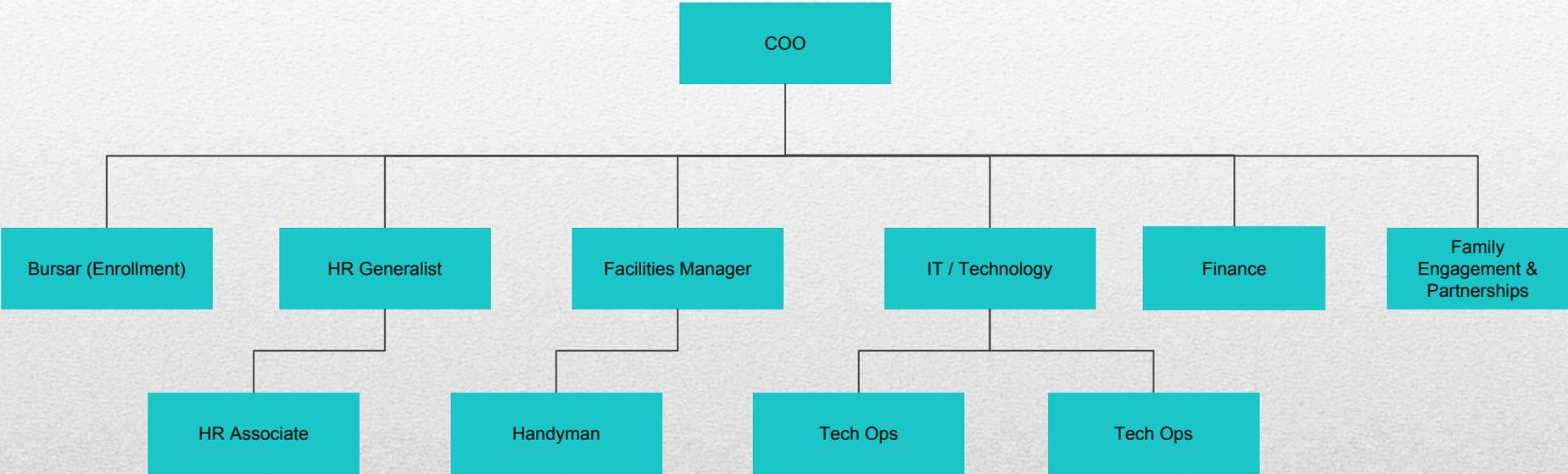
CURRICULUM, LEARNING & INNOVATION



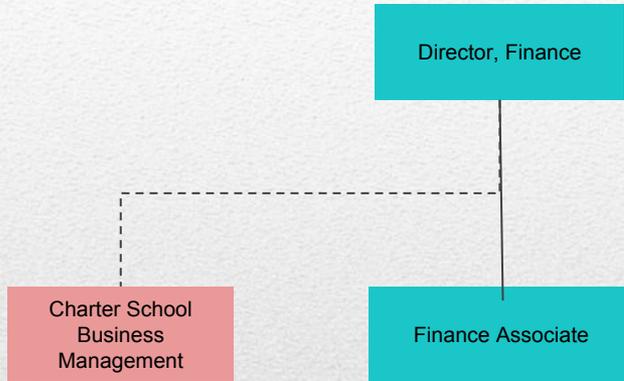
TALENT



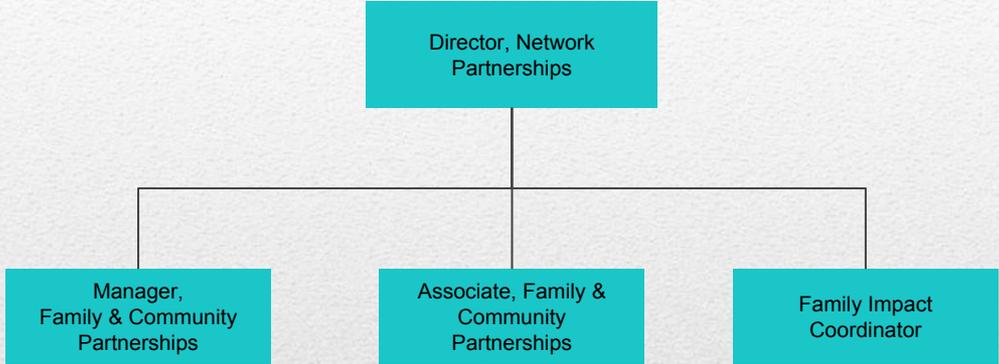
OPERATIONS



FINANCE



