



# Entry 1 School Information

Created: 06/21/2017 • Last updated: 07/30/2017

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, 2017**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME AND BEDS#**      BROOKLYN URBAN GARDEN CS (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER**      Regents-Authorized Charter School

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

**c. DISTRICT / CSD OF LOCATION**      NYC CSD 15

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	500 19th Street Brooklyn, NY 11215	[REDACTED]		

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Susan Tenner
Title	Executive Director
Emergency Phone Number (###-###-####)	[REDACTED]

**e. SCHOOL WEB ADDRESS (URL)**      [bugsbrooklyn.org](http://bugsbrooklyn.org)

**f. DATE OF INITIAL CHARTER**      09/2011

**g. DATE FIRST OPENED FOR INSTRUCTION**      08/2013

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

## MISSION STATEMENT

!!!Possible Update Pending!!!

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

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

KEY DESIGN ELEMENTS (Brief description of Key design elements 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	Inquiry-Based Study of the Science of Sustainability: BUGS is a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.
Variable 2	Extended Time for Learning: Longer blocks of class time, a longer school day and a longer school year provide additional time to: maximize learning opportunities; implement innovative, cross disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.
Variable 3	A Positive and Inclusive School Climate: BUGS creates a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster

	a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world.
Variable 4	A Professional Learning Community: A learning focused, collaborative culture based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and ongoing professional development will enhance teachers' collective focus on student learning.
Variable 5	Authentic Assessments and Individualization: Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students' individual needs and is facilitated by trained and supported teachers.
Variable 6	Use of Technology: Computer-based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.
Variable 7	(No response)
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2017** 270

**j. GRADES SERVED IN SCHOOL YEAR 2016-17**

Check all that apply

Grades Served	6, 7, 8
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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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## I2. 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	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	500 19th St Brooklyn, NY 11215	[REDACTED]	CSD 15	6-8	Yes	Rent/Lease
Site 2						
Site 3						

### I2a. Please provide the contact information for Site 1.

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Susan Tenner	[REDACTED]		[REDACTED]
Operational Leader	Lydia Bailey	[REDACTED]		[REDACTED]
Compliance Contact	Susan Tenner	[REDACTED]		[REDACTED]
Complaint Contact	Susan Tenner	[REDACTED]		[REDACTED]

**m1. Is the school or are the school sites co-located?** No

**n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions).** Yes

## n2. Summary of Charter Revisions

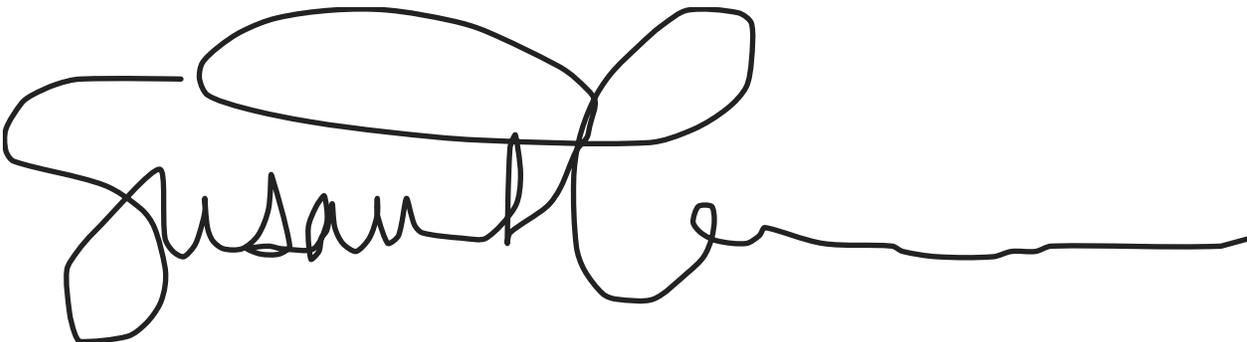
	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	Change to admissions policy to include an additional weight for ELLs during lottery.	Jan 24, 2017	
2				
3				
4				
5				

**o. Name and Position of Individual(s) Who Completed the 2016-17 Annual Report.** Susan Tenner, Executive Director and Jen Pasek, Consultant

**p. Our signatures 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**

A handwritten signature in black ink, appearing to read "Susan Tenner", written over a horizontal line.

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

A handwritten signature in black ink, consisting of a large, stylized 'B' followed by a series of connected loops and a long, sweeping tail that ends in a small upward hook.

**Date**

2017/07/30

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 06/26/2017

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## 1. NEW YORK STATE REPORT CARD

<https://data.nysed.gov/reportcard.php?year=2016&instid=800000071074>

**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

Created: 06/26/2017 • Last updated: 07/28/2017

## PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2016-17 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 1	Each year, the school will be designated as in "good standing."	NYSED ESEA Designations	Met	
Academic Goal 2	Each year, the percent of students who score proficiently on 6-8 ELA state assessments for all students at the school level will meet or exceed the district and state average.	NYS ELA Exam (Results Pending a of Aug. 1)		
Academic Goal 3	Each year, the percent of students who score proficiently on 6-8 math assessments for all students at the school level will meet or exceed the district and state average.	NYS Math Exam (Results Pending a of Aug. 1)		
	Each year, as measured by the New York City Department of			

Academic Goal 4	Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in ELA.	NYCDOE School Quality Guide (Report Pending as of August 1)		
Academic Goal 5	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the target for Median Adjusted Growth Percentile of the School's Lowest Performing Students in math.	NYCDOE School Quality Guide (Report Pending as of August 1)		
Academic Goal 6	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in ELA.	NYCDOE School Quality Guide (Report Pending as of August 1)		
Academic Goal 7	Each year, as measured by the New York City Department of Education's School Quality Guide, the school will meet or exceed the performance of the school's "comparison group" in math.	NYCDOE School Quality Guide (Report Pending as of August 1)		
Academ	ELA Growth: The school will maintain or increase the percent of students in the school testing at a proficient level	NYS ELA Exam		

ic Goal 8	for ELA or trending toward proficiency for ELA from one year's test administration to the next.	(Results Pending a of Aug. 1)		
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**2. Do have more academic goals to add?** Yes

