I. SCHOOL INFORMATION AND COVER PAGE

Created Tuesday, July 29, 2014
Updated Thursday, July 31, 2014

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331500861011 BROOKLYN URBAN GARDEN CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 15

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	500 19th Street, Brooklyn NY 11215	718-280-9556	000-000-0000	miriam.nunberg@bugsbrooklyn.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Miriam Nunberg
Title	Co-Executive Director
Emergency Phone Number (###-###-####)	718-490-4153

5. SCHOOL WEB ADDRESS (URL)

http://www.bugsbrooklyn.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2013-08-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

140

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- 6

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	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 Street, Brooklyn NY 11215	718280-9556	CSD 15	6,7	No	Rent/Lease

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Miriam Nunberg and Susan Tenner	718-280-9556		miriam.nunberg@bugsbrooklyn.org
Operational Leader	Christine Kang	718-280-9556		christine.kang@bugsbrooklyn.org
Compliance Contact	Miriam Nunberg	718-280-9556		miriam.nunberg@bugsbrooklyn.org
Complaint Contact	Susan Tenner	718-280-9556		susan.tenner@bugsbrooklyn.org

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. 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 use the mouse on your PC or the stylist on your mobile device to sign your name).

- Yes

Signature, Head of Charter School

Signature, President of the Board of Trustees

Thank you.

Appendix A: Progress Toward Goals

Created Wednesday, July 30, 2014
Updated Friday, October 31, 2014

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

1. NEW YORK STATE REPORT CARD

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

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

(No response)

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the “progress toward goal attainment” column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Students will make an average of 1.5 years progress in reading comprehension.	Degrees of Reading Power administered 3 times per year.	Students made 2.3 years of progress from August to May.	
Academic Goal 2	Students will make an average of 1.5 years progress in math skills.	STAR Math assessment administered school-wide three times throughout the year.	Students made 2 years of progress from August to May.	
Academic Goal 3	Student proficiency on the NYS English Language Arts standards will improve by at least 5%.	New York State English Language Arts Exam	Students made -.8% improvement in ELA comparing grade 5 3's and 4's with grade 6 3's and 4's. Overall, this indicates that students remained mostly constant at their level of proficiency. This means that in our first year of operation, BUGS successfully moved students forward one grade level but did not create greater growth.	We have a comprehensive school-wide test preparation plan and timeline that all faculty are implementing closely in the 14-15 school year. We have also adjusted some of our local assessments to be more closely aligned and indicative of State test results.

Academic Goal 4	Student proficiency on the NYS Math standards will improve by at least 5%.	New York State Math Exam	Students made -4% improvement in Math comparing grade 5 3's and 4's with grade 6 3's and 4's.	We have a comprehensive school-wide test preparation plan and timeline that all faculty are implementing closely in the 14-15 school year. We have also adjusted some of our local assessments to be more closely aligned and indicative of State test results. The BUGS Math faculty is meeting regularly to focus on improving our Math test outcomes via classwork and project work.
Academic Goal 5	Students will increase average score on Social Studies Document Based questions from 6% to 50%.	Document Based Questions administered 3 times per year.	Average student performance improved to 60%.	
Academic Goal 6	Students will increase performance on Science Lab writing tasks to an average of 85% from 74%.	Science Lab writing assessment administered 3 times per year.	Average student performance increased to 82.3%.	As our goal was nearly met, we will work to analyze the specific areas of weakness and target our students for growth in those areas during the next academic year.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	Ensure students have a high attendance rate to increase levels of engagement and academic performance.	Achieve a 90% Student Attendance Rate	The student attendance rate was over 95% for the 2013-2014 school year.	
Org Goal 2	Ensure organizational sustainability and positive school culture by retaining students from 6th grade to 7th grade.	85% of the students enrolled on the last day of June 2014, return to BUGS for the 2014-2015 school year.	Although the exact number of returnees is not known until the school year begins, at least 85% of parents have already provided written confirmation that their children are returning.	

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Operate the school with financial sustainability and responsibility.	An audit free of material misstatements.	Our audit is in progress and projected to be completed by the November 1, 2014 submission requirement.	

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 29, 2014
Updated Thursday, July 31, 2014

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

B. 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 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child | Line 1: Total Expenditures	2261889
1. Total Expenditures Per Child | Line 2: BEDS Day Pupil Count	140
1. Total Expenditures Per Child | Line 3: Divide Line 1 by Line 2	13634

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. 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 officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. 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.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.
Do not include Employee Benefit costs or expenditures in the above calculations.
A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate ‘Administrative Expenditures per Child' take the relevant portion from the ‘personnel services cost’ row and the ‘management and general’ column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). | Line 1: Relevant Personnel Services Cost (Row)	199074
To calculate ‘Administrative Expenditures per Child' take the relevant portion from the ‘personnel services cost’ row and the ‘management and general’ column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). | Line 2: Management and General Cost (Column)	402200
To calculate ‘Administrative Expenditures per Child' take the relevant portion from the ‘personnel services cost’ row and the ‘management and general’ column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). | Line 3: Sum of Line 1 and Line 2	641176
To calculate ‘Administrative Expenditures per Child' take the relevant portion from the ‘personnel services cost’ row and the ‘management and general’ column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). | Line 4: BEDS Day Pupil Count	140
To calculate ‘Administrative Expenditures per Child' take the relevant portion from the ‘personnel services cost’ row and the ‘management and general’ column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). | Line 5: Divide Line 3 by the BEDS Day Pupil Count	2982

Thank you.

Financial A

School Name:

Date:

School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
District of Location:
Authorizer:
Years of Operation:
Facility:
Grades Currently Served:
Planned Grades at Full Capacity:
Enrollment:
Max Enrollment:
Year of Most Recent Data
School Fiscal Contact Phone:

School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:

Latest Audit Period (through June 30):
Do Not Use this Box

Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Brooklyn Urban Garden Charter School

July 31, 2014

Susan Tenner
susan.tenner@bugsbrooklyn.org
917.566.7682
Kings County
SED
2013-14
Private
Six
Six- Eight
140
300
2014
718.280.9556

Loeb And Troper LLC
Monica Fraczek
mfraczek@loebandtroper.com
(212) 867-4000

Brooklyn Urban Garden Charter School

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2014	2013
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$387,704	$119,689
Grants and contracts receivable	-	-
Accounts receivables	2,141	-
Inventory	-	-
Prepaid Expenses	-	-
Contributions and other receivables	-	-
Other	45,000	-
TOTAL CURRENT ASSETS	$434,845	$119,689
OTHER ASSETS		
Investments	$-	$-
Property, Plant and Equipment, Net	83,951	83,951
Restricted Cash	25,000	-
OTHER ASSETS	$108,951	$83,951
TOTAL ASSETS	$543,796	$203,640
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$47,405	$65,217
Accrued payroll and benefits	146,379	-
Refundable Advances	-	-
Dreferred Revenue	-	25,000
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	$193,784	$90,217
LONG-TERM DEBT, net current maturities	$-	$-
TOTAL LIABILITIES	$193,784	$90,217
NET ASSETS		
Unrestricted	$350,012	$113,423
Temporarily restricted		-
TOTAL NET ASSETS	$350,012	$113,423
TOTAL LIABILITIES AND NET ASSETS	$543,796	$203,640
Check	-	-

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	$1,960,052	$-	$1,960,052	$-
Federal - Title and IDEA	74,273	-	74,273	-
Federal - Other	137,281	-	137,281	371,041
State and City Grants	230,173	-	230,173	78,996
Contributions and private grants	96,699	-	96,699	61,408
After school revenue	-	-	-	-
Other	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	$2,498,478	$-	$2,498,478	$511,445
EXPENSES				
Program Services				
Regular Education	$1,140,443	$-	$1,140,443	$101,387
Special Education	488,127	-	488,127	-
Other Programs	-	-	-	-
Total Program Services	$1,628,570	$-	$1,628,570	$101,387
Supporting Services				
Management and general	$601,274	$-	$601,274	$296,635
Fundraising	32,045	-	32,045	-
TOTAL OPERATING EXPENSES	$2,261,889	$-	$2,261,889	$398,022
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	$236,589	$-	$236,589	$113,423
Contributions				
Foundations	$-	$-	$-	$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	$-	$-	$-	$-
CHANGE IN NET ASSETS	$236,589	$-	$236,589	$113,423
NET ASSETS BEGINNING OF YEAR	$-	$-	$-	$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	$236,589	$-	$236,589	$113,423

BROOKLYN URBAN GARDEN CHARTER SCHOOL

FINANCIAL STATEMENTS AND AUDITOR'S REPORTS

FROM SEPTEMBER 13, 2011 (INCEPTION) THROUGH JUNE 30, 2014

BROOKLYN URBAN GARDEN CHARTER SCHOOL

TABLE OF CONTENTS

Independent Auditor's Report on Financial Statements and Supplementary Information

Exhibit

A - Balance Sheet

B - Statement of Activities

C - Statement of Cash Flows

Notes to Financial Statements

Schedule

1 - Schedule of Functional Expenses

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

LOEB & TROPER LLP

Independent Auditor's Report on Financial Statements and Supplementary Information

Board of Trustees
Brooklyn Urban Garden Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Brooklyn Urban Garden Charter School (BUGS), which comprise the balance sheet as of June 30, 2014, and the related statements of activities, and cash flows from September 13, 2011 (inception) through June 30, 2014, 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.

Auditor's 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 auditor's 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.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of BUGS from September 13, 2011 (inception) through June 30, 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated, in all material respects, in relation to the financial statements as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2014 on our consideration of BUGS'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 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 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 Brooklyn Urban Garden Charter School's internal control over financial reporting and compliance.

Loeb & Troper LLP

October 30, 2014

EXHIBIT A

BROOKLYN URBAN GARDEN CHARTER SCHOOL

BALANCE SHEET

JUNE 30, 2014

ASSETS

Current assets		
Cash	$	389,084
Grants and contracts receivable		7,758
Security deposits		45,000
Prepaid expenses and other receivables		1,495
Total current assets		443,337
Cash - reserve (Note 2)		25,010
Fixed assets - net (Note 3)		274,617
Total assets	$	742,964

LIABILITIES AND NET ASSETS

Accounts payable and accrued expenses	$	40,633
Accrued salaries, vacations and related liabilities		133,156
Total liabilities		173,789
Net assets (Exhibit B)		
Unrestricted		530,013
Temporarily restricted (Note 6)		39,162
Total net assets		569,175
Total liabilities and net assets	$	742,964

See independent auditor's report.

The accompanying notes are an integral part of these statements.

EXHIBIT B

BROOKLYN URBAN GARDEN CHARTER SCHOOL

STATEMENT OF ACTIVITIES

FROM SEPTEMBER 13, 2011 (INCEPTION) THROUGH JUNE 30, 2014

	Unrestricted	Temporarily Restricted	Total
Operating revenues and other support			
State and local per-pupil operating revenues	$ 1,983,697		$ 1,983,697
Government grants and contracts	856,215		856,215
Auxiliary program revenues	17,521		17,521
Contributions	41,965	$ 113,766	155,731
In-kind services	164,490		164,490
Interest income	10		10
Net assets released from restrictions (Note 6)	74,604	(74,604)	
Total operating revenues	3,138,502	39,162	3,177,664
Expenses (Schedule 1)			
Program services			
Education	1,503,797		1,503,797
Special education	431,614		431,614
Total program services	1,935,411		1,935,411
Supporting services			
Management and general	671,423		671,423
Fund raising	1,655		1,655
Total supporting services	673,078		673,078
Total expenses	2,608,489		2,608,489
Change in net assets (Exhibit C)	530,013	39,162	569,175
Net assets - beginning of period	-	-	-
Net assets - end of period (Exhibit A)	$ 530,013	$ 39,162	$ 569,175

See independent auditor's report.

The accompanying notes are an integral part of these statements.

EXHIBIT C

BROOKLYN URBAN GARDEN CHARTER SCHOOL

STATEMENT OF CASH FLOWS

FROM SEPTEMBER 13, 2011 (INCEPTION) THROUGH JUNE 30, 2014

Cash flows from operating activities	
Change in net assets (Exhibit B)	$ 569,175
Adjustments to reconcile change in net assets to net cash provided by operating activities	
Depreciation	81,371
Increase in assets	
Grants and contracts receivable	(7,758)
Security deposits	(45,000)
Prepaid expenses and other receivables	(1,495)
Increase in liabilities	
Accounts payable and accrued expenses	40,633
Accrued salaries, vacations and related liabilities	133,156
Net cash provided by operating activities	770,082
Cash flows from investing activities	
Fixed asset acquisitions	(355,988)
Change in cash - reserve	(25,010)
Net cash used by investing activities	(380,998)
Cash flows from financing activities	
Proceeds from loans	50,000
Principal payments on loans	(50,000)
Net cash provided (used) by financing activities	-
Net change in cash	389,084
Cash - beginning of period	-
Cash - end of period	$ 389,084

See independent auditor's report.

The accompanying notes are an integral part of these statements.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

FROM SEPTEMBER 13, 2011 (INCEPTION)
THROUGH JUNE 30, 2014

NOTE 1 - NATURE OF ORGANIZATION

Brooklyn Urban Garden Charter School (BUGS) is an educational corporation that operates as a charter school in the borough of Brooklyn, New York City. On September 13, 2011, the Board of Regents and the Board of Trustees of the University of the State of New York, for and on behalf of the State Education Department, granted BUGS a charter valid for a term of 5 years and renewable upon expiration. The school was granted a charter from grades 6-8. BUGS was organized to increase learning opportunities for students through innovative educational programs and to enable parents to be more involved in their children's education. In fiscal year 2014, BUGS operated classes for 131 students in grade 6.

BUGS is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code. BUGS is supported primarily by state and local per-pupil operating revenues.

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting - The financial statements are prepared on the accrual basis of accounting.

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America 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. Actual results could differ from those estimates.