FAMILY & COMMUNITY PARTNERSHIPS



COMMUNICATIONS, EXTERNAL AFFAIRS, AND STRATEGIC PLANNING

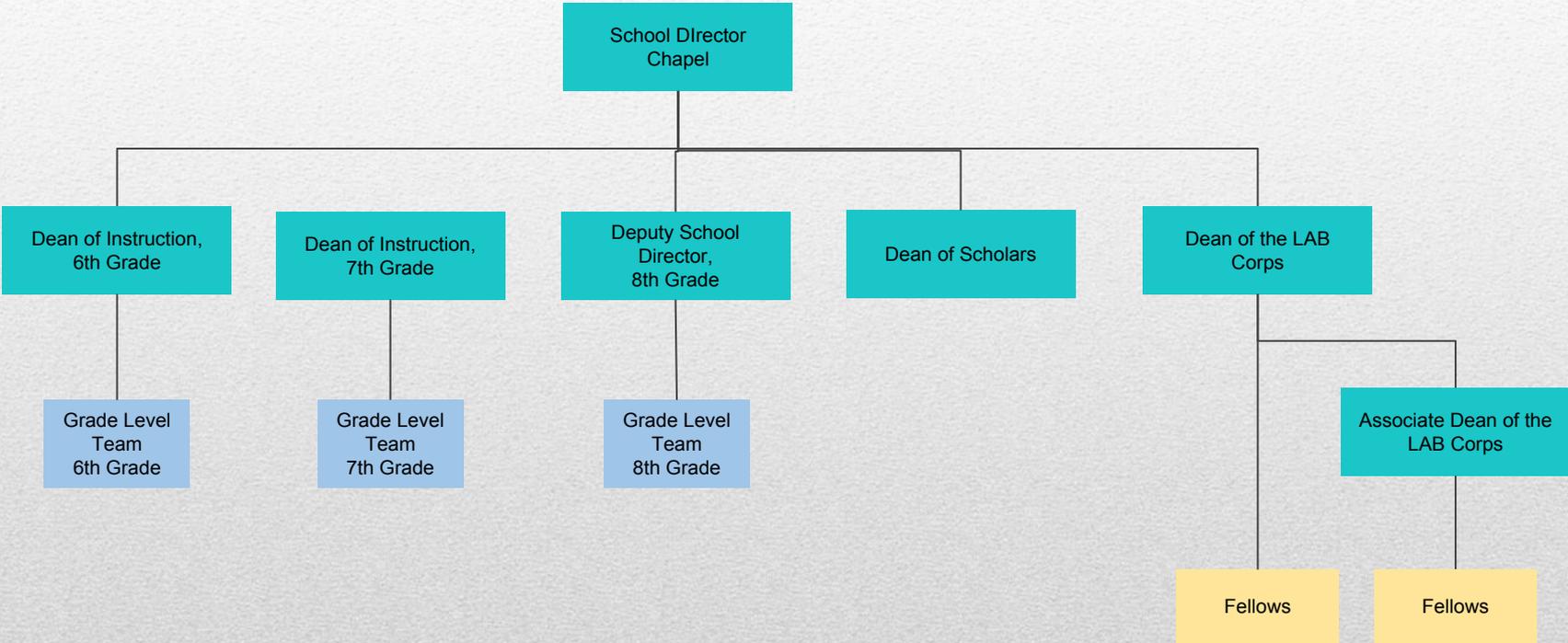
Manager, Communications
& Strategic Dev / Planning