**2016-17 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	Growth Math: The school will maintain or increase the percent of students in the school testing at a proficient level for math or trending toward proficiency for math from one year's test administration to the next.	NYS Math Exam (Results Pending a of Aug. 1)		
Academic Goal 10				
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

**3. Do have more academic goals to add?** No

**4. ORGANIZATIONAL GOALS**

## 2016-17 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	<p>Parent Satisfaction: In each year of the charter term, parents will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more parents participate in the survey.</p>	<p>NYCDOE Parent Survey Results 52% of parents completed the survey.</p>		
Org Goal 2	<p>Teacher Satisfaction: In each year of the charter term, teachers will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more teachers participate in the survey.</p>	<p>NYCDOE Teacher Survey Results</p>		
	Student			

Org Goal 3	Satisfaction: In each year of the charter term, students will express satisfaction with the school's program, based on the school's annual survey and/or NYC Department of Education Survey, at an 80% satisfaction rate. The school will only have met this goal if 50% or more students participate in the survey.	NYCDOE Student Survey Results		
Org Goal 4				
Org Goal 5				

**5. Do you have more organizational goals to add?**

No

**6. FINANCIAL GOALS**

**2016-17 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	Each year, the school will maintain financial stability, with total revenue meeting or exceeding total expenses, or in the event expenses exceed revenue in a given year, previous year retained earnings are adequate to supplement revenue.	Official Financial Audit To Be Completed by November 1 each year.		
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Entry 4 Expenditures per Child

Last updated: 07/27/2017

## 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 2016-17 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	5486963
Line 2: Year End FTE student enrollment	271
Line 3: Divide Line 1 by Line 2	20247

## 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 2016-17 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)	508362
Line 2: Management and General Cost (Column)	357334
Line 3: Sum of Line 1 and Line 2	865695
Line 5: Divide Line 3 by the Year End FTE student enrollment	3194

**Thank you.**



# Entry 5d Financial Services Contact Information

Created: 06/26/2017 • Last updated: 07/26/2017

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.

## 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Susan Tenner	[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
	Monica Fraczek	[REDACTED]	[REDACTED]	21

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

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Accounting Solutions of New York	Digant Bahl	[REDACTED]	[REDACTED]	[REDACTED]	

# New York State Education Department

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

## 2017-18 Budget & Cash Flow Template

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

1	Complete ALL SIX columns in <b>BLUE</b>
2	Enter information into the <b>GRAY</b> cells
3	Cells containing <b>RED</b> 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 <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Rows may be inserted in the worksheet to accommodate additional districts if necessary.
5	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**Brooklyn Urban Garden Charter School -**

**PROJECTED BUDGET FOR 2017-2018 -**

**July 1, 2017 to June 30, 2018 -**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,296,872	800,000	-	150,000	-	6,246,872
Total Expenses	3,988,007	1,178,437	-	1,545	1,013,994	6,181,983
Net Income	1,308,865	(378,437)	-	148,455	(1,013,994)	64,889
Actual Student Enrollment	235	65				300
Total Paid Student Enrollment	235	65				300

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$14,527.00

School District 2 (Enter Name)  
School District 3 (Enter Name)  
School District 4 (Enter Name)  
School District 5 (Enter Name)

4,358,100	-	-	-	4,358,100
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
-	-	-	-	-
<b>4,358,100</b>				<b>4,358,100</b>

Special Education Revenue

-	800,000	-	-	800,000
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Grants

Stimulus  
Other

90,000	-	-	-	90,000
663,063	-	-	-	663,063

Other State Revenue

-	-	-	-	-
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**TOTAL REVENUE FROM STATE SOURCES**

<b>5,111,163</b>	<b>800,000</b>			<b>5,911,163</b>
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

59,889	-	-	-	59,889
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Title I

77,610	-	-	-	77,610
--------	---	---	---	--------

Title Funding - Other

7,010	-	-	-	7,010
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School Food Service (Free Lunch)

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

Grants

Charter School Program (CSP) Planning & Implementation  
Other

-	-	-	-	-
-	-	-	-	-

Other Federal Revenue

-	-	-	-	-
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**TOTAL REVENUE FROM FEDERAL SOURCES**

<b>144,509</b>				<b>144,509</b>
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**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

-	-	-	150,000	150,000
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Erate Reimbursement

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

Interest Income, Earnings on Investments,

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

200	-	-	-	200
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Food Service (Income from meals)

-	-	-	-	-
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Text Book

-	-	-	-	-
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Other Local Revenue

41,000	-	-	-	41,000
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**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

<b>41,200</b>			<b>150,000</b>	<b>191,200</b>
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**TOTAL REVENUE**

<b>5,296,872</b>	<b>800,000</b>		<b>150,000</b>	<b>6,246,872</b>
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management  
Instructional Management

1.00  
3.00

-	-	-	-	122,570	122,570
304,808	76,202	-	-	-	381,010

**Brooklyn Urban Garden Charter School**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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.