Cash - reserve - As part of BUGS' charter agreement, BUGS agreed to establish a long-term reserve account to pay for legal and audit expenses that would be associated with a dissolution, should it occur.

Fixed assets - Fixed assets are recorded at cost. Items with a cost of $1,000 and an estimated useful life of more than one year are capitalized. Depreciation is provided on the straight-line basis over the estimated useful lives of assets. Leasehold improvements are amortized over the term of the lease.

Unrestricted net assets - Unrestricted net assets include funds having no restrictions as to use or purpose imposed by donors.

Temporarily restricted net assets - Temporarily restricted net assets are those whose use by the School has been limited by donors to a specific time period or purpose.

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

FROM SEPTEMBER 13, 2011 (INCEPTION)
THROUGH JUNE 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

State and local per-pupil revenues - Revenues from the state and local governments resulting from BUGS's charter status and based on the number of students enrolled are recorded when services are performed in accordance with the charter agreement.

Grants and contracts revenue and receivables - Revenues and receivables from government grants and contracts are based mostly on the number of students enrolled and are recognized when related expenditures are incurred by BUGS. Some grants are provided for specific educational endeavors, which are not based on student enrollment and are recognized when related expenditures are incurred by BUGS.

In-kind services - Donated services are recognized as revenue if the services create or enhance nonfinancial assets or require specialized skills, are provided by individuals possessing those skills, and typically need to be purchased if not provided by donation. These donated services have been valued at the standard market rates that would have been incurred by BUGS to obtain them and are reported as both revenue and expense in the accompanying financial statements because they meet the criteria as prescribed by accounting principles generally accepted in the United States of America.

Refundable advances - Advances represent funds received from government agencies for the following year's programs.

Allowance for doubtful accounts - Bad debt expense is charged if a receivable is determined to be uncollectible based on periodic review by management. Factors used to determine whether an allowance should be recorded include the age of the receivable and a review of payments subsequent to year end. Management has determined that no allowance is necessary as of June 30, 2014.

Auxiliary program revenue - Auxiliary program revenues are revenues from food services, which are recognized on the accrual basis. Students are billed in advance of services rendered, and revenues are recognized as earned.

Contributions - Unconditional contributions, including promises to give cash and other assets, are reported at fair value at the date the contribution is received. The gifts are reported as temporarily restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or purpose restriction is accomplished, temporarily restricted net assets are reclassified as unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

FROM SEPTEMBER 13, 2011 (INCEPTION)
THROUGH JUNE 30, 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Functional allocation of expenses - The costs of providing the School's programs and other activities have been summarized on a functional basis. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Uncertainty in income taxes - BUGS has determined that there are no material uncertain tax positions that require recognition or disclosure in the financial statements. Periods ending June 30, 2012 and subsequent remain subject to examination by applicable taxing authorities.

Subsequent events - Subsequent events have been evaluated through October 30, 2014, which is the date the financial statements were available to be issued.

NOTE 3 - FIXED ASSETS

		Useful Lives
Furniture and fixtures	$ 28,363	3-5 years
Equipment	154,208	3-5 years
Leasehold improvements	173,417	2 years
	355,988	
Accumulated depreciation	(81,371)	
	$ 274,617	

NOTE 4 - OCCUPANCY

During the period June 4, 2013 - August 30, 2014 BUGS leased its school's facility under a 5 year lease agreement with the Bishop Ford Central Catholic High School. Bishop Ford Central Catholic High School ceased to operate as a school in June 2014. As a result of this, the rights relating to the landlord were transferred to the Brooklyn Diocese. Effective September 2014, the Brooklyn Diocese exercised its right not to continue the lease that was in effect with BUGS. Currently BUGS and the Brooklyn Diocese are negotiating a month-to-month license agreement. Rent expense for the period ending June 30, 2014 was $183,964.

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

FROM SEPTEMBER 13, 2011 (INCEPTION)
THROUGH JUNE 30, 2014

NOTE 5 - LOAN PAYABLE

On May 13, 2013, BUGS entered into an unsecured loan for $50,000, which consists of a nominal annual rate note payable to the lender (NYC Charter School Center). The interest rate was .30%. The loan matured on June 25, 2013. As of June 30, 2014, there was no outstanding balance.

NOTE 6 - NET ASSETS

Temporarily restricted net assets are available for the following purposes:

Food Program	$ 39,162

During 2014, net assets were released from donor restrictions by incurring expenses satisfying the following restricted purposes:

Food Program	$ 44,323
Gardening Program	15,281
Prospect Hill - Administrative Assistant	15,000
	$ 74,604

NOTE 7 - IN-KIND CONTRIBUTIONS

BUG's received in-kind contributed legal services of $164,490.

NOTE 8 - CONTINGENCIES AND CONCENTRATIONS

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.

A significant portion of BUGS's operating revenue is paid by New York City Department of Education.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

SCHEDULE 1

STATEMENT OF FUNCTIONAL EXPENSES

FROM SEPTEMBER 13, 2011 (INCEPTION) THROUGH JUNE 30, 2014

	No. of Positions	Program Services			Supporting Services			
		Education	Special Education	Total	Management and General	Fund Raising	Total	Total
Personnel service costs								
Administrative staff personnel	5	$ 155,082	$ 12,915	$ 167,997	$ 206,595		$ 206,595	$ 374,592
Instructional personnel	19	451,625	228,772	680,397				680,397
Non-instructional personnel	2	45,141	3,925	49,066				49,066
Salaries		651,848	245,612	897,460	206,595		206,595	1,104,055
Payroll taxes and employee benefits		115,535	45,816	161,351	37,848		37,848	199,199
Occupancy (Note 4)		106,699	42,312	149,011	34,953		34,953	183,964
Supplies and equipment		10,039	3,981	14,020	6,287		6,287	20,307
Repairs and maintenance		5,244	2,079	7,323	1,718		1,718	9,041
Professional fees		428,193	47,051	475,244	300,886		300,886	776,130
Classroom supplies and textbooks		61,687	5,886	67,573				67,573
Insurance		17,213	6,826	24,039	5,639		5,639	29,678
Student and staff recruitment		12,811	1,114	13,925	9,183		9,183	23,108
Telephone		23,580	9,351	32,931	7,724		7,724	40,655
Staff travel		2,278	903	3,181	746		746	3,927
Student field trips		16,343	1,421	17,764				17,764
Food services		4,807	418	5,225				5,225
Board and staff development					44,280		44,280	44,280
Depreciation		47,195	18,715	65,910	15,461		15,461	81,371
Miscellaneous expenses		325	129	454	103	$ 1,655	1,758	2,212
Total expenses (Exhibit B)		$ 1,503,797	$ 431,614	$ 1,935,411	$ 671,423	$ 1,655	$ 673,078	$ 2,608,489

See independent auditor's report.

The accompanying notes are an integral part of these statements.

LOEB & TROPER LLP

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 Auditor's Report

Board of Trustees
Brooklyn Urban Garden Charter School

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 Urban Garden Charter School, which comprise the balance sheet as of June 30, 2014, and the related statements of activities, and cash flows from September 13, 2011 (inception) through June 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2014.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Brooklyn Urban Garden Charter 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 Brooklyn Urban Garden Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of Brooklyn Urban Garden Charter School's internal control.

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

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

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Brooklyn Urban Garden Charter 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 entity'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 entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Loeb & Troper LLP

October 30, 2014

BROOKLYN URBAN GARDEN CHARTER SCHOOL

MANAGEMENT LETTER

JUNE 30, 2014

LOEB & TROPER LLP

LOEB & TROPER LLP

Board of Trustees
Brooklyn Urban Garden Charter School

In planning and performing our audit of the financial statements of Brooklyn Urban Garden Charter School (BUGS) as of and for the year ended June 30, 2014 in accordance with auditing standards generally accepted in the United States of America, we considered BUGS' 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 BUGS' internal control. Accordingly, we do not express an opinion on the effectiveness of BUGS' internal control.

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

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 material weaknesses. 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. We would like to make the following observations and recommendations for consideration by management.

Sign-in/Out Sheets

To the extent possible, it is advisable to require all employees to sign in and out. During our audit of payroll, we noted that the majority of the employees did not sign in or out. This makes a review of proper payroll records very difficult and exposes BUGS to risk should documentation be required later in a legal action. We recommend that BUGS makes the sign-in/out sheets more accessible to employees to rectify this issue.

During our audit, we also noted that two months of the sign-in/out sheets that were requested could not be located. We recommend that all sign-in/out sheets be kept in a file so that they are easy to access when needed.

This communication is intended solely for the information and use of management, the Board of Trustees and others within Brooklyn Urban Garden Charter School, and is not intended to be and should not be used by anyone other than these specified parties.

Loeb & Troper LLP

October 30, 2014

BROOKLYN
URBAN GARDEN
CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

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

Monica Fraczek
Loeb and Troper
655 3rd Ave #17,
New York, NY 10017

October 7, 2014

Dear Monica,

Thank you again for your work on our school's audit. This letter is to state the Brooklyn Urban Garden Charter School (BUGS) management's response to the observation noted by the independent auditors in October 2014.

Management agrees with the observation by the independent auditors. Based on the feedback received by the audit team, BUGS has implemented a strict sign in / sign out policy and strict procedure to implement it. All employees are required to complete the sign in/ sign out sheet on a daily basis. A management member is also responsible to review the process, ensure their completion daily, and retain the sign in / sign out sheets.

Sincerely,

Susan Tenner
On behalf of the Management of the Brooklyn Urban Garden Charter School
Co-Founder, Executive Director
Brooklyn Urban Garden Charter School
(917) 566-7682
susan.tenner@BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL

AGREED-UPON PROCEDURES

FROM SEPTEMBER 13, 2011 (INCEPTION) THROUGH JUNE 30, 2014

LOEB & TROPER LLP

LOEB & TROPER LLP

Independent Accountant's
Report on Applying Agreed-Upon Procedures

Board of Trustees
Brooklyn Urban Garden Charter School

We have performed the procedures identified below, which were agreed to by the management of Brooklyn Urban Garden Charter School (School) and the New York State Education Department (NYSED) solely to assist the specified parties in evaluating School's assertion to NYSED that it has complied with the requirements of the Charter School Program (CSP) grant and Federal and NYSED guidelines in managing the CSP grant. The School is responsible for compliance with the requirements of the CSP grant. This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for from September 13, 2011 (inception) through June 30, 2014 relating to the CSP grant from the Charter School's accounting software and reconciled to the grant revenue recorded by the Charter School. If the CSP grant revenue did not equal the grant expenditures, we were required to investigate the differences.

Result: CSP Grant revenue does equal the grant expenditures.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures reported for the CSP grant from September 31, 2011 (inception) through June 30, 2014 reconcile to the general ledger.

Result: Revenue and expenditures reported from September 13, 2011 (inception) through June 30, 2014 reconcile to the general ledger of the School.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

a. Payroll - We selected 10 payroll transactions charged to the grant.

b. Other expenses - We selected 10 cash disbursement transactions charged to the grant.

c. Using the above selected items, we:

   i. Determined if the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods.

   ii. Determined if the expenditure fell into an approved budget category.

   iii. Determined if the expenditure was charged to the appropriate fiscal period.

Result: Expenditures are in the correct categories and charged to the appropriate fiscal period. No CSP funding was used for any payroll expenses.

Procedure #4: We obtained FS-25 forms submitted to NYSED during the period under review and performed the following:

a. Traced expenditures selected in Procedure #3 to requests for reimbursement. Determined that items requested for reimbursement had already been expended or were expended within a month following the request for reimbursement. If items had not yet been requested for reimbursement, we inquired of responsible Charter School officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.

b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we were required to select one FS-25 and determine if funds were expended within 1 month following the date of the request.

Result:

a. Items requested for reimbursement had been expended prior to the requests for reimbursements being submitted.

b. Auditor chose September 2013 FS-25, where the amount in line 4 was $50,000. In the month following September 2013, the School expensed only $12,763. The remaining amount of $37,237 was expensed over the course of several months following October 2013.

We were not engaged to, and did not, conduct an audit, the objective of which would be the expression of an opinion on the School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

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

Loeb & Troper LLP

October 30, 2014

BROOKLYN
URBAN GARDEN
CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

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

October 30, 2014

Response to the auditors finding indicated for the procedure #4

Management agrees with the finding.

The reimbursement request procedure for the CSP grant requires the school to "estimate" the expenditures it expects to incur in the following month. School used its best "estimate" at the time of preparation of the FS25 and made attempts to incur costs expected in the month following the cash receipt from the New York State Education Department. However, due to various reasons listed below there is a time lag between the time an estimate is made by the school to request the funds and the time when an actual disbursement of the funds is made to the vendor.

1. Time lag between the submission of the FS25 and the actual receipt of the funds in the School's bank account from the State Education Department
2. The identification of the need of the expenses and the ordering or the merchandise from various vendors (including obtaining required competitive bids)
3. Ensuring that all the goods ordered meet school's expectations in the terms of quality.
4. Processing time lag between the ordering of the goods and the disbursement of the payment to the vendor
5. All expenditures were incurred within the grant period

School will contact State Education Department and seek guidance on how to resolve similar time lag situation in future.