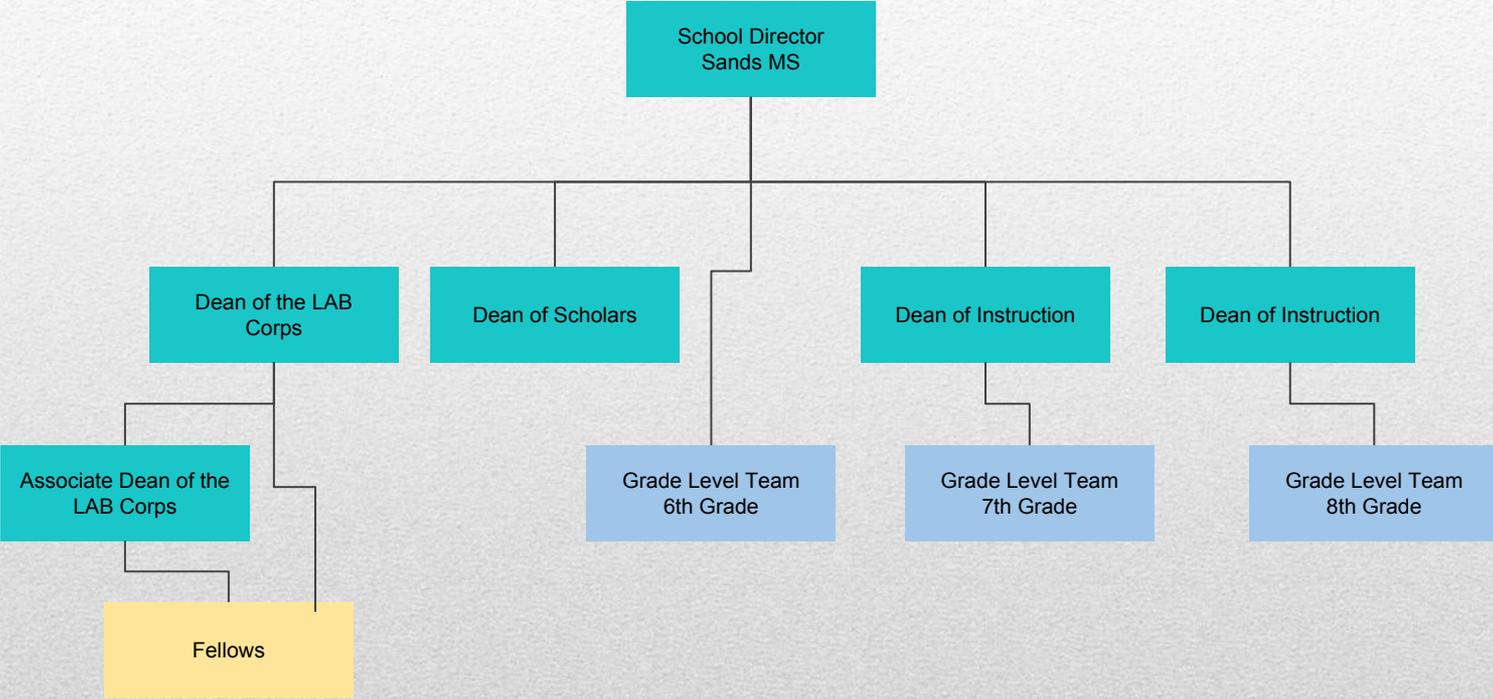
SCHOOL OPERATIONS TEAM



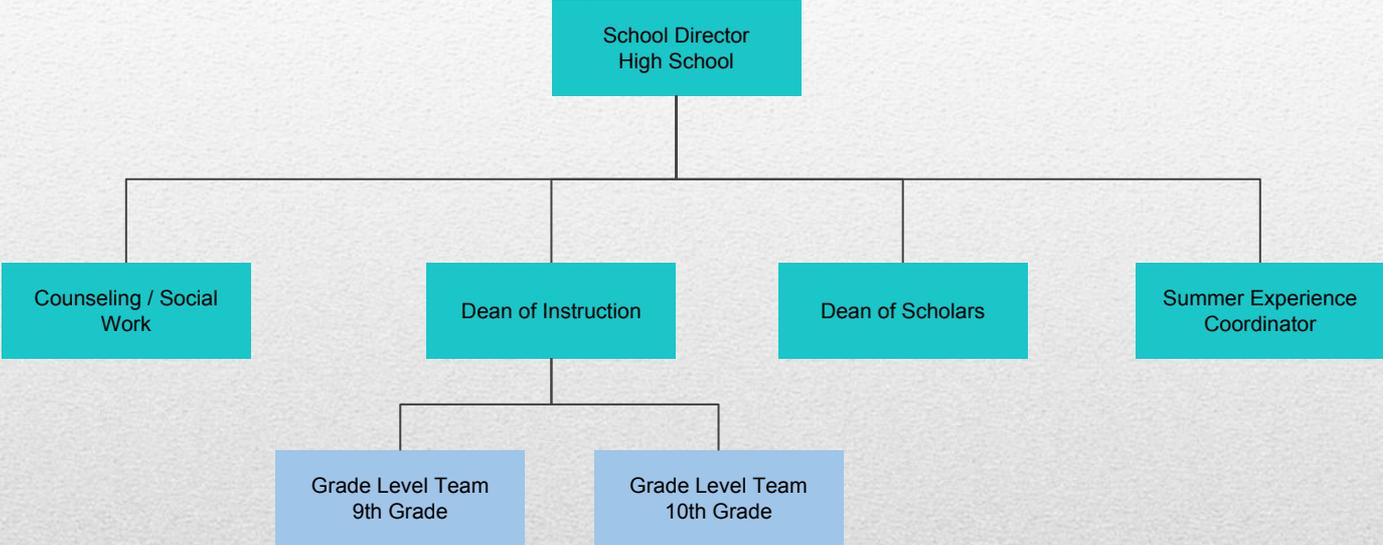
CAMPUS-LEVEL TEAMS

CHAPEL MS





HS (SANDS)





2018-2019 Student Calendar

July 2018						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

4: Independence Day

August 2018						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

27-30: Preparation Academy (1:15 dismissal new scholars only)

September 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

3: Labor Day
6: First Day of School (3:45 Dismissal)
11: First Day of Afterschool

October 2018						
S	M	T	W	T	F	S
						6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

8: Indigenous Peoples' Day (no school)
31: Teacher in-Service Day (no school)

November 2018						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

12: Veterans Day (no school)
19-23: Thanksgiving Break (no school)
30: End of Autumn Trimester

December 2018						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

12-13: Family Conferences (half days)
24-31: Winter Break (no school)

January 2019						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

1: New Year's Day (no school)
18: Teacher in-Service Day (no school)
21: MLK Day (no school)

February 2019						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

18: Presidents' Day (no school)
19-22: February Break (no school)

March 2019						
S	M	T	W	T	F	S
						1
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

1: End of Winter Trimester
13-14: Family Conferences (half days)

April 2019						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

2-4: NY State ELA Exams (Grades 6-8) 3:45 dismissal
5: Teacher in-Service Day (no school)
19: Good Friday (no school)

May 2019						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1-3: NY State Math Exams (Grades 6-8) 3:45 dismissal
13-17: Spring Break (no school)
27: Memorial Day (no school)

June 2019						
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2	3	4	5	6	7	8
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23	24	25	26	27	28	29
30						

3: Regents Exam
12: Family Conferences (1:15 dismissal)
21: Last Day of Afterschool
24: End of Spring Trimester
25: Last Day of School (1:15 dismissal)
26: 8th Grade Stepping Up Ceremony

KEY	
	Preparation Academy
	First & Last Days of School
	8th Grade Stepping Up Ceremony
	End of Trimester
	Exams & Testing
	Early Dismissal (1:15 PM)
	No School
	Afterschool