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Actual Student Enrollment	235	65				300
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**PROGRAM SERVICES**

**SUPPORT SERVICES**

		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Deans, Directors & Coordinators	3.00	143,180	122,495	-	-	-	265,675
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	3.00	-	-	-	-	189,775	189,775
Administrative Staff	3.00	-	-	-	-	147,253	147,253
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>13</b>	<b>447,988</b>	<b>198,697</b>			<b>459,598</b>	<b>1,106,283</b>
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	18.00	1,255,219	-	-	-	-	1,255,219
Teachers - SPED	7.00	-	482,236	-	-	-	482,236
Substitute Teachers	-	-	-	-	-	-	-
Teaching Assistants	-	-	-	-	-	-	-
Specialty Teachers	10.00	525,920	96,220	-	-	-	622,140
Aides	-	15,000	-	-	-	-	15,000
Therapists & Counselors	2.00	72,535	72,535	-	-	-	145,070
Other	1.00	27,760	6,940	-	-	-	34,700
<b>TOTAL INSTRUCTIONAL</b>	<b>38</b>	<b>1,896,434</b>	<b>657,931</b>				<b>2,554,365</b>
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-	-	-	-	-	-	-
Other	4.00	64,632	4,500	-	-	68,000	137,132
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>4</b>	<b>64,632</b>	<b>4,500</b>			<b>68,000</b>	<b>137,132</b>
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>55</b>	<b>2,409,054</b>	<b>861,128</b>			<b>527,598</b>	<b>3,797,780</b>
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		209,827	64,562	-	-	48,422	322,811
Fringe / Employee Benefits		214,661	66,049	-	-	49,537	330,247
Retirement / Pension		26,780	8,240	-	-	6,180	41,200
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>451,268</b>	<b>138,852</b>			<b>104,139</b>	<b>694,258</b>
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>2,860,322</b>	<b>999,980</b>			<b>631,737</b>	<b>4,492,038</b>
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		-	-	-	-	103,000	103,000
Legal		-	-	-	-	12,360	12,360
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		151,244	46,537	-	-	34,902	232,683
Special Ed Services		-	5,150	-	-	-	5,150

**Brooklyn Urban Garden Charter School**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Titlement Services (i.e. Title I)	2,060	-	-	-	-	2,060
Other Purchased / Professional / Consulting	115,408	28,852	-	-	19,368	163,628
<b>TOTAL CONTRACTED SERVICES</b>	<b>268,712</b>	<b>80,539</b>			<b>169,630</b>	<b>518,881</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	15,450	15,450
Classroom / Teaching Supplies & Materials	46,350	5,150	-	-	-	51,500
Special Ed Supplies & Materials	-	206	-	-	-	206
Textbooks / Workbooks	12,360	-	-	-	-	12,360
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	2,060	-	-	-	-	2,060
Telephone	-	-	-	-	-	-
Technology	50,000	-	-	-	-	50,000
Student Testing & Assessment	18,025	-	-	-	-	18,025
Field Trips	5,150	-	-	-	-	5,150
Transportation (student)	2,060	-	-	-	-	2,060
Student Services - other	12,875	-	-	-	-	12,875
Office Expense	-	-	-	-	10,300	10,300
Staff Development	21,630	3,090	-	-	6,180	30,900
Staff Recruitment	14,420	2,060	-	-	4,120	20,600
Student Recruitment / Marketing	17,613	1,957	-	-	-	19,570
School Meals / Lunch	-	-	-	-	5,150	5,150
Travel (Staff)	3,090	-	-	-	-	3,090
Fundraising	-	-	-	1,545	-	1,545
Other	55,150	-	-	-	515	55,665
<b>TOTAL SCHOOL OPERATIONS</b>	<b>260,783</b>	<b>12,463</b>		<b>1,545</b>	<b>41,715</b>	<b>316,506</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	28,840	4,120	-	-	8,240	41,200
Janitorial	64,890	9,270	-	-	18,540	92,700
Building and Land Rent / Lease	464,144	66,306	-	-	132,613	663,063
Repairs & Maintenance	7,000	1,000	-	-	2,000	10,000
Equipment / Furniture	7,000	1,000	-	-	2,000	10,000
Security	361	52	-	-	103	515
Utilities	25,956	3,708	-	-	7,416	37,080
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>598,191</b>	<b>85,456</b>			<b>170,912</b>	<b>854,558</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTINGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>3,988,007</b>	<b>1,178,437</b>		<b>1,545</b>	<b>1,013,994</b>	<b>6,181,983</b>
<b>NET INCOME</b>	<b>1,308,865</b>	<b>(378,437)</b>	<b>-</b>	<b>148,455</b>	<b>(1,013,994)</b>	<b>64,889</b>

ENROLLMENT - \*School Districts Are Linked To Above Entries\*

REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
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**Brooklyn Urban Garden Charter School**

**PROJECTED BUDGET FOR 2017-2018**

**July 1, 2017 to June 30, 2018**

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

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	5,296,872	800,000	-	150,000	-	6,246,872
Total Expenses	3,988,007	1,178,437	-	1,545	1,013,994	6,181,983
Net Income	1,308,865	(378,437)	-	148,455	(1,013,994)	64,889
Actual Student Enrollment	235	65				300
Total Paid Student Enrollment	235	65				300

**PROGRAM SERVICES**

**SUPPORT SERVICES**

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
District of Location	235	65	300			
School District 2 (Enter Name)			-			
School District 3 (Enter Name)			-			
School District 4 (Enter Name)			-			
School District 5 (Enter Name)			-			
<b>TOTAL ENROLLMENT</b>	<b>235</b>	<b>65</b>	<b>300</b>			
<b>REVENUE PER PUPIL</b>	<b>22,540</b>	<b>12,308</b>	<b>-</b>			
<b>EXPENSES PER PUPIL</b>	<b>16,970</b>	<b>18,130</b>	<b>-</b>			