Brool

Contact Name:
Contact Email:
Contact Phone:

Operational Year 2:

Budget & Cash Flow

klyn Urban Garden Charter School

Susan Tenner
susan.tenner@bugsbrooklyn.org
917.566.7682

July 1, 2014 to June 30, 2015

BROOKLN URBAN GARDEN CHARTER SCHOOL
PROJECTED BUDGET / OPERATING PLAN FOR YEAR ONE
July 1, 2014 to June 30, 2015

Total Revenue	**3,110,213**	**564,189**	**-**	**109,000**
Total Expenses	**1,815,294**	**535,657**	**-**	**29,200**
Net Income	**1,294,919**	**28,531**	**-**	**79,800**
Actual Student Enrollment	**212**	**18**		
Total Paid Student Enrollment	**212**	**18**		

CSI: Sample titles that fall under this line

		PROGRAM SERVICES			SUPPORT
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING
REVENUE					
REVENUES FROM STATE SOURCES					
Per Pupil Revenue	CY				
School District			253,497	-	-
School District - ALL OTHER			-	-	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)			253,497	-	-
Special Education Revenue			280,692	-	-
Grants					
Charter Schoolulus			-	-	-
CSD (Department of Youth and Community Developmt.)			-	-	-
Other			-	-	-
Other			-	-	-
TOTAL REVENUE FROM STATE SOURCES		2,915,213	534,189	-	-
REVENUE FROM FEDERAL FUNDING					
IDEA Special Needs		-	30,000	-	-
Title I		55,000	-	-	-
Title II Funding - Other		6,000	-	-	
School Food Service (Free Lunch)		42,000		-	-
Grants					
Other			-	-	-
Other		-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		195,000	30,000	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations		-	-	-	75,000
Fundraising		-	-	-	-
Erate Reimbursement		-	-	-	-
Earnings on Investments		-	-	-	-
Interest Income		-	-	-	-
Food Service (Income from meals)		-		-	34,000
Textbook		-	-	-	-
OTHER		-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		-	-	-	109,000
TOTAL REVENUE		**3,110,213**	**564,189**	**-**	**109,000**

CSI:
Enter in the Per Pupil Rate (PPR) for the Current Year (CY).

For Example:
If this application is being submitted in 2009-10 for a school opening in 2011-12, enter in the 2009-10 PPR for that district in the cells below. If a higher PPR is assumed indicate that % increase in the ASSUMPTION column.

CSI:
Districts after 15th highest enrolled district go under OTHER

CSI:
This figure should be a blended rate of all districts under OTHER

CSI: Sample titles that fall under this line

	No. of Positions				
ADMINISTRATIVE STAFF PERSONNEL COSTS					
Executive Management	2.00	74,250	4,050	-	13,500
Instructional Leadership	2.00	202,400	17,600	-	-
Dean	4.00	136,022	80,114		
CFO	-	-	-	-	-
Operations	2.00				
Admin	3.00	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	13.00	412,672	101,764	-	13,500
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	8.00	494,914	43,036	-	-

CSI:
Sample titles that fall under this line:
Principal
Vice-Principal
Assistant Principal
Chief Academic Officer

CSI: Sample titles that fall under this line

Tea s - SPED	3.00	-	243,995	-	-
Sub te Teachers	1.00	18,400	1,600	-	-
Tea g Assistants	-	-	-	-	-
Sp y Teachers	5.00	225,315	19,593	-	-
Aide	1.00	-	-	-	-
The sts & Counselors	1.00	58,880	5,120	-	-
Othe xtra section teachers	-	-	-	-	-
TOTAL STRUCTIONAL	19.00	797,509	313,344	-	-
NON-IN RUCTIONAL PERSONNEL COSTS					
Nurs	-	-	-	-	-
Libra n	-	-	-	-	-
Cus an	1.00	-	-	-	-
	-		-	-	-
utreach	1.00	-	-	-	-
ON-INSTRUCTIONAL	2.00	-	-	-	-
SUBTO L PERSONNEL SERVICE COSTS	34.00	1,210,181	415,107	-	13,500
PAYRO TAXES AND BENEFITS					
axes		108,916	37,360	-	1,215
Employee Benefits		96,814	33,209	-	1,080
ent / Pension		36,305	12,453	-	405
YROLL TAXES AND BENEFITS		242,036	83,021	-	2,700
RSONNEL SERVICE COSTS	34.00	1,452,217	498,129	-	16,200
CONTR TED SERVICES					
Acc ing / Audit					-
Lega		-	-	-	-
Man ment Company Fee		-	-	-	-
Nurs ervices		-	-	-	-
Foo ervice / School Lunch		92,000	8,000		-
Pay Services		55,005	10,001	-	3,000
Ed Services		-	5,000	-	-
nt Services (i.e. Title I)		-	-	-	-
urchased / Professional / Consulting		36,000	-	-	10,000
ONTRACTED SERVICES		183,005	23,001	-	13,000
OPERATIONS					
xpenses		-	-	-	-
om / Teaching Supplies & Materials		50,600	4,400	-	-
Ed Supplies & Materials		-	-	-	-
ks / Workbooks		46,000	4,000	-	-
& Materials other				-	-
ent:Purchased		5,152	448	-	-
ent:Leased				-	-
e					
one				-	-
nology				-	-
ent Testing & Assessment		13,800	1,200	-	-
Trips		7,360	640	-	-
eation					
sportation (student)		6,900	600	-	-
ent Services - other		1,380	120	-	-
Office Expense		-	-	-	
age			-	-	-
cal Supplies			-	-	-
Development		27,600	2,400	-	-
Recruitment		3,680	320	-	-
ent Recruitment / Marketing		3,000	-	-	-
ol Meals / Lunch		6,000	-	-	-
el (Staff)		3,000	-	-	-
Conference Fees		1,000			
Fundraising		-	-	-	-

Underthisline:

- Speech Therapists
- Social Workers
- Language
- Photography
- Ceramics

Other: Garden suppies	4,600	400	-	-
TOTAL SCHOOL OPERATIONS	180,072	14,528	-	-
TY OPERATION & MAINTENANCE				
ance	-	-	-	-
orial	-	-	-	-
ing and Land Rent / Lease	-	-	-	-
irs & Maintenance	-	-	-	-
ment / Furniture	-	-	-	-
rity	-	-	-	-
es	-	-	-	-
FACILITY OPERATION & MAINTENANCE	-	-	-	-
CIATION & AMORTIZATION			-	-
UTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-
PENSES	1,815,294	535,657	-	29,200
ME	1,294,919	28,531	-	79,800
MENT - *School Districts Are Linked To Above Entries*				
School District	212	18	-	
School District - ALL OTHER	-	-	-	
TOTAL ENROLLMENT	212	18	-	
REVENUE PER PUPIL	14,699	30,662	-	
EXPENSES PER PUPIL	8,579	29,112	-	

		DESCRIPTION OF ASSUMPTIONS
-	3,783,402	
1,361,983	3,742,135	
(1,361,983)	41,267	
	230	
	230	
SERVICES		
MANAGEMENT & GENERAL	TOTAL	
-	3,168,710	
-	-	
-	3,168,710	
-	280,692	$10,890 per the conservatively estimated 45 students receiving 20-59% service
-	-	
-	-	
-	-	
-	-	
-	3,449,402	
-	30,000	
-	55,000	
-	6,000	
-	42,000	
-	92,000	
-	-	
-	-	
-	225,000	
-	75,000	
-	-	
-	-	
-	-	
-	-	
-	34,000	
-	-	
-	-	
-	109,000	
-	**3,783,402**	
43,200	135,000	Co Executive Directors
-	220,000	Principal & Asst Principal
	216,135	Sped Coordinator, Sustainability Coordinator, ELL Coordinator, Dean of Students
-	-	
142,000	142,000	Director of Operations and Office Manager
110,000	110,000	Project Manager Academic Program Coord, Operations Coordinator
295,200	823,135	
-	537,950	2 science, 3 math, 1 SS, 2 ELA

-	243,995	Spl Ed teachers and coordinators
-	20,000	Approx amount based on FY13-14
-	-	
-	244,908	Learning Splst, Language teacher, Art, PE, Enrichment
15,000	15,000	Part time Aide
-	64,000	Guidance Counselor
-	-	
15,000	1,125,853	
-	-	
-	-	
10,000	10,000	Custodian
-	-	
41,200	41,200	Family outreach
51,200	51,200	
361,400	2,000,188	
32,526	180,017	Assumes a 9% payroll tax cost
28,912	160,015	Assumes an 8% benefit rate
10,842	60,006	Assumes a 3% rate for pension costs
72,280	400,038	
433,680	2,400,226	
80,000	80,000	$25,000 for audit and tax and $55,000 for ongoing bookkeeping and cfo services
10,000	10,000	
-	-	
-	-	
-	100,000	Based on last year's costs
32,003	100,009	Cost of payroll services through ADP Total Source - results in lower health benefit costs.
-	5,000	
-	-	
88,300	134,300	Various consultants like : Development, IT, Enrichment etc
210,303	429,309	
1,500	1,500	
-	55,000	
-	-	
-	50,000	
-	-	
-	5,600	
-	-	
	-	
6,000	6,000	
82,000	82,000	
-	15,000	
-	8,000	
	-	
-	7,500	
-	1,500	
6,500	6,500	
-	-	
-	-	
-	30,000	
-	4,000	
-	3,000	
-	6,000	
-	3,000	
	1,000	
-	-	

-	5,000	
96,000	290,600	
40,000	40,000	
7,000	7,000	
455,000	455,000	Based on lease
60,000	60,000	
20,000	20,000	
5,000	5,000	
10,000	10,000	
597,000	597,000	
-	-	
25,000	25,000	
1,361,983	**3,742,135**	
(1,361,983)	**41,267**	

	230
	-
	230
	16,450
	16,270

BROOKLN URBAN GARDEN C
PROJECTED CASH FLOW FOR YEA
July 1, 2014 to June 3

	July	August	September	October	November	December	January
Total Revenue	600,234	25,333	600,234	25,333	600,234	25,333	600,234
Total Expenses	262,607	249,517	306,428	306,428	306,428	306,428	306,428
Net Income	337,627	(224,184)	293,806	(281,095)	293,806	(281,095)	293,806
Cash Flow Adjustments	-	-	-	-	-	-	-
Beginning Cash Balance	200,000	-	-	-	-	-	-
Net Income	537,627	(224,184)	293,806	(281,095)	293,806	(281,095)	293,806
Monthly Carry Over		313,443	607,249	326,154	619,960	338,865	632,671

*** Total Column (Column U) for all lines other than Cash Flow Adjustments should equa**

CSI: Enter in the Per Pupil Rate (PPR) for the Current Year (CY).

CSI: This figure should be a blended rate of all districts under OTHER

CSI: All Districts after 15th highest enrolled district go under OTHER

	CY Per Pupil Rate	July	August	September	October	November	December	January
REVENUE								
REVENUES FROM STATE SOURCES								
Per Pupil Revenue								
School District 15: New Dawn Charter High School			-	528,118.33	-	528,118.33	-	528,118.33
School District - ALL OTHER			-	-	-	-	-	-
TOTAL Per Pupil Revenue (Average Districts			-	528,118	-	528,118	-	528,118
Special Education Revenue			-	46,782	-	46,782	-	46,782
Grants								
Stimulus			-	-	-	-	-	-
DYCD (Department of Youth and Community Developmt.)			-					
Other			-	-	-	-	-	-
Other			-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES		574,900	-	574,900	-	574,900	-	574,900
REVENUE FROM FEDERAL FUNDING								
IDEA Special Needs								
Title I		4,583.33	4,583	4,583	4,583	4,583	4,583	4,583
Title Funding - Other		500.00	500.00	500.00	500.00	500.00	500.00	500.00
School Food Service (Free Lunch)		3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Grants								
Charter School Program (CSP) Planning & Implementation		7,666.67	7,666.67	7,666.67	7,666.67	7,666.67	7,666.67	7,666.67
Other		-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		16,250	16,250	16,250	16,250	16,250	16,250	16,250
LOCAL and OTHER REVENUE								
Contributions and Donations		6,250	6,250	6,250	6,250	6,250	6,250	6,250
Fundraising		-	-	-	-	-	-	-
Erate Reimbursement		-	-	-	-	-	-	-
Earnings on Investments		-	-	-	-	-	-	-
Interest Income		-	-	-	-	-	-	-
Food Service (Income from meals)		2,833	2,833	2,833	2,833	2,833	2,833	2,833
Text Book		-	-	-	-	-	-	-
OTHER		-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		9,083	9,083	9,083	9,083	9,083	9,083	9,083
TOTAL REVENUE		600,234	25,333	600,234	25,333	600,234	25,333	600,234

CSI:

CSI:

CSI: **Sample titles that fall under this line:** Director, Deans, Coordinators of:
- Curriculum

CSI: **Sample titles that fall under this line:**
- Secretary
- Receptionist
- Attendance Clerk
- Office Manager

CSI: **Sample titles that fall under this line:** Content/Subject Area Teachers:
- ELA
- Math
- Social Studies

CSI: **Sample titles that fall under this line:**
- ESL

CSI: **Sample titles that fall under this line:**
- Speech Therapists
- Social Workers

- Foreign Languages
- Photography
- Ceramics

CSI: Cafeteria Other

	No. of Positions	July	August	September	October	November	December	January
EXPENSES								
ADMINISTRATIVE STAFF PERSONNEL CO								
Exe	2	11,250	11,250	11,250	11,250	11,250	11,250	11,250
Instr	2	18,333	18,333	18,333	18,333	18,333	18,333	18,333
Dea	4	18,011	18,011	18,011	18,011	18,011	18,011	18,011
CFO / D	-	-						
Operati	2	11,833	11,833	11,833	11,833	11,833	11,833	11,833
Adm	3	9,166.67	9,167	9,167	9,167	9,167	9,167	9,167
TOTAL ADM	13.00	68,595	68,595	68,595	68,595	68,595	68,595	68,595
INSTRUCT								
Tea	8		22,415	44,829	44,829	44,829	44,829	44,829
Teac	3		10,166	20,333	20,333	20,333	20,333	20,333
Subst	1		833	1,667	1,667	1,667	1,667	1,667
Teachin	-		-	-	-	-	-	-
Spe	5		10,205	20,409	20,409	20,409	20,409	20,409
Aides	1		625	1,250	1,250	1,250	1,250	1,250
Ther	1		2,667	5,333	5,333	5,333	5,333	5,333
Other	-	-	-	-	-	-	-	-
TOTAL INS	19.00	-	46,911	93,821	93,821	93,821	93,821	93,821
NON-INSTR								
Nurse	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-
Custodian	1	833	833	833	833	833	833	833
Security	-	-	-		-	-	-	-
Other	1	3,433	3,433	3,433	3,433	3,433	3,433	3,433
TOTAL NO ONAL	2.00	4,267	4,267	4,267	4,267	4,267	4,267	4,267

SUBTOTAL PERSONNEL SERVICE COSTS	34.00	72,861	119,772	166,682	166,682	166,682	166,682	166,682
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		15,001	15,001	15,001	15,001	15,001	15,001	15,001
Fringe /		13,335	13,335	13,335	13,335	13,335	13,335	13,335
Retirem		5,000	5,000	5,000	5,000	5,000	5,000	5,000
TOTAL PAY D BENEFITS		33,336	33,336	33,336	33,336	33,336	33,336	33,336
I D DECISION??								
TOTAL PER CE COSTS	34.00	106,198	153,108	200,019	200,019	200,019	200,019	200,019
CONTRACTED SERVICES								
Accounting / Audit		4,583	4,583	4,583	4,583	4,583	4,583	4,583
Legal		833	833	833	833	833	833	833
Management Company Fee		-	-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-	-
Food Service / School Lunch		-	-	10,000	10,000	10,000	10,000	10,000
Payroll Services		8,334	8,334	8,334	8,334	8,334	8,334	8,334
Special Ed Services		417	417	417	417	417	417	417
Titlement Services (i.e. Title I)		-	-	-	-	-	-	-
Other P Consulting		11,192	11,192	11,192	11,192	11,192	11,192	11,192
TOTAL CO S		25,359	25,359	35,359	35,359	35,359	35,359	35,359
SCHOOL O								
Board E ning		125	125	125	125	125	125	125
Classroo Materials		4,583	4,583	4,583	4,583	4,583	4,583	4,583
Special		-	-	-	-	-	-	-
Textboo		4,167	4,167	4,167	4,167	4,167	4,167	4,167
Suppies		-	-	-	-	-	-	-
Equipme		467	467	467	467	467	467	467
Equipme		-	-	-	-	-	-	-
Furnitur		-	-	-	-	-	-	-
Telepho		500	500	500	500	500	500	500
Technol		6,833	6,833	6,833	6,833	6,833	6,833	6,833
Student		1,250	1,250	1,250	1,250	1,250	1,250	1,250
Field Tri		667	667	667	667	667	667	667
Recreat		-	-	-	-	-	-	-
Transpo		625	625	625	625	625	625	625
Student		125	125	125	125	125	125	125
Office E		542	542	542	542	542	542	542
Postage		-	-	-	-	-	-	-
Medical		-	-	-	-	-	-	-
Staff De		2,500	2,500	2,500	2,500	2,500	2,500	2,500
Staff Re		333	333	333	333	333	333	333
Student Recruitment / Marketing		250	250	250	250	250	250	250
School Meals / Lunch		500	500	500	500	500	500	500
Travel/Lodging (Staff)		250	250	250	250	250	250	250
Conference Fees		83	83	83	83	83	83	83
Fundraising		-	-	-	-	-	-	-
Other		417	417	417	417	417	417	417
TOTAL SCH		24,217	24,217	24,217	24,217	24,217	24,217	24,217
FACILITY O ANCE								
Insuranc		40,000		-	-	-	-	-
Janitoria		583	583	583	583	583	583	583
Building		37,917	37,917	37,917	37,917	37,917	37,917	37,917
Repairs		5,000	5,000	5,000	5,000	5,000	5,000	5,000
Equipme		20,000	-	-	-	-	-	-
Security		417	417	417	417	417	417	417
Utilities		833	833	833	833	833	833	833
TOTAL FAC INTENANCE		104,750	44,750	44,750	44,750	44,750	44,750	44,750
DEPRECIA ORTIZATION		2,083	2,083	2,083	2,083	2,083	2,083	2,083
DISSOL CY		-	-	-	-	-		-
TOTAL E		262,607	249,517	306,428	306,428	306,428	306,428	306,428
NET INCO		337,627	(224,184)	293,806	(281,095)	293,806	(281,095)	293,806
CASH FLOW ADJUSTMENTS								
OPERATING ACTIVITIES								
Example - Add Back Depreciation		-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-
Total Operating Activities		-	-	-	-	-	-	-
INVESTMENT ACTIVITIES								
Example - Subtract Property and Equipment Expenditures		-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-
Total Investment Activities		-	-	-	-	-	-	-
FINANCING ACTIVITIES								
Example - Add Expected Proceeds from a Loan or Line of Credit		-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-

CSI:
Health and Dental
Social Security
Medicare
Unemployment
Other

CSI:
Janitorial
Consultants
- Assessment
- Technology
- Other

CSI:
Development
Conferences

CSI:
Curriculum

CSI:
Instructional
Non-Instructional
Athletic
Music
Office Equipment

CSI:
Hardware
Software
Internet
Wiring
Other

CSI:

CSI:
Printing
Postage
Copying

CSI:
Conferences

CSI:
Interest
Bank Charges
Bad Debt
Misc. Fees (i.e. Licensing)
Dues & Membership
All Other
(If any questions contact CSI)

CSI:

CSI:
Facility Related
*** Includes the Purchase any**

CSI:
Electric
Gas
Other

CSI:
$75,000 should be set aside for Dissolution and it can be spread out over the first THREE years if the school chooses. If spread out each year should minimally be $25k.

A note can be added under assumptions describing the breakout.

Total Financing Activities	-	-	-	-	-	-	-
Total Cash Flow Adjustments	**-**	**-**	**-**	**-**	**-**	**-**	**-**
NET INCOME	**337,627**	**(224,184)**	**293,806**	**(281,095)**	**293,806**	**(281,095)**	**293,806**
Beginning Cash Balance	-	-	-	-	-	-	-
ENDING CASH BALANCE	**337,627**	**(224,184)**	**293,806**	**(281,095)**	**293,806**	**(281,095)**	**293,806**

CHARTER SCHOOL
R ONE OF OPERATIONS
30, 2015

25,333	**630,234**	**25,333**	**600,234**	**25,333**	**3,783,402**
306,428	**306,428**	**306,428**	**306,428**	**472,160**	**3,742,135**
(281,095)	**323,806**	**(281,095)**	**293,806**	**(446,826)**	**41,267**
-	**-**	**-**	**-**	**-**	**-**
-	**-**	**-**	**-**	**-**	**-**
(281,095)	**323,806**	**(281,095)**	**293,806**	**(446,826)**	**41,267**
351,577	675,382	394,288	688,094	241,267	
February	**March**	**April**	**May**	**June**	**TOTAL**

al the Total Column (Column N) on tab '4.) Year Budget & Assumptions'.

-	528,118.33		528,118.33	-	3,168,710
-	-	-	-	-	-
-	528,118	-	528,118	-	3,168,710
-	46,782	-	46,782	-	280,692
-	-	-	-	-	-
					-
-	-	-	-	-	-
-	-	-	-	-	-
-	574,900	-	574,900	-	3,449,402
	30,000				30,000
4,583	4,583	4,583	4,583	4,583	55,000
500.00	500.00	500.00	500.00	500.00	6,000
3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	42,000
7,666.67	7,666.67	7,666.67	7,666.67	7,666.67	92,000
-	-	-	-	-	-
-	-	-	-	-	-
16,250	46,250	16,250	16,250	16,250	225,000
6,250	6,250	6,250	6,250	6,250	75,000
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
2,833	2,833	2,833	2,833	2,833	34,000
-	-	-	-	-	-
-	-	-	-	-	-
9,083	9,083	9,083	9,083	9,083	109,000
25,333	**630,234**	**25,333**	**600,234**	**25,333**	**3,783,402**

11,250	11,250	11,250	11,250	11,250	135,000
18,333	18,333	18,333	18,333	18,333	220,000
18,011	18,011	18,011	18,011	18,011	216,135
					-
11,833	11,833	11,833	11,833	11,833	142,000
9,167	9,167	9,167	9,167	9,167	110,000
68,595	68,595	68,595	68,595	68,595	823,135
44,829	44,829	44,829	44,829	112,073	537,950
20,333	20,333	20,333	20,333	50,832	243,995
1,667	1,667	1,667	1,667	4,167	20,000
-	-	-	-	-	-
20,409	20,409	20,409	20,409	51,023	244,908
1,250	1,250	1,250	1,250	3,125	15,000
5,333	5,333	5,333	5,333	13,333	64,000
-	-	-	-	-	-
93,821	93,821	93,821	93,821	234,553	1,125,853
-	-	-	-	-	-
-	-	-	-	-	-
833	833	833	833	833	10,000
-	-	-	-	-	-
3,433	3,433	3,433	3,433	3,433	41,200
4,267	4,267	4,267	4,267	4,267	51,200

166,682	166,682	166,682	166,682	307,414	2,000,188
15,001	15,001	15,001	15,001	15,001	180,017
13,335	13,335	13,335	13,335	13,335	160,015
5,000	5,000	5,000	5,000	5,000	60,006
33,336	33,336	33,336	33,336	33,336	400,038
200,019	200,019	200,019	200,019	340,750	2,400,226
4,583	4,583	4,583	4,583	29,583	80,000
833	833	833	833	833	10,000
-	-	-	-	-	-
-	-	-	-	-	-
10,000	10,000	10,000	10,000	10,000	100,000
8,334	8,334	8,334	8,334	8,334	100,009
417	417	417	417	417	5,000
-	-	-	-	-	-
11,192	11,192	11,192	11,192	11,192	134,300
35,359	35,359	35,359	35,359	60,359	429,309
125	125	125	125	125	1,500
4,583	4,583	4,583	4,583	4,583	55,000
-	-	-	-	-	-
4,167	4,167	4,167	4,167	4,167	50,000
-	-	-	-	-	-
467	467	467	467	467	5,600
-	-	-	-	-	-
-	-	-	-	-	-
500	500	500	500	500	6,000
6,833	6,833	6,833	6,833	6,833	82,000
1,250	1,250	1,250	1,250	1,250	15,000
667	667	667	667	667	8,000
-	-	-	-	-	-
625	625	625	625	625	7,500
125	125	125	125	125	1,500
542	542	542	542	542	6,500
-	-	-	-	-	-
-	-	-	-	-	-
2,500	2,500	2,500	2,500	2,500	30,000
333	333	333	333	333	4,000
250	250	250	250	250	3,000
500	500	500	500	500	6,000
250	250	250	250	250	3,000
83	83	83	83	83	1,000
-	-	-	-	-	-
417	417	417	417	417	5,000
24,217	24,217	24,217	24,217	24,217	290,600
-	-	-	-	-	40,000
583	583	583	583	583	7,000
37,917	37,917	37,917	37,917	37,917	455,000
5,000	5,000	5,000	5,000	5,000	60,000
-	-	-	-	-	20,000
417	417	417	417	417	5,000
833	833	833	833	833	10,000
44,750	44,750	44,750	44,750	44,750	597,000
2,083	2,083	2,083	2,083	2,083	25,000
-	-	-	-	-	-
306,428	**306,428**	**306,428**	**306,428**	**472,160**	3,742,135
(281,095)	**323,806**	**(281,095)**	**293,806**	**(446,826)**	**41,267**
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

-	-	-	-	-	-
-	-	-	-	-	-
(281,095)	323,806	(281,095)	293,806	(446,826)	41,267
-	-	-	-	-	-
(281,095)	323,806	(281,095)	293,806	(446,826)	41,267

Audited Financial Statement Checklist

Created Wednesday, October 29, 2014
Updated Friday, October 31, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	No

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	Yes
Management Letter	Yes

Thank you.

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014
Updated Wednesday, July 30, 2014

Page 1

331500861011 BROOKLYN URBAN GARDEN CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the surveyhttps://fluidsurveys.com/account/surveys/540612/publish/qrcode/. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Tuesday, July 29, 2014
Updated Wednesday, July 30, 2014

Page 1

331500861011 BROOKLYN URBAN GARDEN CS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Holly Jane Kilpatrick	Chair/President	Yes		1 term Co-Secretary 9/11-6/12 2nd term 6/12-6/13 3rd term 6/13-6/16 (Chair)	Executive Committee, Audit Committe Task Forces-Gov/Nom, Development, Evaluation
2	Brooks Tanner	Vice Chair/Vice President	Yes	Finance	1st term Co Treasurer 9/11-6/12 2nd term- 6/12-6/15	Executive Committee, Finance Committee, Ed/Accountability Committee Task Forces-Facilities, Evaluation,Governance/Nom
3	Executive Committee, Finance Committee, Ed/Accountability Committee Task Forces-Facilities, Evaluation,Governance/Nom	Member	Yes	Education	1st term 9/11-6/12 2nd term 6/12-6/15	Ed/Accountability Committee, Executive Committee Task Force-Evaluation
4	Mark Lauterbach	Member	Yes	Special Education and Assessment	1st term 9/11-6/12 2nd term Two year term 6/12-6/14, 3rd term-Three year term 6/14-6/17	Ed/AccountabilityCommittee, Task Forces-OPS/Tech,
5	Tom Gold	Member	Yes	Education Policy and Research	three year term 01/13-6/16	ED/Accountability Committee, Task Forces-Ops/Tech, Development
6	Angela Ortiz	Secretary	Yes	HR, legal	1st term 06/13-06/16	Executive Committee, Audit Committee Task Force HR, Evaluation,Gov/Nom
7	Elena Day	Member	Yes	Operations and Finance	1st Term 6/13-6/16	Finance Committee, Executive Committee Audit Committee

2. Total Number of Members Joining Board during the 2013-14 school year

0

3. Total Number of Members Departing the Board during the 2013-14 school year

2

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

15

5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

13

Thank you.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting Minutes
February 24, 2014
6:30pm -8:30pm
500 19th Street
Brooklyn, NY 11215

Members present: Holly Kilpatrick, Shannon Sharp
Tom Gold teleconferenced in.

Members Absent: Brooks Tanner, Beth Frazier, Elena Day, Mark Lauterbach, Teri West, Angela Ortiz

Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury

The Board meeting was called to order by Holly Kilpatrick at 6:40. A quorum was not present so it was agreed to discuss some agenda items and move others to the March meeting agenda.