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

**Trustee Name:**

Catherine Boeckmann

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

**Brooklyn Urban Garden Charter School**

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

Vice President

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

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

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

*Carlie Feat*

7/27/07

Signature

Date

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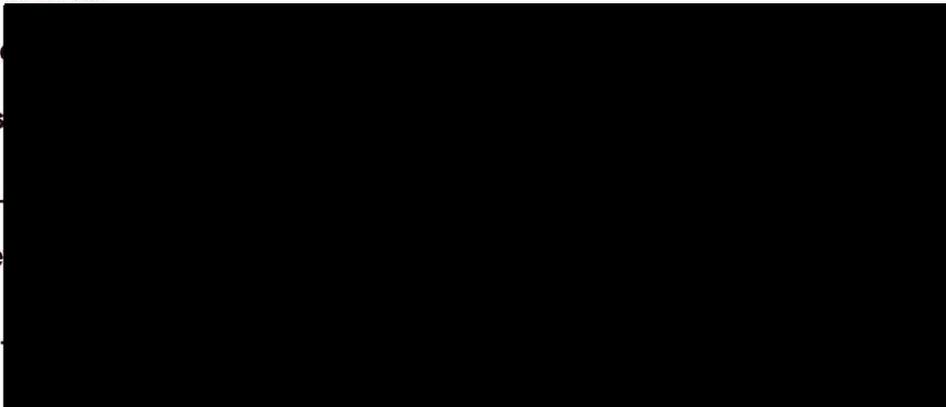
Business Telephone:

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:

Jose Luis Orbegozo

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

Brooklyn Urban Garden Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). PTA CO-President - Board of member.

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.

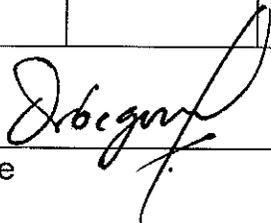
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p align="center"><b>NONE</b> Write "None" if applicable. Do not leave this space blank.</p>			

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

Signature



Date

*07/27/10*

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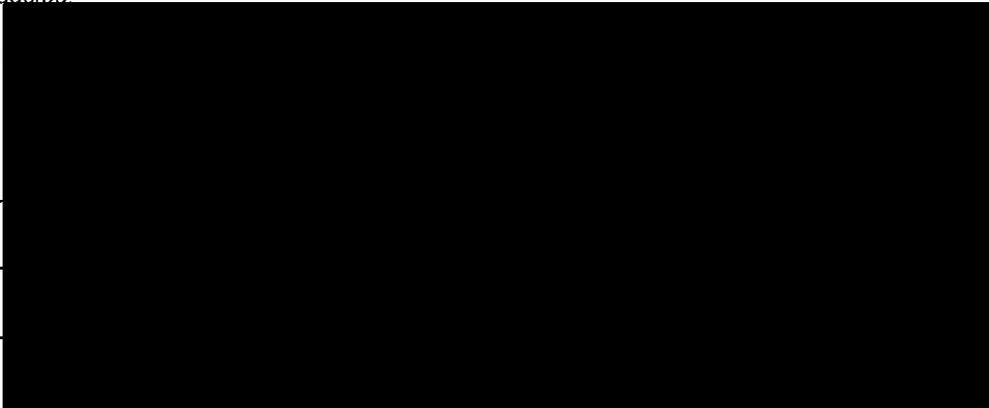
**Business Telephone:** \_\_\_\_\_

**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:

Brooks Tanner

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

Brooklyn Urban Garden Charter School

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

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

*[Handwritten Signature]*

*7/27/17*

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.*

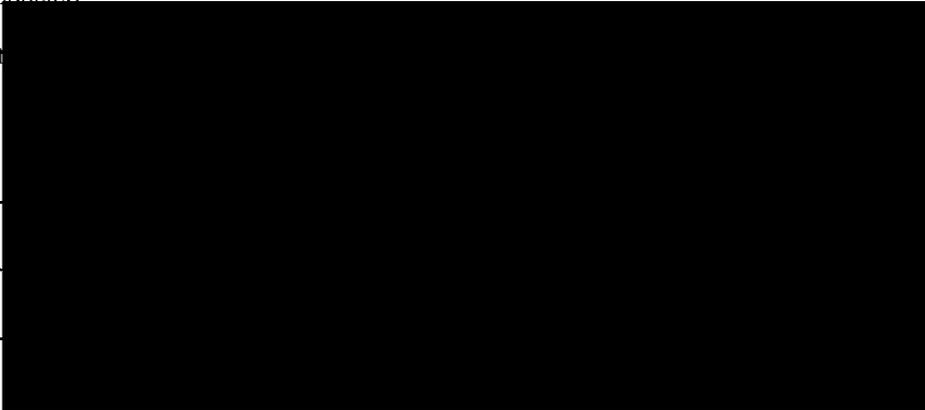
Business Telephone: \_\_\_\_\_

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:

Angela Ortiz

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

Brooklyn Urban Garden Charter School

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

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

*Angela [Signature]*  
 \_\_\_\_\_  
 Signature

*7-27-17*  
 \_\_\_\_\_  
 Date

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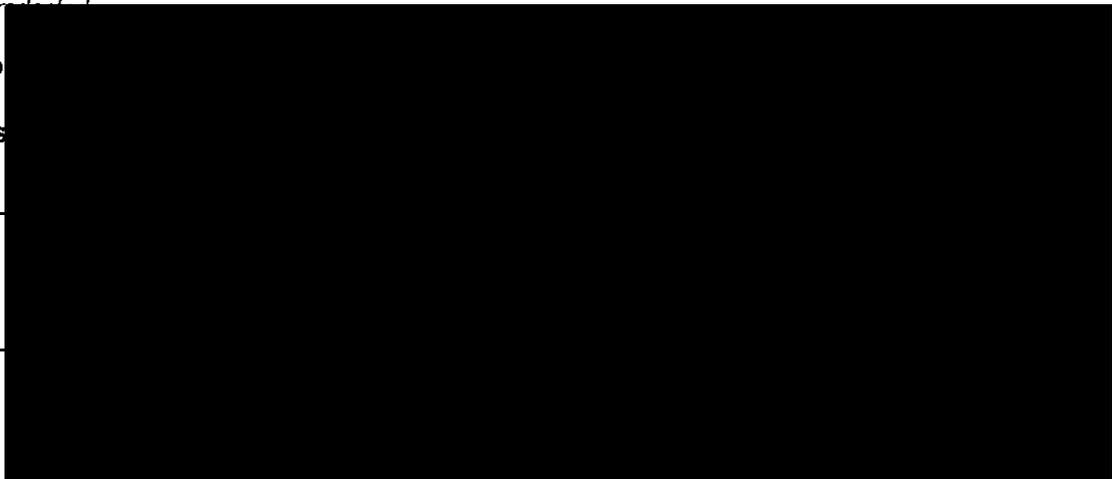
**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Home Telephone:** \_\_\_\_\_

**Home Address:** \_\_\_\_\_



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

**Regina Lee Fechter**

---

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

**Brooklyn Urban Garden Charter School**

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member of the Education Committee (soon to be Chair of the Education Committee beginning in August 2017)

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			

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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
NONE				

*Ray Lee Pech*  
 \_\_\_\_\_  
 Signature

7/24/2017  
 \_\_\_\_\_  
 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.*

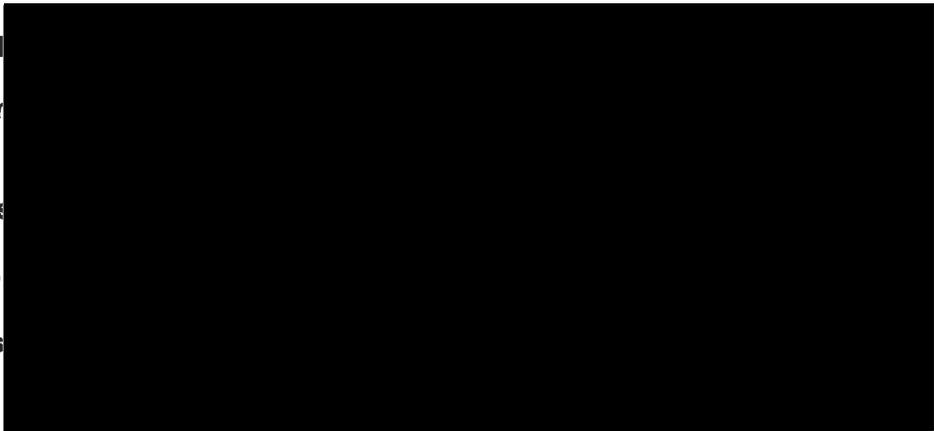
**Business Telephone**

**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:

CHRISTINE KANG

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

BROOKLYN URBAN GARDEN CHARTER SCHOOL (BUGS)

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

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		
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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
NONE				

Signature *Arthur Kelly* Date 6/25/17

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.

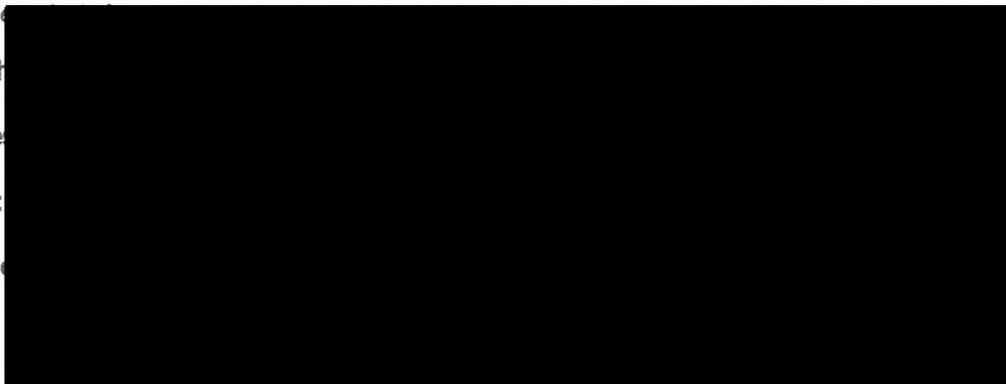
Business Telephone:

Business Address:

E-mail Address:

Home Telephone:

Home Address:



<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee *</b>
---

**Trustee Name:**

**Blake Sturcke**

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

**Brooklyn Urban Garden School**

1. \*List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Member of Finance Committee, General Member of the Board

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

<b><i>NONE</i></b>			
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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**.

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps Taken to Avoid Conflict of Interest</b>
<b><i>NONE</i></b>				

Signature

Date: 6/26/17

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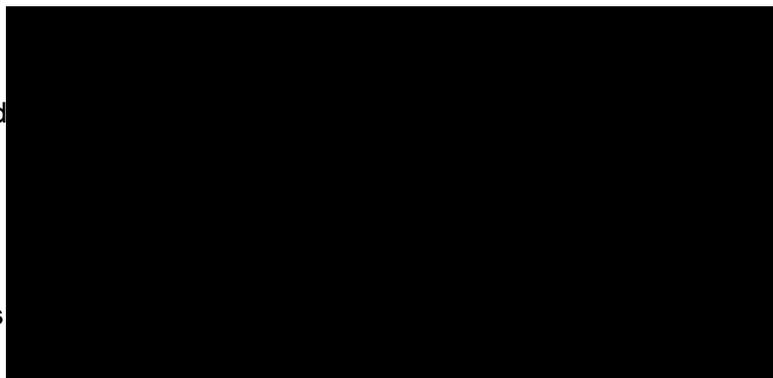
**Business Tel**

**Business Add**

**E-mail Addre**

**Home Teleph**

**Home Address**



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

Trustee Name:

William Stinton

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

Brooklyn Urban Garden School

- 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>			
None	None	None	None

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>				
None	None	None	None	None


8-24-17

Signature \_\_\_\_\_ Date \_\_\_\_\_

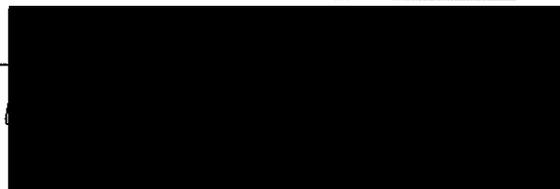
*Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.*