I. Finance Committee Report- Shannon Sharp provided the Finance Report.
The annual audit will be held the third or fourth week of July. Digant recommends that one member of the Finance committee serve on the Audit Committee. To be determined who it will be. Elena has recommended a potential new Board member who could serve on Finance Committee. Holly following up with him.

II. Governance/Nominating Committee- Holly following up with Dirk about Board Mixer planned for March.

III. Education and Accountability Report- Miriam Nunberg reported.
a.Enrollment Policy has been revised slightly and will be on agenda for Board approval next month.
b. MOU with NYU on Quit Time Study- Questions about the Study were discussed. Miriam will get back to NYU with the questions. Tom Gold has experience with research and the DOE. Informed the Board that the study will require IRB (Institutional Review Board) approval from NYU and the DOE. The IRB's approve studies that are ethical and safe. Many of the board questions and concerns will be addressed by the IRB's and Miriam will follow up.
c. Miriam attended Charter School meeting with new DOE Chancellor, Carmen Farina. Meeting focused on increasing collaboration with DOE school and

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
June 25, 2014
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Elena Day, Teri West, Shannon Sharp, Beth Frazier, Tom Gold, Brooks Tanner
Quorum Present
Others Present: Susan Tenner, Miriam Nunberg, Greg Todd (Prospective Board Member)
Absent: Mark Lauterbach

I. Holly Kilpatrick called the meeting to order at 7:04 pm.

A. Holly spoke briefly to reflect positively on the prior year and the hard work by all. Susan Tenner and Miriam Nunberg spoke briefly to do the same and to summarize goals for the coming year including the goal of making BUGS a first choice middle school for applicants. Introduced Greg Todd, a community member under consideration to join the Board.

B. Brooks Tanner moved to approve the minutes of the previous meeting. Shannon Sharp seconded. Motion approved by all.

C. Holly Kilpatrick made a motion to approve revised Bylaws for the purpose of adopting a new Conflict of Interest Policy and Whistleblower Policy. Teri West seconded. Motion approved by all. Holly Kilpatrick distributed the new Bylaws, including the revised Conflicts and Whistleblower policies. All Board members signed and returned the Acknowledgment forms. Board members also completed and signed the Financial Disclosure form.

D. Holly Kilpatrick briefly discussed the document *Board Member Terms 2014-2015* including modifications to Board Committees and Task Forces. Mark Lauterbach, whose three-year term expired this year, has agreed to continue on the Board for another three-year term. Elena Day noted that although she is listed as a member of the Education & Accountability Committee she is not continuing on that Committee. Subject to that

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

modification, Holly Kilpatrick made a motion to approve the document. Elena Day seconded the motion and all approved.

E. Holly Kilpatrick moved to approve the 2014-2015 schedule of Board Meetings, which will generally occur on the last Tuesday of every month except in May and June when the meetings will take place on the third Tuesday of those months. Holly moved to approve the schedule. Brooks Tanner and Teri West seconded the motion. All approved.

F. Holly Kilpatrick directed the Board's attention to the FY 2015 Budget, which was discussed in detail at the last Board meeting. Susan Tenner pointed out that, with the Finance Committee's previous approval, the school incurred a $25,000 expenditure for technology in the 2015 budget in the 2014 fiscal year. Subject to that notation, Holly moved to approve the new budget. Shannon seconded. All approved.

G. Miriam Nunberg discussed the revised Enrollment Policy. There was a brief discussion regarding students who voluntarily withdraw from the school who express a desire to return. Elena Day clarified that no preferences on that basis may be given in the lottery process. The revised enrollment policy reflects this. Holly Kilpatrick moved to approve the revised Enrollment Policy. Tom Gold seconded the motion. All approved.

H. Holly Kilpatrick directed the Board's attention to the Board of Directors Job Description. A discussion was held relating to clarification of Item #4, which states generally that the Board hires the School Leadership. The Board chose to modify the language to state that the Board is responsible for hiring the Executive Director(s) only, not the Principal. The Board noted the change in the document before signing.

I. Holly Kilpatrick noted for the record that although she had expected the Executive Director evaluations to be ready by this meeting, the Evaluation Task Force decided to hold off until the next meeting, in significant part, so that all relevant student data would be available.

II. Finance Committee Report

Brooks Tanner reported for the Finance Committee. The main action item was the FY 2015 budget, which has been approved. The balance sheet shows we have a healthy amount of cash. We are expecting more than $600K in cash in July. Even if it is delayed we are in good shape. We are still on track to meet budget.

.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

III. Education and Accountability Report

Teri West reported for the Committee. It met most recently on June 15, at which time the Committee reviewed its mission and modified it slightly, discussed school culture and climate, and set an agenda for which school data the Committee will focus on. The Committee decided to meet more frequently, on the second Tuesday of the month. Teri will circulate the revised mission statement to the Board.

IV. Officer Nominations

Holly Kilpatrick made a motion to nominate Angela Ortiz as Secretary to the Board. Shannon Sharp seconded the motion. All approved. There was also a motion to nominate Elena Day as co-Treasurer. The motion was seconded and approved.

V. Executive Director Report

A. Miriam Nunberg reported on the school's arrangement with the David Lynch foundation for the Quiet Time program. The Foundation has committed to bearing the cost of the QT program for all of next academic year and will inform the school in September about the following year. The Foundation has agreed to assist BUGS with fundraising for any future financial obligations related to the program. Miriam Nunberg reported that she has not had success in her attempts to schedule a meeting with NYU relating to their proposed study of the efficacy of the QT program.

B. Susan Tenner reported on enrollment. There have been two enrollment events for next academic year so far. There are offers out to 310 students out of the 522 who applied thus far. 28 enrolled at the events. ATS deadline is July 19. With respect to re-enrollment for 7th Grade, 77 families indicated that their students would return on a recent student survey. Only a couple of families stated definitively that they will not be returning.

C. Miriam Nunberg reported on reading and math scores, all of which improved dramatically from the baseline scores. Social studies and science data are available but have not been analyzed yet. The Board discussed the desire to compare the achievement data in different ways such as across the district and within subgroups. Miriam agreed to explore the feasibility of doing so. She stated that an end of year discipline report is forthcoming.

D. Susan Tenner reported on Fundraising. There was a total of $74K in grants and giving last year against the $30K goal. Susan expressed a desire to substantially increase the grants and giving in the coming year. The fundraising goal for next fiscal year will be 75K.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

E. Susan Tenner gave the staffing and HR report. Two current teachers have resigned for personal reasons. The school successfully recruited a Dean of Students as well as a new Special Ed coordinator. There will be some turnover in administrative support staff. There are two teaching vacancies that need to be filled before the Fall. Miriam and Susan also reported on the success of the Spring staff retreat during which the faculty mapped out a sustainability study of the Gowanus Canal.

F. Holly Kilpatrick moved to go into Executive Session to discuss the status of negotiations with Bishop Ford and the Brooklyn Diocese relating to facilities. Angela Ortiz seconded the motion and all approved. At this point Greg Todd left the meeting. The Board subsequently discussed the negotiations

VI. Public Comment

There was no public comment.

Meeting was adjourned at 8:47 pm

sharing of best practices with all sectors. Farina emphasized improvement of access to SPED and ELL's.

d. Teacher Appreciation May 6th. Monthly acknowledgements to teachers recommended. There are 12-17 teachers now. Recruitment for new teachers started.

e. Fundraising- Susan Tenner reported on various grant applications.

V. Public Comments- There were no public comments.

The meeting was adjourned at 8:20pm.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
December 17, 2013
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Mark Lauterbach, Elena Day, Teri West. Quorum Present

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability). Brooks Tanner on the telephone.

1. Welcome and Call to Order
Holly Kilpatrick called the meeting to order.

2. Approval of Minutes
Mark Lauterbach made a motion to approve the November minutes. Holly Kilpatrick seconded; all board members approved.

3. Education and Accountability Committee
Teri West presented the observation protocol for board members to use when visiting the school prior to the February 8th retreat. The board will discuss member observations of classes during the first part of the retreat.

4. Governance Nominating Committee
Holly reminded members of the retreat on February 8. There was a discussion of board member recruitment. Susan discussed meeting and receiving grant-vetting support from a potential member who could provide essential development experience to the board.

5. Finance Committee
Susan Tenner and the Finance Committee reviewed December's reports, addressed questions on cash flow, and explained that a revised projection for the remainder of FY14 was in the works, to be presented to the Board at the January meeting.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

6. Executive Director's Report

Fundraising: Susan gave updates on the Board's Annual Appeal results, the FSO's donations, and grants received and pending. BUGS has reached $32k of our $30k fundraising goal, meeting the modest fundraising goals of our current fiscal year budget.

Dashboard: Susan reported our enrollment at 134, with approximately 20% Special Education and 5% ELL's. The Board discussed student attrition. Elena Day offered to help BUGS with attendance reporting.

General operations: Miriam reported that the roof leak damage has been remediated and that the tests conducted by Bishop Ford show the problem has been resolved. Miriam also gave an update on the open houses and recruitment – application is now open online, 300 people have attended open houses so far and 300 people have applied. She is planning more targeted recruitment to meet enrollment targets for ELL and free and reduced lunch students.

7. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Trustees Meeting
March 27, 2014
6:30 pm - 8:30pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Shannon Sharp (Treasurer), Mark Lauterbach, Elena Day (Secretary), Beth Frazier, Teri West

Members Not Present: Holly Kilpatrick (Chair), Brooks Tanner (Vice Chair), Tom Gold, Angela Ortiz

Others Present: Susan Tenner (Executive Director-Administration), Linda Rosenbury (Principal)

1. Welcome and Call to Order

Elena Day called the meeting to order.

2. Approval of Minutes (2-24-14, 2-8-14 & 1-30-14)

Shannon made a motion to approve the minutes. Mark seconded. All minutes were approved.

3. Enrollment policy

There was a question about readmitting students who have left temporarily. It was agreed that we would approach SED as to whether we can have a "return after leaving" policy. Mark made a motion to approve the policy pending the approval of SED. The motion passed unanimously.

4. Finance Committee Report

Shannon reported that the finance committee discussed the year two budget. The board will see the budget in May for June approval. BUGS has received the IRS form 990 and it has been shared with the board. Due to a higher student per pupil than expected and our conservative budgeting, we may have more funds than expected. These funds could be spent on program or kept for future facility needs.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

5. Education and Accountability Committee

Teri West described the education and accountability committee meeting. Linda asked the board for clarification on the manifestation of BUGS's mission of educating a diversity of students that are representative of the district. For example, should she be allocated resources for programs for advanced students, such as preparation for taking the specialized high school exams, in addition to the resources we focus now exclusively on Learning Lab interventions for struggling students. Although there is current attention to providing Tiered instruction to challenge high-level students, there are no specific resources allocated to programs for this purpose. It was suggested that Linda present to the board a proposal on what this might look like.

Mark gave feedback from the interviews with the staff and students. The board agrees to collect together the interview notes and bring to the next meeting to report them out to Linda and each other.

6. Executive Director's Report

Susan reported on the following items with Linda:

Quiet Time Program update & NYU study: This update was postponed until Miriam could give a report on it. There are over 100 kids who have been trained. Miriam is working with Lynch foundation to collect data on the progress of the kids.

Dashboard review: Dashboard is under construction.

Enrollment: 130 students are currently enrolled in 5 sections. The plan is to allow students to attrite down to 4 sections and have another 4 sections come in for the incoming 6th grade. For 7th grade, we are going to have a waitlist, not a lottery.

Outreach and Applications status. Mariana is focusing on Sunset park and Red Hook neighborhoods and to the Latino community. We have about 500 applicants for next year's 6th grade.

Mock exams and other academic results: 19% of students passed the math test. 16% passed the ELA mock test. Attendance was very low for the ELA mock test due to a snow storm. Every Wednesday afternoon students are in math labs, and for ELA there is a test prep program going. Mock exams are being sent home with parents. BUGS uses the materials put out by Engage NY. If students are proficient on the state test but they did

well on their grades, do we require that they go to summer school? The staff will be discussing this.

Culture and Discipline: Open classroom event on Friday 3/28 for all families regarding a recent name calling series of incidents.

Fundraising Update: Susan wants to increase our target to $50K for next year with the board support.

HR update: Recruitment for next year's staff is slower than we expected and what we need. The current staff has all indicated that they want to stay.

Elena read the principles to the board of the new Community Charter School Coalition. There was a motion to join the coalition pending the approval of absentee members.

7. Public Comment

There were no public comments.

Motion to end meeting was made at 8:30 and seconded. All approved.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
January 30, 2014
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Elena Day, Teri West, Shannon Sharp, Beth Frazier. Quorum Present
Members Absent: Brooks Tanner, Tom Gold, Mark Lauterbach
Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury, Jamie Craig

1. Welcome and Call to Order

Holly Kilpatrick called the meeting to order at 6:36.

2. Approval of Minutes

The board made some changes on the minutes to clarify the leak damage remediation reported in the December minutes. After the clarification was made, Teri made a motion to approve the minutes and Angela seconded. All members voted to approve.

3. Executive Directors Report

Miriam reported on the dashboard. There is no new report card data at this time. There has been academic growth shown in the most recent assessments. Enrollment is now at 128, but the budget still looks strong because of high special education numbers. Suspension numbers are coming down; the school is putting plans in place to ensure that suspensions are equitably handled.

Miriam discussed the possible alterations of the school calendar. Elena asked if the school could put together a memo on the possible pros and cons of altering the calendar.

4. Education and Accountability Committee

Teri reported that the committee discussed the SED's charter school performance framework which Miriam is handling. The school administered mock tests for the ELA and math exam; the ELA was given last week and math will be in one week. Results will be

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

shared with families. Letters have been sent out for students who have been identified as being "promotion in doubt".