**Business Telephone:** \_\_\_\_\_

**Business Address:** \_\_\_\_\_

**E-mail Address:**  \_\_\_\_\_

**Home Telephone:**  \_\_\_\_\_

**Home Address:**  \_\_\_\_\_



# Entry 9 BOT Table

Created: 07/23/2017 • Last updated: 07/28/2017

(tab across or use scroll bar at bottom of table)

## 1. Current Board Member Information

	Trustee Name	Email Addresses	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Brooks Tanner	[REDACTED]	Chair/ Board President	Executive, Finance, Education & Accountability Governance & Nominating	Yes	Financial Oversight, Board Governance	1st term: 9/11-6/12 2nd term: 6/12-6/15 3rd Term: 6/15-6/18	11
2	Angela Ortiz	[REDACTED]	Secretary	Executive, Governance & Nominating, Human Resources Task Force	Yes	Human Resources, Non-Profit Law	1st term: 6/13-6/16 2nd term: 7/16-6/19	10
	Christi	[REDACTED]		Financ			1st	

3	ne Kang		Treasurer	e Committee	Yes	Finance	term: 6/16-6/19	10
4	Cathy Boeckmann		Vice Chair/ Vice President	Education & Accountability, Governance & Nominating, Executive	Yes	Education and Communications	1st term: 6/15-6/16; 2nd term: 6/16-6/19	11
5	Will Staton		Trustee/Member	Education & Accountability, Development Task Force	Yes	Education	1st term: 11/15-6/18	9
6	Regina Fechter		Trustee/Member	Education & Accountability	Yes	Business Development	1st term: 8/16-6/19	6
7	Blake Sturcke		Trustee/Member	Fundraising Task Force, Finance Committee	Yes	Finance	1st term: 8/16-6/19	10
8	Jose Luis Orbegozo		Parent Representative	Education & Accountability	No	Media Production; Education	1st term: 6/16-6/17	9
9								
10								
11								
12								

13								
14								
15								
16								
17								
18								
19								
20								

**2. Total Number of Members on June 30, 2016** 6

**3. Total Number of Members Joining the Board 2016-17 School Year** 4

**4. Total Number of Members Departing the Board during the 2016-17 School Year** 2

**5. Number of Voting Members 2016-17, as set by the by-laws, resolution or minutes** 12

**6. Number of Board Meetings Conducted in the 2016-17 School Year** 12

**7. Number of Board Meetings Scheduled for the [2017-18](#) School Year** 12

**Thank you.**



# Entry 10 - Board Meeting Minutes

Last updated: 07/23/2017

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## [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 2016--June 2017.

**A. Provide a URL link to the <http://www.bugsbrooklyn.org/board-meetings/> Monthly Board Meeting Minutes which are posted on the School's web page.**

**OR**

**B. Upload All Monthly Board Meeting Minutes**

Combine into one .PDF file

(No response)



# Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/26/2017

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 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 2017-2018.

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>BUGS has an Outreach Coordinator (the current person in the role speaks Spanish) to oversee recruitment efforts.</p> <p>BUGS provided recruitment materials to guidance counselors and parent coordinators at “feeder” elementary schools in CSD 15, 13, 17 and 20. We identified schools with high populations of the three target groups (ED, SWD, and ELL). Cultivating relationships with these schools is a good source of referrals for students. BUGS also recruited current parents with children who formerly attended those feeder schools to reach out to the guidance counselors. We worked with current parents of those schools and populations to leverage their relationships, relay their experiences to fellow parents, and present to those feeder schools in formal and informal settings.</p> <p>BUGS conducted outreach to community-based organizations serving SWD, ELLs, and ED students, such as including the Center for Family Life in Sunset Park, La Union, Chinese Planning Council, and CAMBA.</p> <p>BUGS conducted tours at the school during a variety of hours to accommodate different family work schedules and shifts. These tours will be provided before and after the lottery, both during the school day and not. We sent a wide-ranging Vanguard mailing that included zip codes 11232 (South Slope),</p>	<p>Continue to deepen relationships with targeted feeder schools that reflect the student populations.</p> <p>Continue to refine and deepen the use of parent ambassadors.</p>

11218 (Kensington), 11226 (Flatbush) and 11220 (Sunset Park), as well as many surrounding neighborhoods in Brooklyn. These are densely populated neighborhoods that are accessible to our school and include high populations of immigrant and low-income students.

BUGS distributed leaflets at local farmers' markets and community gardens and the Red Hook pool and Houses.

BUGS scheduled PTA meetings that alternate morning and evenings each month to accommodate a range of family work shifts and schedules.

BUGS provided recruitment materials to guidance counselors and parent coordinators at "feeder" elementary schools in CSD 15, 13, 17 and 20. We identified schools with high populations of the three target groups (ED, SWD, and ELL). Cultivating relationships with these schools is a good source of referrals for students. BUGS also recruited current parents with children who formerly attended those feeder schools to reach out to the guidance counselors. We worked with current parents of those schools and populations to leverage their relationships, relay their experiences (in their native language) to fellow parents, and present to those feeder schools in formal and informal settings.

In 2017, BUGS introduced an additional lottery weight for ELLs.

BUGS advertised on Spanish radio stations, with a student providing the Spanish voiceover for one of the ads. In addition, BUGS placed Spanish print ads in Spanish publications, like El Diario.

BUGS used print marketing, including posting fliers and brochures at public pools, libraries, supermarkets, Spanish language services at churches, laundromats and community centers in the high-traffic immigrant neighborhood of Sunset Park. The DOE translation services were used for voice translations, and a variety of languages are represented at all outreach events.

Marketing materials were translated into Spanish, Traditional Chinese, and Russian. A basic brochure was also provided in Arabic. Presentations were translated into Spanish

English  
Language  
Learners

and other languages as needed (as indicated at time of signing up for tours).  
 Bi-weekly emails to all parents from the Principal were translated into Spanish by a parent volunteer (other languages will be available through Google translate).  
 Spanish translation was provided during PTA meetings.  
 Events such as student-led conferences were offered with translators as needed. The Principal spoke Spanish at events. Semester celebrations included slides with the information about BUGS Core Values and student awards in both Spanish and English. We use an RSVP process so that we are ready to provide translators for prospective families at Open Houses.

Students with Disabilities

BUGS provided recruitment materials to guidance counselors and parent coordinators at “feeder” elementary schools in CSD 15, 13, 17 and 20. We identified schools with high populations of the three target groups (ED, SWD, and ELL). Cultivating relationships with these schools is a good source of referrals for students. BUGS also recruited current parents with children who formerly attended those feeder schools to reach out to the guidance counselors. We worked with current parents of those schools and populations to leverage their relationships, relay their experiences to fellow parents, and present to those feeder schools in formal and informal settings.  
 BUGS conducted outreach to community-based organizations serving SWD, ELLs, and ED students, including the Center for Family Life in Sunset Park, La Union, and CAMBA.  
 BUGS provided recruitment materials to guidance counselors and parent coordinators at 52 “feeder” elementary schools in CSD 15, 13, 17 and 20. All of these schools have high populations of the three target groups (ED, SWD, and ELL). Cultivating relationships with these schools is the best source of referrals for students. BUGS also recruited current parents with children who formerly attended those feeder schools to reach out to the guidance counselors when possible.

**Retention Efforts Toward Meeting Targets**

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
Economically Disadvantaged	<p>Through a private donation, students who qualify for reduced price meals received a free lunch and breakfast daily.</p> <p>Students were provided with uniforms free of charge, when needed. In addition, the school provided free locks and planners, independent reading books, free accounts to online math programs, and summer writing journals. The school provided students with lists of free summer learning opportunities.</p> <p>BUGS designed policies for field studies and other activities requiring dues so that no child is excluded from the learning experience.</p> <p>BUGS worked with the PTA to provide further supplies (e.g., student eye glasses) on as-needed basis for those families in need.</p> <p>BUGS offered scholarships for enrichment, for example: after school high school entrance exam preparation classes.</p>	
English Language Learners	<p>Staff support included the English as a New Language (ENL) Coordinator and Assistant Principal with expertise in working with ELL and SPED populations. The ENL Coordinator worked with general education teachers during regular planning meetings and provided push-in and pull-out services. Spanish-speaking and Arabic-speaking advisors are on staff. In addition, the BUGS counselor and social worker are bilingual (Spanish).</p> <p>Classrooms offered bilingual textbooks, translation dictionaries, native language resources. In addition, iPads were available for classes to use online translation tools.</p> <p>Spanish-language and Mandarin-language translations were provided for assessments that do not test English language skills.</p> <p>We work to recruit staff members with second language skills.</p> <p>We created an English as a new Language document that highlighted the BUGS approach and translated it into the major languages. We also created a handout for SPED services that was also translated into the major languages.</p> <p>We use the ELL Enrollment and Identification Compliance Checklist from the New York City Charter Center to ensure that we are</p>	Continue to refine and deepen supports for ELLs throughout the school.

providing best practices for ELLs.

Students with Disabilities

Classes were co-taught with one general education and one special education-certified teacher. Special education and general education teachers had regular planning meetings.

Depending on their specific needs, SWD received push-in academic support, push-in and pull-out counseling services, push-in and pull-out speech services, and push-in and pull-out hearing services.

As needed, classrooms offered assistive technology for class work and assessments and teachers modified classroom materials to meet the needs of student IEPs.

As needed, BUGS provided Functional Behavior Analyses and Behavior Intervention Plans.

BUGS ensured that teachers followed the specifications outlined in a student's IEP, including management of needs in the classroom, testing accommodations for all assessments, special transportation, one-to-one paraprofessionals, and/or nurse services.

We created a handout that covers our services for SPED students that was also translated into the major languages.



# Entry 12 Classroom Teacher and Administrator Attrition

Last updated: 07/27/2017

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

### Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	32	18	12	4	30

### Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	2.85	0	0	0	2.85

Thank you



# Entry 13 Uncertified Teachers

Created: 06/26/2017 • Last updated: 07/27/2017

**FTE Count of All Teachers 30  
(Certified and Uncertified) as of  
June 30, 2017**

**FTE Count of All Certified 20  
Teachers as of June 30, 2017**

## 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 June 30, 2017, and each uncertified teacher should be counted only once.**