5. Governance and Nominating Committee

Holly said that everything is moving along for the February 8th retreat, and Miriam and Susan have been working hard to prepare for it. Beth's and Mark's board terms are expiring soon; Beth has decided not to renew her board term. The board is still searching for candidates with an expertise in sustainability, finance and fundraising, and who also reflect the diversity of our students and district.

6. Finance

The financials remain strong. The finance committee has modified the budget projections that will guide our spending for the remainder of the year. Because the school has higher revenues than expected, and has been conservative with its expenditures, management would like to hire a Dean of Students and Academic Administrator early.

Motion for Approval: Due to an increase in revenue and grants received, the Board approves an increase in Personnel hiring expenses for the remainder of FY14- including hiring a dean of students and an academic administrative support person. Holly made the motion and Teri seconded. All members approved.

Holly made a motion to open a dissolution escrow bank account. Elena seconded. All members approved.

Fundraising. The school is over its fundraising goal for the year; Susan and Miriam have completed or are in the process of working on a number of grants applications and implementations. The board annual campaign brought in $10,135.

8. Facility update

The roof continues to leak; the school is working with Bishop Ford to try to get a remedy for the leaks in the existing occupied space, and those spaces that we will occupy in Year3 of operation. Cleaning continues to be an issue.

7. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
April 29, 2014
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Elena Day, Teri West, Shannon Sharp, Beth Frazier. Mark Lauterbach, Tom Gold (Brooks Tanner by telephone). Quorum Present

Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury, Jami Craig

1. Holly called the meeting to order
Shannon Sharp moved to approve the minutes of the previous meeting. Teri West seconded. Motion approved by all minutes.

2. Finance Committee Report
Shannon Sharp reported for the finance committee. Christine has done an extensive reconciliation and everything is now reconciled. Bishop Ford's closing will not have an impact on this year's budget, but will likely have an impact on next year's budget, particularly around utilities and services. The school may also incur higher legal fees. The year two budget will be presented to the board in May for June approval. The audit committee is led by Elena Day; Loeb and Troper will be the auditor.

3. Education and Accountability Report
Teri West reported that the committee is going to meet less frequently but for a longer time period, to enable the committee to do a deep dive into issues. They are still working on the sustainability goals. The board debriefed their interviews of staff and students.

4. Executive Director Report
Facility: The board discussed the Bishop Ford closure and how it may affect the school in future years. Our real estate lawyer is working with the management team to review our lease and consider the implications of the announcement.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

Applications. The school received 517 applications, 356 in CSD. Offer letters will be sent out in the next couple of weeks.

Dashboard data. There has been some parental concern on discipline, so the management team has reviewed discipline data and has made some changes, including having more communication to parents, adding after school detention, adding a full time dean of students and family coordinator. The board reviewed the discipline data, including a breakdown by race and consequence.

Fundraising update. Susan Tenner reported two more garden grants, and that the school is considering a large Federal School Counseling Grant.

Ribbon cutting event on 6/24 for the garden. There is a request for help in both planning and on the day of the event.

Charter coalition. Teri West reported that there were over 50 people there including the deputy mayor. People discussed key issues such as facilities for private space. Miriam Nunberg will be speaking at City Council on equity and why BUGS was founded.

Teacher appreciation event next Tuesday at Greenwood Park. Board would like to do a monthly appreciation event.

Annual board meeting. We will plan for the annual meeting at the next board meeting on May 22. A reminder that we need to recruit more board members.

5. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
May 22, 2014
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th Street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Elena Day, Teri West, Brooks Tanner, Tom Gold, Shannon Sharp. Quorum Present

Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury, Christine Kang, Digant Bahl

1. Welcome and Call to Order
Holly called the meeting to order at 6:50 pm.

2. Minutes
Brooks moved to approve the minutes. Teri seconded the motion. All members voted to approve.

3. Finance Committee Report
Digant Bahl reported for the finance committee. We had higher than expected cash reserves and a larger liability than expected because DOE paid in April, instead of May. The management team has done a strong job this year of managing expenses and cash so that BUGS will end the first year in a positive financial position.

The budget for year two will have a net income of $41k. The largest change is a higher percent spent on compensation, since more staff will be hired. Enrollment next year is budgeted at 230 students to be conservative.

The audit committee should meet with the auditor and discuss the audit plan.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

4. Education and Accountability Report

Teri West reported that the committee is going to meet less frequently but for a longer time period. She discussed how the committee is focusing on equity and its role in creating a school that reflects and creates a more diverse school. The other major issue the committee is grappling with is what kind of information should be in the dashboard.

5. Executive Director Report

State of the School Update: Linda is still working on hiring for next year. At this point, it looks like the school will have strong teacher retention. The school has hosted prospective parent tours. There is a new climate council with parents and students and the school is considering revising the code of conduct based on what has been learned this year.

Feedback system: Susan reported that school is developing a more formalized feedback mechanism that will allow parents, teachers and students to give and get feedback. Susan is looking for a board liaison. The work would be around the end of July and August.

Enrollment: The lottery was run and seat offers have gone out.

HR Update: The school is revising its staff handbook and continuing with recruiting.

Facility: Management is exploring what the Bishop Ford closing means for the school in future years.

6. Governance and Nominating Report

The senior staff will be evaluated by the board for the next board meeting. Additional board members are required.

5. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
November 21, 2013
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner(Vice Chair), Teri West, Tom Gold, Mark Lauterbach, Elena Day, Beth Frazier, Shannon Sharp

Members Absent: Angela Ortiz

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability)

1. Welcome and Call to Order

Holly Kilpatrick called the meeting to order.

2. Approval of Minutes

Teri West made a motion to amend the October minutes with the following statement under the Executive Director's report: "The board also discussed damage done to the facility by the ongoing roof leak." Beth Frazier seconded; all board members approved.

3. Finance Committee

Brooks presented the September financials. BUGS is currently $125,000 over budget. The school is at the budgeted enrollment number of 135. There are a higher number of special education students than was originally budgeted.

3. Governance and Nominating Committee

The board discussed the retreat scheduled for February 8, 2014, including what subjects should be on the agenda and whether or not there should be a facilitator. Each board member should send 2 agenda suggestions to Holly by the beginning of December. Also,

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

each board member should visit the school for a couple of hours; Teri will draw up a potential protocol for members who visit.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

4. Fundraising

Susan Tenner went over the fundraising efforts to date; out of the fundraising goal of $35,000, we have raised $18,500 (47%). The IOBY campaign brought in $6,400 to date. The board was given materials for the annual appeal.

5. Ed and Accountability

Teri West gave the report; the committee met last Friday to discuss goals for school year 2013-14. The committee currently has three goals: 1.) student achievement linked to Common Core state test requirement; 2.) student and staff knowledge, skills and attitude about sustainability; and 3.) school climate. There was a discussion about adding in goals around organizational sustainability, to better capture the work done on the administrative side of the school.

6. Executive Directors Report

Dashboard: Report cards given out yesterday and grades are now in the dashboard.

7. Executive Session

Holly Kilpatrick made a motion for the board to go into Executive Session to discuss a specific student disciplinary issue. Tom Gold seconded. All board members voted to approve.

8. Water damage.

Miriam Nunberg described the continued damage caused to the facility by the roof leak and Bishop Ford's response.

9. Public Comment – No members of the public were present.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Board of Trustees Meeting
July 24, 2013
6:30 pm- 8:30 pm
New York City Charter School Center
111 Broadway, Suite 604
New York, NY 10006

Minutes

Members Present: Holly Kilpatrick(Chair), Brooks Tanner(Vice Chair), Shannon Sharp(Treasurer), Tom Gold, Beth Frazier, Angela, Mark Lauterbach, Elena Day

Members Absent: Teri West

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability), Linda Rosenbury (Principal), Christine Kang (Director of Operations)

1. Welcome and Call to Order

Holly Kilpatrick called the meeting to order at 6:30 pm

3. Consent agenda

Brooks proposed the Board adopt a Consent Agenda Policy. The purpose is to expedite approval of multiple routine items requiring Board approval. Beth seconded the motion and it was unanimously approved by all members present.

Holly asked board members if any items on the Consent Agenda needed to be discussed and therefore removed. None were identified.

Consent agenda:

1 FP4 – ADA Program Access Plan
2. FP3 – Certificates of Insurance
3. FP5 – School Safety Plan.
4. FP2 – Certificate of Occupancy
5. FS1 – Food Services Plan.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

6. SA3 – Performance Evaluations Criteria and Design Plan for Teachers
7. SA2 – Performance Goals for school administrators and non-instructional staff.
8. SA1 – Performance Goals for School Leader.
9. SHP3 – Health and Safety Plan.
10. S1 - Staff Roster with copies of clearance forms from TEACH
11. S3 - Staffing Plan - teacher roster and teaching assignments.
12. S4: Process for appointment for Emergency Conditional Employees.
13. S6- HR Manual
14. PDI6 – Complaint Procedure (Staff)
15. T1- Transportation Plan
16. Minutes from the June 18, 2013 meeting.

RESOLVED, that BUGS Board of Directors does hereby approve the consent agenda.

- Motion made by Tom, seconded by Shannon and approved unanimously by all members present.

After discussion of the wellness policy and school vending machines, Brooks made the following motion:

RESOLVED, that BUGS Board of Directors does hereby approve the wellness policy.

- Holly seconded the motion, and it was approved unanimously by all members present.

Board Committee Reports:

3. Finance committee report

Brooks delivered the finance committee report. BUGS has received its first per pupil funding and has cash reserves.

4. Ed/Accountability committee report

Teri joined the meeting and discussed how the ed/accountability committee has planned goals for this year and how the committee is beginning work on accountability goals related to the charter.

5. HR Task force

There was a discussion of the employee handbook and the PTO policy for all staff. The board decided to have the HR task force take one more look at the number of days of PTO for the next meeting.

6. School goal setting

The board discussed the importance of establishing school-wide goals for the coming year and tracking of progress towards those goals in the school dashboard. Tom agreed to continue to lead work on the dashboard and circulate a new draft reflecting the board's input.

7. ED report

Susan and Miriam discussed enrollment, including ELL and free and reduced lunch numbers. The school needs to hire a special education match and Spanish teacher. The lease has been signed. Susan discussed her upcoming medical leave and transition plans. There was also discussion of the Quiet Time program and the TM grants requirements.

8. Review of Committee Work

There was a discussion of the process for creating committee goals.

9. Public Comment –No Members of the public were present.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
August 21, 2013
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick(Chair), Brooks Tanner(Vice Chair), Shannon Sharp(Treasurer), Tom Gold, Beth Frazier, Angela Ortiz, Mark Lauterbach, Elena Day

Members Absent: Teri West

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability), Linda Rosenbury (Principal)

1. Welcome and Call to Order

Holly Kilpatrick called the meeting to order.

2. Approval of Minutes

Shannon Sharp made a motion to approve the minutes. Brooks Tanner seconded. All members voted to approve the minutes.

3. Executive Director's Report

a. SED Walkthrough

Miriam Nunberg described the SED walkthrough; the authorizer was very positive. There are some final issues, including teacher certification and a nurse. Bishop Ford can provide a nurse for part of the day. SED particularly liked the code of conduct and discipline policy.

b. Enrollment and Opening Week

Enrollment is at 145. 57% male, 5% English Language Learners and free and reduced lunch is currently 55%. Linda Rosenbury said that teacher orientation went smoothly. There remains an outstanding question about how the Quiet Time program will be funded, which Susan Tenner will look into.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

There was a fire in the basement of the building last Friday at 6 pm. No alarm went off in the BUGS space. The board chair will contact the landlord to push them to fix the issue.

4. Finance Committee Report

The finance committee has gone through the new report. The accountant is still working on producing budget to actual numbers.

5. Education and Accountability Committee Report

Tom Gold described how the dashboard is at the point where the school should take over. The dashboard has sections for academic and operational elements. The board discussed adding cultural elements, such as the learning environment survey.

6. Governance/Nominating Committee Report

The board discussed when the retreat should be and settled on January and February. At that time it will work to create annual goals, given that the school will have produced data by then to examine.

7. Public Comment –No Members of the public were present.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
September 24, 2013
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner (Vice Chair), Shannon Sharp (Treasurer), Tom Gold, Angela Ortiz, Mark Lauterbach, Elena Day, Beth Frazier

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability), Linda Rosenbury (Principal), Jami Craig (Special Education Coordinator)

1. Welcome and Call to Order
Holly Kilpatrick called the meeting to order.

2. Approval of Minutes
Brooks made a motion to approve the minutes. Mark seconded. All members voted to approve the minutes.

3. Finance Committee
Brooks presented the August financials and cash forecast. The school received two per pupil payments, so there is a strong cash balance. A revised budget will be presented to the board in December if required.

3. Governance and Nominating Committee
Fundraising task force: Holly reported on the committee meeting; the board has set a goal of $30,000 for the year. Angela has agreed to be the chair of the fundraising taskforce. Fundraising taskforce members include Beth, Shannon, Angela, Holly, Miriam and Susan.

Mission task force: Miriam discussed that there are currently three versions of the mission, and BUGS needs one standard mission statement. Tom, Teri and Shannon will present a final version of the mission by October 10th.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

Building capacity: The board recently added a number of members with strong, diverse backgrounds. Holly emphasized that the board still needs someone with development, environmental sustainability or real estate expertise. She asked board members to consider attending two or three meetings a year with other organizations in order to find partners for the school and potential board members.

Board visits to school: board members are encouraged to visit the school.

4. Executive Directors Report

Student enrollment: Enrollment is stabilizing at 137; the budget was built on 135. As spending becomes actual and forecasting more realistic, the board may revise the budget in December. Miriam shared the demographic data on enrollment. BUGS has a very diverse student body and is approximately 65% boys.

HR: Susan shared how the school is balancing working hard and celebrating accomplishments, and that the human resource systems (payroll, benefits) are working well.