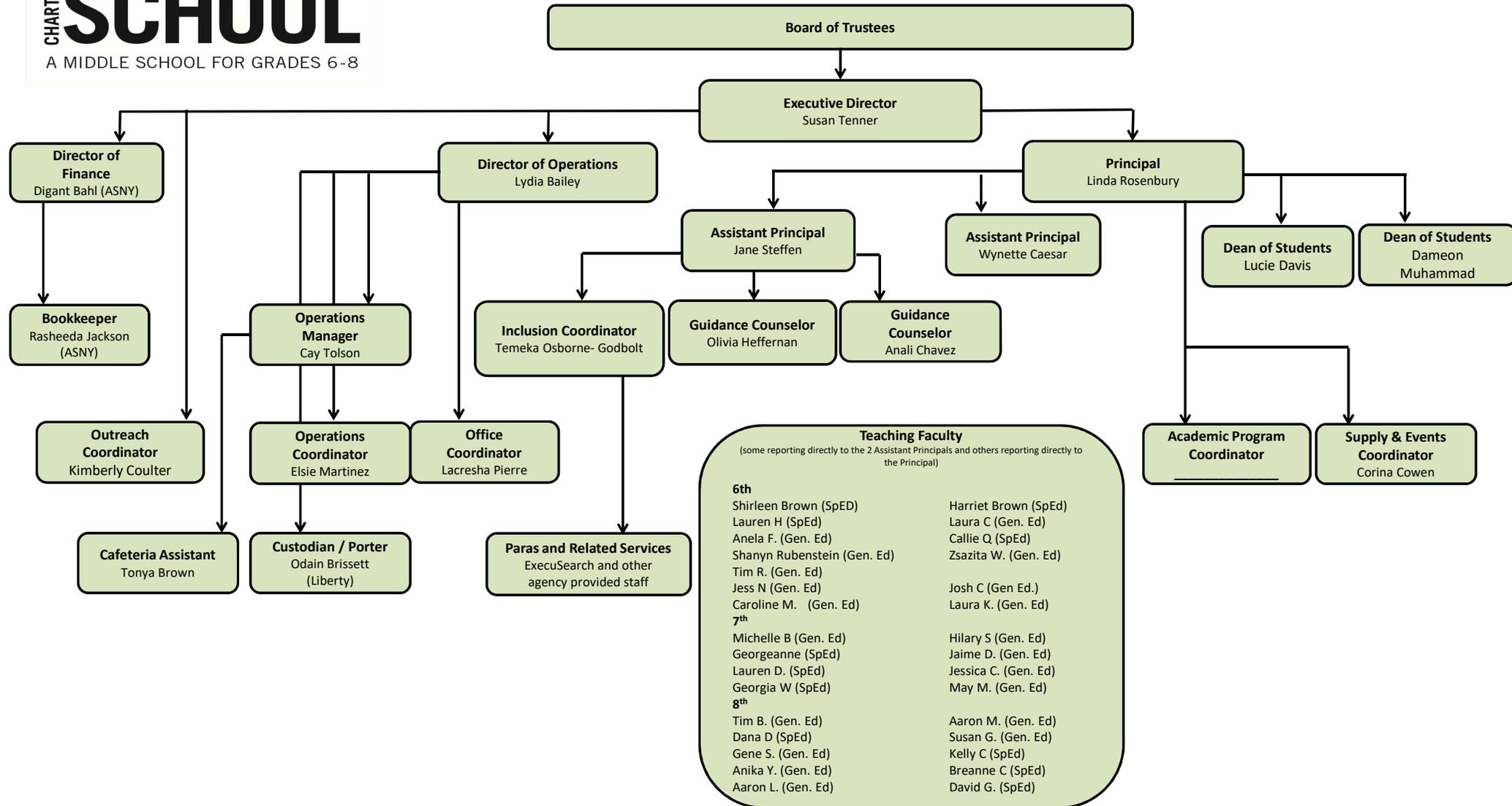
1. Total FTE count of uncertified teachers (6-30-17)	10
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	6
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	0
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	6
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	0

**Thank you.**

# BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

## 2017 – 2018 School Year BUGS Organizational Chart



**School Calendar.**

The 2017-18 calendar, on the following page, will have 182 days of instruction.

## 2017-18 School Calendar

School Hours: Monday, Tuesday, Thursday: 8:10 am-4:00 pm, Wednesday: 8:10 am-3:00 pm, Friday: 8:50 am-4:00 pm

2017		
Monday	August 28	First Day of School for NEW Students
Tuesday	August 29	First Day of School for ALL Students
Monday	September 4	NO SCHOOL - Labor Day
Tuesday	September 5	NO SCHOOL - Staff Development Day
Wednesday	September 20	HALF DAY - 1:00 pm Dismissal - Staff Development Day
Thursday - Friday	September 21 - 22	NO SCHOOL - Rosh Hashanah
Wednesday	September 27	Curriculum Night - 5:30 - 7:30 pm
Monday	October 9	NO SCHOOL - Indigenous Peoples' Day
Tuesday	October 10	NO SCHOOL - Staff Development Day
Thursday	October 26	Half Day - 1pm Dismissal - 1st Student Led Conferences**
Tuesday	November 7	NO SCHOOL - Staff Development Day
Thursday - Friday	November 23 - 24	NO SCHOOL - Thanksgiving Break
Thursday	November 30	NO CLASSES - 1st Subject Area Conferences**
Friday	December 22	HALF DAY - 1:00 pm Dismissal - Staff Development Day
Monday - Monday	Dec 25 - Jan 1	NO SCHOOL - Winter Recess
2018		
Tuesday	January 2	NO SCHOOL - Staff Development Day
Monday	January 15	NO SCHOOL - Dr. Martin Luther King Day
Tuesday	January 16	NO SCHOOL - Staff Development Day
Friday	February 16	NO SCHOOL - Lunar New Year
Monday - Friday	February 19 - 23	NO SCHOOL - Mid-winter Recess
Monday	February 26	NO SCHOOL - Staff Development Day
Thursday	March 22	HALF DAY - 1:00 pm Dismissal - 2nd Student Led Conferences**
Friday - Friday	March 30 - April 6	NO SCHOOL - Spring Recess
Wednesday	April 11	New York State English Language Arts Exam
Thursday	April 12	New York State English Language Arts Exam
Friday	April 13	New York State English Language Arts Exam *Note: No delayed start today, school begins as normal at 7:55 am
Tuesday - Thursday	May 1- 3	New York State Math Exam
Friday	May 4	HALF DAY - 1:00 pm Dismissal - Staff Development Day
Thursday	May 10	NO CLASSES - 2nd Subject Area Conferences**
Friday	May 11	NO SCHOOL - Staff Development Day
Monday	May 28	NO SCHOOL - Memorial Day
Day pending	June TBD	Algebra I Regents Exam
Day pending	June TBD	Living Environment Regents Exam
Thursday	June 14	HALF DAY - 1:00 pm Dismissal - Staff Development Day
Friday	June 15	NO SCHOOL - Eid al-Fitr
Thursday	June 28	HALF DAY - 1:00 pm Dismissal - Last Day of School
Friday	June 29	<i>Inclement weather make-up day</i> - If school is canceled due to inclement weather during the year, this day will be an <i>all-school attendance day</i> .

\*\*On conference days, students and families are required to make appointments and meet with teachers.