Facilities: The roof is leaking into the office. Bishop Ford's plan appears to be to patch and repoint the roof although contractors BUGS has worked with have expressed some doubt as to whether this will be effective. There was also considerable discussion about the lack of working smoke detectors in the building. It was agreed that Miriam would continue to press Bishop Ford for a written plan addressing both these issues.

Families/FSO: Susan said that the FSO will run the after school program using the Fund for the City of New York as a fiscal sponsor.

Media & communications and fundraising: There was a discussion about media and also about the various initiatives for fundraising, including a grant for technology.

Fundraising update: Quiet Time will be funded primarily through the David Lynch Foundation, with BUGS support to help them raise the funds.

Program update: Linda shared that enrichment clubs happen once every 7 days, and students have chosen which enrichment club they would like to attend. The clubs will change every trimester and as the students grow, will help them prepare for high school entry. All students have been assessed and students below grade level are in Learning Labs.

Student-led conferences with parents and teachers will be conducted in October after progress reports come out.

5. Education and Accountability Committee Report

Tom Gold described how the school is still working to get the assessment and demographic data into the dashboard.

6. Public Comment –No Members of the public were present.

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting
October 29, 2013
6:30 pm- 8:30 pm
Bishop Ford Catholic High School
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner (Vice Chair), Shannon Sharp (Treasurer), Angela Ortiz, Mark Lauterbach, Elena Day

Members Not Present: Beth Frazier, Tom Gold

Others Present: Susan Tenner (Executive Director-Administration), Miriam Nunberg (Executive Director-Education and Accountability), Linda Rosenbury (Principal), Christine Kang (Director of Operations)

1. Welcome and Call to Order
Holly Kilpatrick called the meeting to order.

2. Approval of Minutes
The minutes from the last meeting needed to be amended: the budget was built on an enrollment number of 135 (not 128). All members voted to approve the minutes as amended.

3. Board Approval of Dissolution Funds Account
The Board resolves to open a Dissolution Funds Account to which the school will deposit $25K inititally as required by NYSED.

4. Board Approval of Mission

Text: 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.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

The board voted unanimously to approve the above text as BUGS new mission statement.

5. Finance Committee Report

The Co-Treasurer gave a report on the state of the financials of the school and reported that the Finance Committee will be working with the staff to review and potentially modify the budget over the coming weeks.

6. Education and Accountability Report

Teri West reported the Committee is working with Linda Rosenbury and staff on creating school wide goals for the 2013-14 year.

6. Governance and Nominating Committee

Holly Kilpatrick discussed the dates for the board retreat, which will be either January 25-26 or February 8-9. The retreat may be held again at Greenwood cemetery. She also discussed the board portion of the dashboard, where we will track board member attendance. She also emphasized how important it is for board members to attend events where they can recruit more board members and potential supporters. If anyone goes to an event, they should contact Holly.

Board contributions: board members all agreed in serving on the board that we would make annual contributions to the extent possible. There was some discussion around how to better account for fundraising on the dashboard.

Each committee is responsible for setting goals and doing a year-end review.

7. Fundraising Taskforce

Angela Ortiz described the annual appeal that the taskforce is putting together now. They have decided to take on the year end appeal as a direct mail campaign and then high touch follow up with donors. Everyone on the board should contribute at least 3 people to add to the list. She encouraged all board members to give now, so we can show 100% board participation.

On November 11, BUGS is launching on a crowd sourcing fundraising website for schools in Brooklyn. November 18 is the date when donations will be matched.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

8. Executive Director's Reports

The NYC Charter School Center visited BUGS in October. The school is exploring at this time how to improve differentiation for more advanced students. Enrollment is currently at 135.

Christine Kang reported that smoke detectors have been installed on the 4th floor and continue to be installed on the 3rd floor.
The Board also discussed damage done to the facility by the ongoing roof leak.

8. Public Comments - no members of the public were present

Meeting was adjourned at 8:30

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Trustees
Annual Retreat Minutes
February 8, 2014
9am to 5pm
Green-Wood Cemetery Carriage House
20th Street and Prospect Park West
Brooklyn, NY 11215

Members present: Beth Frazier, Holly Kilpatrick, Mark Lauterbach, Shannon Sharp, Teri West, Tom Gold, Angela Ortiz, Elena Day, Brooks Tanner (arrived at noon).
Members Absent: none.
Others Present: Susan Tenner, Miriam Nunberg, Jamie Craig, Christine Kang, Linda Rosenbury, Jonathan Gyurko

The meeting was called to order by Holly Kilpatrick at 9:15 am. Reviewed Core Values that were established at the 2013 Retreat.

I.

Observational Protocol Exercise- Teri West guided the group through exercises to examine the findings of our observations of classroom activity. This included small group discussions to target specific patterns and questions about the class. Questions included: Do the students know the criteria for success? What is acceptable amount of chatter in the classroom? How is student collaboration formalized and discussed? Patterns included: There were clear instructions and norms of communication. Wide range and diversity of student responses. The full group met to discuss the findings with input from Linda Rosenbury and Jamie Craig. Goals for the board include:

Morale: Show appreciation to staff through notes and small acknowledgements; thank them for letting us observe their classrooms, bringing in food and treats on special days.
Build Positive Reputation: Help build the reputation through social networks.
Find Model School and Model Classroom
Faculty Recruitment-Help recruit through our alma maters and networks.
Resources- More dollars will help
Public Relations—We need a Public Relations person.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

II. Program Overview- Linda Rosenbury presented.

A. Class Structure 101:

1. Heterogenous grouping for the majority of the day (homogenous grouping for learning lab, student choice for enrichment clubs and committees),
2. Classes are offered: ELA (reading/writing), Math, Science, Soc Stud, Physical Education, Visual Art, Spanish/Learning Lab, Advisory.
3. Enrichment Clubs include sustainable textile making, fitness, song writing, video making, etc. How ELLs and SPED are served.

B. Curriculum

ELA - expeditionary learning/TC, Math - CMP3, Sci./SS - NYC Scope and Sequence, Art - NYC Blueprint for the Arts

Service Learning Projects

Topics by trimester presented in town hall, content areas lay the foundation and guide students in independent projects, students select committees for hands-on community projects, trimester celebration with ED awards.

C. Field Study

Every month or more, committees have field study and content areas plan field study.

D. Quiet Time:

9:10 and 3:30 daily, students learning mantras are practicing transcendental meditation

E. Culture & Discipline overview:

Citizen scores, Structures/Routines, Fun Friday Lunch Academies, Incentive Trips, Restorative Justice

F. Plans for 7th grade… reflection on changes to 6th grade

Weekly schedule, more emphasis on organization and diversity in advisory classes.

Challenges: new teachers, schedule, emphasis on instruction in the classroom.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Lunch Break-

III. **Jonathan Gyurko-** Presented on a forming consortium of Charter Schools and leaders seeking to build positive, mutually beneficial relationships with the new Mayor's administration. BUGS was invited to join this group. Miriam Nunberg and Elena Day volunteered to attend the February 13 meeting where goals of the group will be discussed further.
They will report back to the board at the next meeting on February 24th.

IV. **Academic Program Question and Answers-** Linda R. answered questions about the programs presented earlier.

V. **Assessment of Key Charter Design Elements-** Susan Tenner and Miriam Nunberg asked the board to examine 2 of the 6 Key Elements of the Charter: Inquiry Based Study of the Science of Sustainability and A Positive and Inclusive School Climate. Two small groups discussed the elements and reported back to the full group.

At 2:30pm it was determined that the heat would not return in the building so the meeting was moved to the BUGS conference room in Bishop Ford HS. The Green-Wood Cemetery security guard volunteered to direct any public wishing to attend to BUGS.

VI. **Building Non-Cognitive Skills in Students-**Tom Gold presented a brief review of the research on non-cognitive factors in student learning. Five categories of factors: Academic behavior, Perseverance, Mindsets, Learning strategies, and Social Skills were identified. How these factors are currently addressed at BUGS and what more can be implemented was discussed. Mind-Set skills will be a focus in future Advisories.

VII. **Student Performance and Growth-**Jamie Craig and Linda Rosenbury presented the Common Assessments, Student Level Analysis and the Dashboard and School-Wide Analysis. The Four Common Assessments: Degree of Reading Power (Comprehension), Star Math, Document Based Questions- Essays with 3 sources, and Science Lab Report were discussed. The Board broke into small groups to examine samples of student work, followed with sharing findings with the group.

VI. **Wrap Up and Evaluation-** Holly Kilpatrick briefly reviewed the day and

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

follow up actions. Miriam and Elena volunteered to attend the Charter School Consortium meeting on Feb. 13. Tom will research Mindset curriculum and assessment materials. Tom and others will also look for Sustainability Assessment sources. The Board will follow up with more morale boosting communication to the staff as well as building supportive resources for the staff. Holly and Teri will plan how to bring the other Observational Protocol components to Board.

All present were asked to complete an evaluation of the Retreat.

VII. Public Comment period- There were no public comments. The meeting adjourned at 5pm.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School
Board of Directors Meeting Minutes
Annual Meeting of the Board
June 18, 2013
6:30-8:30pm
New York City Charter School Center
111 Broadway, Suite 604
New York, NY 10006

Members present: Holly Kilpatrick, Brooks Tanner, Shannon Sharp, Teri West, Beth Frazier, Mark Lauterbach, Tom Gold.

Members Absent: None

Others Present: Miriam Nunberg, Executive Dir., Angela Ortiz, proposed member, Christing Kang, DOO, Linda Rosenbury, Principal

The Board meeting was called to order by Holly Kilpatrick at 6:35pm.

I. ***The minutes of the May 16, 2013 meeting were unanimously approved by the Board members present.***

II. Annual Meeting Business **Holly Kilpatrick**

a. Members re-committed to Board responsibilities and policies by signing Responsibility Document.
b. ***By-Laws and Code of Ethics were approved by all members present.***
c. ***Officers were nominated and unanimously approved by all members present.***
Holly Kilpatrick- Chair
Brooks Tanner- Vice Chair and Co-Treasurer
Shannon Sharp-Co-Treasurer
Elena Day-Secretary (upon SED approval as Board member)

d. Committees and Task Forces were approved by all members present.
See attachment.
New Audit Committee was established.

Committees were requested to submit at the July meeting a review of committee work, goals for next year, identify needs, and how the dashboard can best communicate committee work to the Board.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

BROOKLYN URBAN GARDEN CHARTER SCHOOL
A MIDDLE SCHOOL FOR GRADES 6-8

e. Disclosure of Financial Interest-All members submitted signed Disclosure of Finance Interest to be submitted to SED.

f. ***The 2013-2014 Board Meeting Calendar was approved by all members present.***

g. ***The BUGS Values were approved by all members present.***

h. ***The 2013-2014 Budget was approved by all members present.***

III. Education and Accountability Report Teri West

Teri West reported on Committee progress in Curriculum development.

IV. Facilities Task Force Report Miriam Nunberg

Lease signing expected within a week.

Christine Kang has contractors prepared to begin work on 6-21-13.

V. Executive Director's Report Miriam Nunberg

All staff except the Math teacher hired.

David Lynch Foundation has provided a grant for Quiet Time training.

BUGS received a $50,000 private donation for quality food program.

Greenwood Historical Society has committed to hosting gardening program and activities for staff and students.

Linda Rosenbury communicating with the Natural Resources Defense Council about potential board members or partnerships.

VI. Principal Report Linda Rosenbury

Linda is supporting parent leadership in developing an Afterschool program.

VII. Public Comments

There were no members of the public present or public comments.

VII. Adjourn

Holly Kilpatrick adjourned the meeting at 8:25.

All trustee meetings for the Brooklyn Urban Garden Charter School (BUGS) are open meetings subject to the NYS open meetings law. While we encourage public participation and provide a designated time for public comment, individuals are limited to two minutes total of public comment each, unless the Board asks for additional feedback.

Brooklyn Urban Garden Charter School
Annual Report
Appendix H
Enrollment and Retention Efforts 2013-2014

Recruitment Efforts:

- Presentations at Community School District 15 Middle School Fair, principal's forums and elementary schools across the District.
- Outreach to community based organizations serving English Language Learners (ELL's), low-income students and students with disabilities, including the Center for Family Life in Sunset Park, La Union, CAMBA, and Advocates for Children.
- Provide materials to guidance counselors and parent coordinators to 52 elementary schools in CSD 15, 13, 17, 20, 21 and 22. All of these schools have high populations of all the target groups, and we find that cultivating the relationships with these schools is the best source of referrals for students.
- Outreach to and establishment of positive relationships with local politicians, namely City Councilmen Brad Lander and Carlos Menchaca, and Brooklyn Borough President Eric Adams.
- Maintain active Facebook page and Twitter feed.
- Posted fliers and brochures all over the high-traffic immigrant neighborhoods of Sunset Park, including pools, libraries, supermarkets, laundromats and community centers.
- Made materials available at NYC Department of Education Borough-wide enrollment offices for Districts 13,14,15, 17, 20, 21 and 22.
- Conducted eight information sessions and open houses on site.
- Advertised on a wide range of widely read local parent list serves.
- Encouraged parents and students to post reviews on Inside Schools and Great Schools.
- Translated materials into Spanish, Mandarin and Russian. Presentations were translated into Spanish.
- Vanguard mailing to zip codes 11232 (South Slope), 11218 (Kensington), 11226 (Flatbush) and 11220 (Sunset Park). These are densely populated neighborhoods that are accessible to our school and include high populations of particularly immigrant and low income students.
- Leafleting at local farmers markets and community gardens and the Red Hook pool and Houses.
- Cultivated Family Ambassadors to encourage friends and family to enroll, particularly in the target groups.

Programmatic Supports for ELLs

- Push-in and pull-out services with ELL coordinator
- Bilingual textbooks
- Translation of assessments
- ELL coordinator and general education teachers have regular planning meetings
- Native language resources
- Modified classroom materials

- Bilingual advisor (Spanish and Mandarin only)
- Access to bilingual counselor (Spanish only)
- iPad access for classes to use online translation
- Translation dictionaries in all classes
- Translation for family meetings
- Testing accommodations
    - Extended time (time and a half)
    - Separate location
    - Spanish-language test for assessments that are not testing English language skills.
    - Use of a Spanish-English translation dictionary

Programmatic Supports for Students with IEPs

- Co-taught classes (general education and special education teacher)
- Special education and general education teachers have regular planning meetings
- Push-in academic support
- Push-in and pull-out counseling services
- Push-in and pull-out speech services
- Push-in and pull-out hearing services
- Use of assistive technology for class work and assessments
- Modified classroom materials
- Functional Behavior Analyses
- Behavior Intervention Plans
- Management of needs in the classroom as outlines by IEP
- Testing accommodations as determined by IEP
- Special transportation as determined by IEP
- One-to-one paraprofessionals as determined by IEP
- Nurse services as determined by IEP

Programmatic Supports for Students Who Receive Free and Reduced Price Lunch

- Through a private donation, students who qualify for reduced price meals receive a free lunch and breakfast daily.
- Provide uniforms free of charge
- Provide full scholarships for all field studies so that no child is excluded from the learning experience
- Provide school supplies free of charge including locks and planners.
- Provide independent reading books
- Provide free accounts to online math programs
- Provide summer writing journals
- Provide lists of free summer learning opportunities
- For the 2014-2015 we will be providing full scholarships for the after school enrichment program

Appendix I: Teacher and Administrator Attrition

Created Tuesday, July 29, 2014
Updated Thursday, July 31, 2014

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

Instructions for completing the Teacher and Administrator Attrition Tables
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
	0	12	3

2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
	4	0	0

Thank you

Appendix J: Uncertified Teachers

Created Thursday, July 31, 2014

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

Note Definition of FTE:
Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	2
Total FTE (Sum of all Uncertified Teaching Staff)	2

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

9

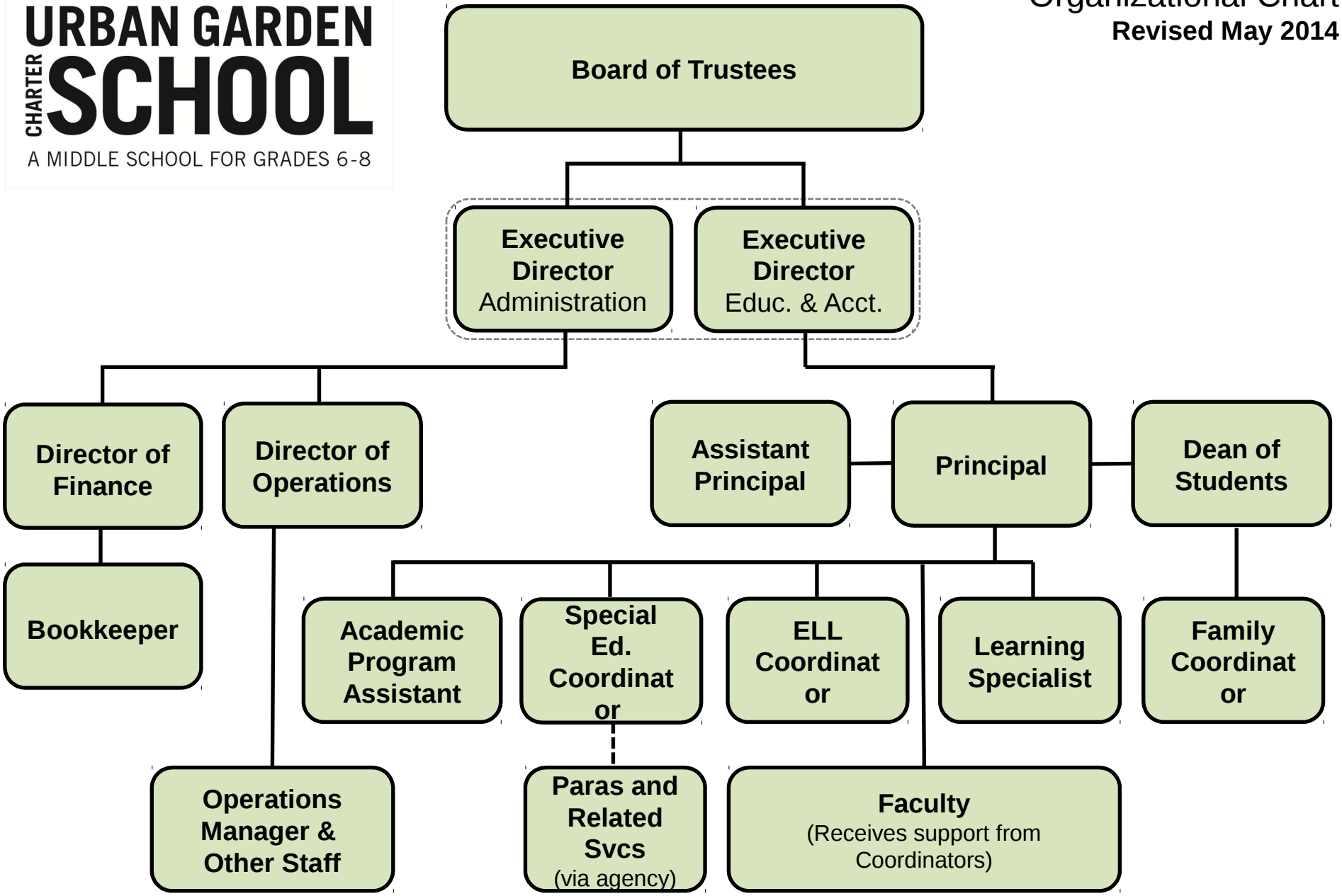
Thank you.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School (BUGS) Organizational Chart

Revised May 2014



Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 23, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/84aab2d59c548ad7ee07d78c7d5eb0bd91dcd452

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Mark Lauterbach

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

4. *Your Home Address: | Street Address	179 Ocean Pkwy Apt. 3i
4. *Your Home Address: | City/State	Brooklyn
4. *Your Home Address: | Zip	11218

5. *Your Business Address

5. *Your Business Address | Street Address	2900 Bedford Ave.
5. *Your Business Address | City/State	Brooklyn
5. *Your Business Address | Zip	11210

6. *Daytime Phone Number:

917-617-0181

7. *E-mail Address:

m.d.lauterbach@gmail.com

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

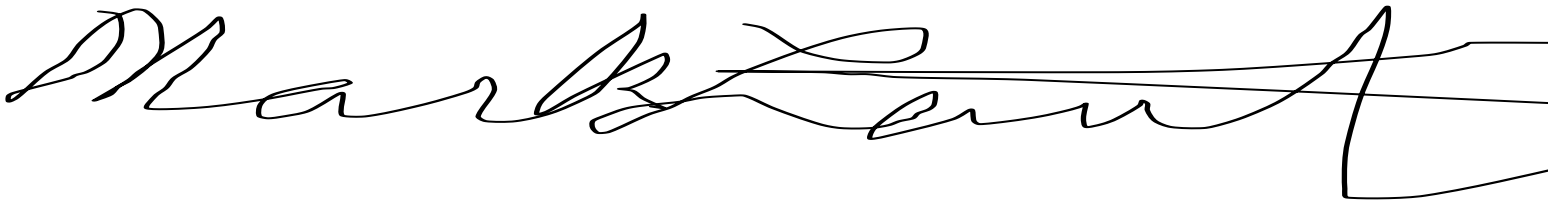
14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

14a. 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 and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person 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 that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Cooke Center for Learning and Development	Cooke provided Special education Consultation	$10,000	Mark Lauterbach	I recused myself from all discussions and decisions made by the Brooklyn Urban Garden School in terms of the consultation agreement with the Cooke Center. I also took no part in the discussions of the consultation relationship with the Brooklyn Urban Garden School in my capacity as a Cooke employee. I am a part time consultant for the Cooke Center (less than 60 hours a year) and the Cooke Center and Brooklyn Urban Garden School no longer have a consultation agreement.
2					
3					
4					
5					

Signature of Trustee



Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 23, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/58bdc762fc25764c63b709e79c2bb70dea3d9306/

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Holly Kilpatrick

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address	579 10th street
4. *Your Home Address: | City/State	Brooklyn, New York
4. *Your Home Address: | Zip	11215

5. *Your Business Address

5. *Your Business Address | Street Address	579 10th street
5. *Your Business Address | City/State	Brooklyn, NY
5. *Your Business Address | Zip	11215

6. *Daytime Phone Number:

516-510-7645

7. *E-mail Address:

hollyjanekilpatrick@gmail.com

8. Select all positions you held on Board:

(check all that apply)

- Chair/President

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/5576d66069f2f90f06c88c78cc6f4743bd81c67f/

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Angela Ortiz

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

4. *Your Home Address: | Street Address	137 Berkeley Place
4. *Your Home Address: | City/State	Brooklyn NY
4. *Your Home Address: | Zip	11217

5. *Your Business Address

5. *Your Business Address | Street Address	n/a
5. *Your Business Address | City/State	(No response)
5. *Your Business Address | Zip	(No response)

6. *Daytime Phone Number:

347-415-3510

7. *E-mail Address:

anik_ang@yahoo.com

8. Select all positions you held on Board:

(check all that apply)

- Secretary

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

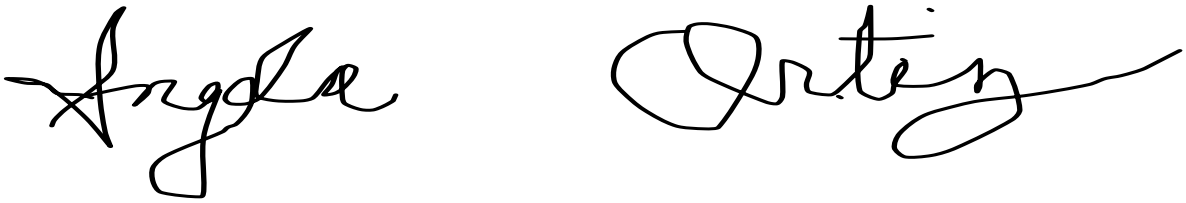
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 24, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/c7d620c8141c8f4d7037e9e26d188ff0755b8f3a/

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Elena Day

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address	253 Garfield Place
4. *Your Home Address: | City/State	Brooklyn, NY
4. *Your Home Address: | Zip	11215

5. *Your Business Address

5. *Your Business Address | Street Address	205 Rockaway Parkway
5. *Your Business Address | City/State	Brooklyn, NY
5. *Your Business Address | Zip	11212

6. *Daytime Phone Number:

917-741-5828

7. *E-mail Address:

elenacday@gmail.com

8. Select all positions you held on Board:

(check all that apply)

- Treasurer

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

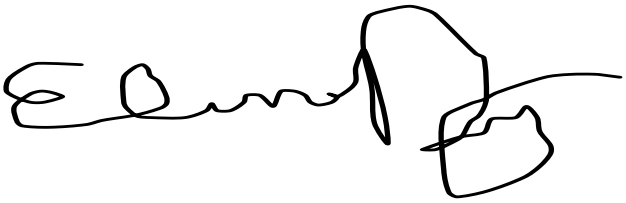
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Saturday, July 26, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/c01dd83d5cd8ece3f66f64fb5950c8e6a99edca2/

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Brooks Tanner

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address	170 East 87th st Apt E20A
4. *Your Home Address: | City/State	New York
4. *Your Home Address: | Zip	10128

5. *Your Business Address

5. *Your Business Address | Street Address	170 East 87th st Apt E20A
5. *Your Business Address | City/State	New York
5. *Your Business Address | Zip	10128

6. *Daytime Phone Number:

646-784-0689

7. *E-mail Address:

brooks.tanner01@gmail.com

8. Select all positions you held on Board:

(check all that apply)

- Vice Chair/Vice President
- Treasurer

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

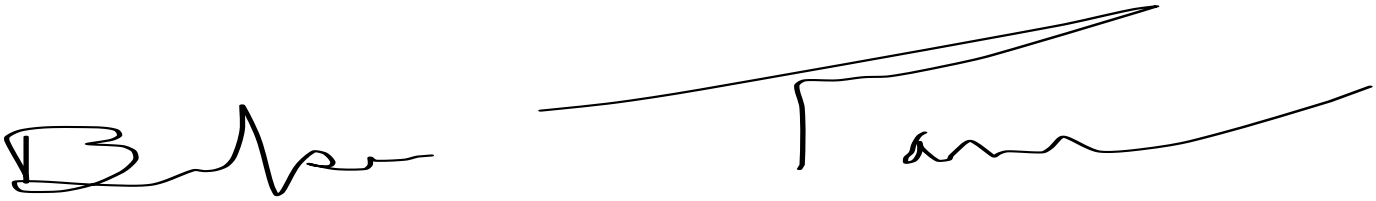
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Sunday, July 27, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/59563470d797372aa357de71dd9f834067c1a0a5

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Teri West

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address	11 Sterling Pl #4G
4. *Your Home Address: | City/State	Brooklyn, NY
4. *Your Home Address: | Zip	11217

5. *Your Business Address

5. *Your Business Address | Street Address	Same
5. *Your Business Address | City/State	(No response)
5. *Your Business Address | Zip	(No response)

6. *Daytime Phone Number:

917-414-3570

7. *E-mail Address:

teri@westgrp.net

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, July 28, 2014

https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/284f3ecc54da8bdc980219d810ea42fdd0c562b2/

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Thomas Gold

2. Charter School Name:

Brooklyn Urban Garden Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address	68-09 Booth Street Apt. 3K
4. *Your Home Address: | City/State	Forest Hills
4. *Your Home Address: | Zip	11375

5. *Your Business Address

5. *Your Business Address | Street Address	120 Wall St.
5. *Your Business Address | City/State	New York
5. *Your Business Address | Zip	10005

6. *Daytime Phone Number:

917-647-4795

7. *E-mail Address:

twgold@hotmail.com

8. Select all positions you held on Board:

(check all that apply)

- Other, please specify...: member education and accountability committee

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee