



# I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/31/2015

Last updated: 08/01/2015

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

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

BROOKLYN LABORATORY CS (REGENTS) 331300861063

### 2. CHARTER AUTHORIZER

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

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 13

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	240 Jay St, New York, NY 11201	347-429-8439	914-612-9127	[REDACTED]

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

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

### 5. SCHOOL WEB ADDRESS (URL)

<http://www.brooklynlaboratoryschool.org/>

### 6. DATE OF INITIAL CHARTER

2013-12-01 00:00:00

**7. DATE FIRST OPENED FOR INSTRUCTION**

2014-08-01 00:00:00

**8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.**

120

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

Grades Served	6
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**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

	Yes/No	Name of CMO/EMO
	No	

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**11. FACILITIES**

Will the School maintain or operate multiple sites?

	No, just one site.
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**12. SCHOOL SITES**

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	240 Jay St, New York, NY 11201	347-429-8439	CSD 13	6-7	No	Rent/Lease
Site 2						
Site 3						

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

	Name	Work Phone	Alternate Phone	Email Address
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School Leader	Eric Tucker	[REDACTED]	[REDACTED]
Operational Leader	Eric Tucker	[REDACTED]	[REDACTED]
Compliance Contact	Eric Tucker	[REDACTED]	[REDACTED]
Complaint Contact	Andy Epstein	[REDACTED]	[REDACTED]

**13. Are the School sites co-located?**

No

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**14. Were there any revisions to the school's charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

Yes

**14a. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in schedule/calendar	Start of the school day was moved to 8:30am from 7:30am.	10/20/2014	11/19/2014
2				
3				
4				
5				

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

Eric Tucker, Executive Director

**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).**

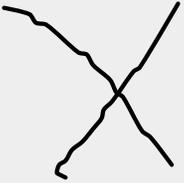
**Responses Selected:**

Yes

Signature, Head of Charter School

ERIC TUCKER

Signature, President of the Board of Trustees



Thank you.



# Appendix A: Link to the New York State School Report Card

Created: 07/31/2015

Last updated: 08/01/2015

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## Page 1

**Charter School Name:**

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### **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).

URL is not available



# Appendix A: Progress Toward Goals

Created: 07/31/2015

Last updated: 08/26/2015

## Page 1

**Charter School Name:**

### 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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).**

(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).

This URL is not yet available.

### 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

#### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

##### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	Each year, 75% of all tested students who are in at least their second year at BLCHS will perform at or above Level 3 on the New York State (NYS) ELA, mathematics, and science exams.	N/A as we just completed our first year.	N/A as we just completed our first year.	N/A as we just completed our first year.

Academic Goal 2	Each year, BLCHS's aggregate Performance Index (PI) on the state ELA and mathematics exams will meet that year's Annual Measurable Objective (AMO) set forth in the NCLB accountability system.	State ELA and mathematics exams	Partially Met	The state AMOs for ELA and math are 97 and 94 respectively. LABs PI for ELA and math are 101 and 93 respectively. The ELA PI exceeded the AMO, whereas the math PI just missed the AMO. Going forward we have worked tirelessly to restructure the math program at LAB to promote math proficiency.
Academic Goal 3	At least 75% of students in grade 8 who have attended BLCHS for two years or more will receive a passing grade on the USCIS Citizenship Civics Exam.	N/A as we do not yet serve 8th graders.	N/A as we do not yet serve 8th graders.	N/A as we do not yet serve 8th graders.
Academic Goal 4	Each year, the percentage of all tested students enrolled in at least their second year at BLCHS and performing at or above Level 3 on the state ELA, mathematics, and science exams will be greater than that of students in the same tested grades in Community School District (CSD) 13.	N/A as we just completed our first year.	N/A as we just completed our first year.	N/A as we just completed our first year.
Academic Goal 5	Each year, BLCHS will exceed its predicted level of performance on the state ELA and mathematics exams.	State ELA and mathematics exam.	Partially met.	LAB exceeds the predicted level of performance in ELA, indicating the effectiveness of the LAB model in remediating traditionally under-served populations, with an effect size of 0.2. LAB just met, but did not exceed the predicted level of performance in math, highlighting the additional math remediation required in the upcoming year
Academic Goal 6	Each year, BLCHS will earn a score sufficient to place it in the 75th percentile or above of all schools on the citywide Chancellor's Progress Report.	N/A, 2014-2015 Quality Report (which ha replaced the Progress Report) has not been released yet.	N/A, 2014-2015 Quality Report (which ha replaced the Progress Report) has not been released yet.	N/A, 2014-2015 Quality Report (which ha replaced the Progress Report) has not been released yet.

Academic Goal 7	Each year, all grade-level cohorts of students will reduce by one-half the gap between the percentage at or above Level 3 on the previous year's state ELA exam and the target of 75% at or above Level 3 on the current year's state ELA exam. If a cohort exceeds 75% at or above Level 3 in the previous year, the cohort is expected to show a positive gain in the current year.	N/A as we just completed our first year.	N/A as we just completed our first year.	N/A as we just completed our first year.
Academic Goal 8	Each year, all grade-level cohorts of students will reduce by one-half the gap between the percentage at or above Level 3 on the previous year's state mathematics exam and the target of 75% at or above Level 3 on the current year's state mathematics exam. If a cohort exceeds 75% at or above Level 3 in the previous year, the cohort is expected to show a positive gain in the current year.	N/A as we just completed our first year.	N/A as we just completed our first year.	N/A as we just completed our first year.

**2a1. Do have more academic goals to add?**

No

**2a2. Do have more academic goals to add?**

No

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**2b. ORGANIZATIONAL GOALS**

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
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Org Goal 1	Each year, the school will comply with all applicable federal and state laws, rules, and regulations, and the provisions of its bylaws, provisional charter, and charter agreement.	Did the the school comply with all applicable federal and state laws, rules, and regulations, and the provisions of its bylaws, provisional charter, and charter agreement.	The school complied with all applicable federal and state laws, rules, and regulations, and the provisions of its bylaws, provisional charter, and charter agreement.	
Org Goal 2	Each year, the school will have in place and maintain effective systems, policies, procedures, and other controls to ensure legal and charter requirements are met.	Does the school has in place and maintains effective systems, policies, procedures, and other controls to ensure legal and charter requirements are met.	The school had in place and maintained effective systems, policies, procedures, and other controls to ensure legal and charter requirements are met.	
Org Goal 3	Each year, the school will maintain a relationship with independent legal counsel that reviews relevant policies, documents, and incidents, makes recommendations as needed, and is in proportion to the legal expertise on the Board, if any.	Did the school maintain a relationship with independent legal counsel that reviews relevant policies, documents, and incidents, and makes recommendations as needed.	The school maintained a relationship with independent legal counsel that reviewed relevant policies, documents, and incidents, and made recommendations as needed.	
Org Goal 4	Each year, if needed, the school will take corrective action in a timely manner to address any internal control or compliance deficiencies identified by its external auditor or SED.	Did the school take corrective action in a timely manner to address any internal control or compliance deficiencies identified by its external auditor or SED.	The school was in a position to take corrective action in a timely manner to address any internal control or compliance deficiencies identified by its external auditor or SED.	
Org Goal 5	Each year, the school will hire or renew a contract with and oversee a qualified Executive Director to oversee the day-to-day operations of the school.	Did the school hire or renew a contract with and oversee a qualified Executive Director to oversee the day-to-day operations of the school.	The school hired or renewed a contract with and oversee a qualified Executive Director to oversee the day-to-day operations of the school.	

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

Yes

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 6	Each year, LAB will maintain daily staff and student attendance of 95% or better.	Did the school maintain daily staff and student attendance of 95% or better.	The school maintained daily staff and student attendance of 95% or better.	

Org Goal 7	Each year, the school will receive an overall average score of 7.5 or above from teachers on the NYC Learning Environment Survey in the areas of Academic Expectations, Communication, Engagement, Safety, and Respect.	Did the school will receive an overall average score of 7.5 or above from teachers on the NYC Learning Environment Survey in the areas of Academic Expectations, Communication, Engagement, Safety, and Respect.	We do not have our survey results back in a usable form at this time.	
Org Goal 8	Each year, LAB will maintain a waitlist equal to at least 25% of current enrollment.	Did the school maintain a waitlist equal to at least 25% of current enrollment.	The school maintained a waitlist equal to at least 25% of current enrollment.	
Org Goal 9	85% of students who complete the school year at LAB will re-enroll for the following year.	Did 85% of students who complete the school year at LAB will re-enroll for the following year.	85% of students who completed the school year at LAB have re-enrolled for the following year.	
Org Goal 10	Each year, LAB will maintain a negative student attrition rate of less than 10%. Negative student attrition is defined as students leaving to attend non-selective New York City schools.	Did the school maintain a negative student attrition rate of less than 10%. Negative student attrition is defined as students leaving to attend non-selective New York City schools.	The school maintained a negative student attrition rate of less than 10%. Negative student attrition is defined as students leaving to attend non-selective New York City schools.	
Org Goal 11	The Board will annually review the bylaws and policies and update as necessary.	Did the Board review the bylaws and policies and update as necessary.	The Board reviewed the bylaws and policies and update as necessary.	
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 2c. FINANCIAL GOALS

### 2014-15 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1	External, annual audit reports will demonstrate that LAB meets or exceeds professional accounting standards	External, annual audit reports demonstrate that LAB meets or exceeds professional accounting standards.	The audit is in process, consistent with our financial policies.	
Financial Goal 2	Each year, the school will operate its core academic program on less funding per pupil than the average per-pupil funding of NYCDOE.	Did the school will operate its core academic program on less funding per pupil than the average per-pupil funding of NYCDOE.	The school operated its core academic program on less funding per pupil than the average per-pupil funding of NYCDOE.	

Financial Goal 3	Budgets for each year will demonstrate effective allocation of resources to ensure effective delivery of the school's mission as measured by annual budgets approved by the Board.	Did the budget demonstrate effective allocation of resources to ensure effective delivery of the school's mission as measured by annual budgets approved by the Board.	The budget demonstrates effective allocation of resources to ensure effective delivery of the school's mission as measured by annual budgets approved by the Board.	
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/31/2015

Last updated: 08/01/2015

## Page 1

**Charter School Name:**

### **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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	2267845
Line 2: Year End Per Pupil Count	127
Line 3: Divide Line 1 by Line 2	17857

#### **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 2014-15 Schedule of Functional Expenses) and divide by the year end 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 20 of the 2014-15 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 2014-15 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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	316370
Line 2: Management and General Cost (Column)	32071
Line 3: Sum of Line 1 and Line 2	348441
Line 4: Year End Per Pupil Count	127
Line 5: Divide Line 3 by the Year End Per Pupil Count	2744

***Thank you.***

**Brooklyn Laboratory Charter School**  
**Profit and Loss**  
July 2013 - June 2015

	<b>Total</b>
<b>Income</b>	
CN Equipment	12,374.00
<b>In-Kind Revenue</b>	
Goods	10,890.00
Services	297,709.15
<b>Total In-Kind Revenue</b>	<b>\$308,599.15</b>
<b>Non Profit Income</b>	
Contributions and Donations	5,804.65
Fundraising	-61,849.21
InnovateEDU	13,493.32
<b>Total Fundraising</b>	<b>-\$48,355.89</b>
Grant - CSP	371,995.06
IDEA Special Needs	8,052.00
NYC-DYCD	103,985.00
Per Pupil Revenue - CSD 13	1,704,779.76
School Food Service - Federal	63,629.00
Special Education Revenue	181,764.71
Title Funding - Other	6,368.00
Title I	54,035.00
<b>Total Non Profit Income</b>	<b>\$2,452,057.29</b>
NYSTL/NYSLIB/NYSLL	9,760.00
Refund	40.00
Sales	0.00
Google Chromebooks	0.00
Lunch Payments	0.00
<b>Total Sales</b>	<b>\$0.00</b>
Uncategorized Income	0.00
<b>Total Income</b>	<b>\$2,782,830.44</b>
<b>Gross Profit</b>	<b>\$2,782,830.44</b>
<b>Expenses</b>	
Depreciation Expense	12,646.42
Legal & Professional Fees	249,405.00
NYSTL/NYSLIB/NYSL Expense	9,760.00
Payroll Expenses	0.00
Company Contributions	
Health Insurance	0.00
<b>Total Company Contributions</b>	<b>\$0.00</b>
<b>Total Payroll Expenses</b>	<b>\$0.00</b>
Purchases	0.00
<b>School Admin Staff</b>	
CFO / Director of Finance	83,337.12
Deans, Directors & Coordinators	73,192.09
Executive Management	214,023.08

Instructional Management	38,360.52
Operation / Business Manager	16,449.19
<b>Total School Admin Staff</b>	<b>\$425,362.00</b>
<b>School Contracted Services</b>	
Accounting/Audit	25,000.00
Food Service	97,578.51
Legal	49,536.62
Other Purchased/Professional/Consulting	208,321.90
Payroll Services	2,857.33
Titlement Services (i.e. Title I)	3,808.29
April Break Academy	231.00
<b>Total Titlement Services (i.e. Title I)</b>	<b>\$4,039.29</b>
<b>Total School Contracted Services</b>	<b>\$387,333.65</b>
<b>School Facility &amp; Operation Maintenance</b>	
Building & Land Rent/Lease	352,083.29
Equipment/Furniture	6,273.75
Insurance	25,260.00
Janitorial	25,144.31
Supplies	9,705.79
<b>Total Janitorial</b>	<b>\$34,850.10</b>
Repair & Maintenance	215,258.91
Security	30,350.32
Utilities	40,686.24
<b>Total School Facility &amp; Operation Maintenance</b>	<b>\$704,762.61</b>
<b>School Instructional Staff</b>	52,040.82
Other Instructional Staff	367,722.59
Specialty Teachers	29,944.10
Substitute Teachers	16,145.15
Teachers - Regular	228,408.33
Teachers - SPED	58,694.81
Therapists & Counselors	36,163.97
<b>Total School Instructional Staff</b>	<b>\$789,119.77</b>
<b>School Operations</b>	
Board Expenses	982.17
Classroom/Teaching Supplies & Materials	29,652.02
Equipment/Furniture	8,892.12
Fundraising	930.00
Office Expense	9,305.60
Other - School Operations	3,034.99
Special Ed Supplies & Materials	67.63
Staff Development	17,716.51
Staff Recruitment	6,880.27
Job Ads	1,323.37
Job Fair	500.00
<b>Total Staff Recruitment</b>	<b>\$8,703.64</b>
Student Recruitment	22,761.61
Supplies	1,360.70
<b>Total Student Recruitment</b>	<b>\$24,122.31</b>

Student Services - Other	5,068.12
Student Testing & Assessment	10,356.53
Student Transportation	2,496.05
Technology	51,101.03
Chromebook Adapters	359.70
Classroom TV	2,960.55
Copier	8,272.03
Google Chromebooks	16,419.16
Laptop Cart	3,274.32
Microage	9,017.02
Software	18,759.85
Staff Computer	6,395.45
<b>Total Technology</b>	<b>\$116,559.11</b>
Telephone	5,051.50
Textbooks/Workbooks	2,752.06
Travel (Staff)	2,076.60
<b>Total School Operations</b>	<b>\$247,766.96</b>
School Payroll Taxes & Benefits	
Fringe/Employee Benefits	35,915.56
Payroll Taxes	88,399.13
Retirement/Pension	14,711.56
State Tax	7,013.91
<b>Total School Payroll Taxes &amp; Benefits</b>	<b>\$146,040.16</b>
<b>Total Expenses</b>	<b>\$2,972,196.57</b>
<b>Net Operating Income</b>	<b>-\$189,366.13</b>
Other Expenses	
Miscellaneous	-11,900.64
<b>Total Other Expenses</b>	<b>-\$11,900.64</b>
<b>Net Other Income</b>	<b>\$11,900.64</b>
<b>Net Income</b>	<b>-\$177,465.49</b>

Friday, Sep 11, 2015 08:42:13 AM PDT GMT-4 - Accrual Basis

**Brooklyn Laboratory Charter School**  
**Profit and Loss**  
July 2014 - June 2015

	<b>Total</b>
<b>Income</b>	
CN Equipment	12,374.00
<b>In-Kind Revenue</b>	
Goods	10,890.00
Services	297,709.15
<b>Total In-Kind Revenue</b>	<b>\$308,599.15</b>
<b>Non Profit Income</b>	
Contributions and Donations	5,779.65
Grant - CSP	335,338.06
IDEA Special Needs	8,052.00
NYC-DYCD	103,985.00
Per Pupil Revenue - CSD 13	1,704,779.76
School Food Service - Federal	63,629.00
Special Education Revenue	181,764.71
Title Funding - Other	6,368.00
Title I	54,035.00
<b>Total Non Profit Income</b>	<b>\$2,463,731.18</b>
NYSTL/NYSLIB/NYSL	9,760.00
Refund	0.00
Sales	0.00
Google Chromebooks	0.00
Lunch Payments	0.00
<b>Total Sales</b>	<b>\$0.00</b>
Uncategorized Income	0.00
<b>Total Income</b>	<b>\$2,794,464.33</b>
<b>Gross Profit</b>	<b>\$2,794,464.33</b>
<b>Expenses</b>	
Depreciation Expense	12,646.42
Legal & Professional Fees	249,405.00
NYSTL/NYSLIB/NYSL Expense	9,760.00
Payroll Expenses	0.00
Company Contributions	
Health Insurance	0.00
<b>Total Company Contributions</b>	<b>\$0.00</b>
<b>Total Payroll Expenses</b>	<b>\$0.00</b>
Purchases	0.00
<b>School Admin Staff</b>	
CFO / Director of Finance	49,316.04
Deans, Directors & Coordinators	73,192.09
Executive Management	149,574.70
Instructional Management	28,356.67
Operation / Business Manager	16,449.19
<b>Total School Admin Staff</b>	<b>\$316,888.69</b>

<b>School Contracted Services</b>	
Accounting/Audit	25,000.00
Food Service	97,578.51
Legal	37,446.62
Other Purchased/Professional/Consulting	169,242.67
Payroll Services	2,304.31
Titlement Services (i.e. Title I)	3,808.29
April Break Academy	231.00
<b>Total Titlement Services (i.e. Title I)</b>	<b>\$4,039.29</b>
<b>Total School Contracted Services</b>	<b>\$335,611.40</b>
<b>School Facility &amp; Operation Maintenance</b>	
Building & Land Rent/Lease	352,083.29
Equipment/Furniture	5,848.42
Insurance	14,864.00
Janitorial	25,144.31
Supplies	9,705.79
<b>Total Janitorial</b>	<b>\$34,850.10</b>
Repair & Maintenance	215,178.91
Security	30,350.32
Utilities	40,686.24
<b>Total School Facility &amp; Operation Maintenance</b>	<b>\$693,861.28</b>
<b>School Instructional Staff</b>	52,040.82
Other Instructional Staff	367,722.59
Specialty Teachers	29,944.10
Substitute Teachers	16,145.15
Teachers - Regular	228,408.33
Teachers - SPED	58,694.81
Therapists & Counselors	36,163.97
<b>Total School Instructional Staff</b>	<b>\$789,119.77</b>
<b>School Operations</b>	
Board Expenses	148.83
Classroom/Teaching Supplies & Materials	29,215.14
Equipment/Furniture	8,892.12
Office Expense	8,735.87
Other - School Operations	2,059.99
Special Ed Supplies & Materials	67.63
Staff Development	13,404.51
Staff Recruitment	4,405.99
Job Ads	1,323.37
Job Fair	500.00
<b>Total Staff Recruitment</b>	<b>\$6,229.36</b>
Student Recruitment	3,519.11
Supplies	1,360.70
<b>Total Student Recruitment</b>	<b>\$4,879.81</b>
Student Services - Other	5,093.12
Student Testing & Assessment	10,356.53
Student Transportation	2,496.05
Technology	49,566.36

Chromebook Adapters	359.70
Classroom TV	2,960.55
Copier	8,272.03
Google Chromebooks	16,419.16
Laptop Cart	3,274.32
Microage	9,017.02
Software	18,759.85
Staff Computer	5,886.43
<b>Total Technology</b>	<b>\$114,515.42</b>
Telephone	4,822.91
Textbooks/Workbooks	2,752.06
Travel (Staff)	1,731.80
<b>Total School Operations</b>	<b>\$215,401.15</b>
<b>School Payroll Taxes &amp; Benefits</b>	
Fringe/Employee Benefits	31,794.87
Payroll Taxes	67,026.27
Retirement/Pension	10,209.88
<b>Total School Payroll Taxes &amp; Benefits</b>	<b>\$109,031.02</b>
<b>Total Expenses</b>	<b>\$2,731,724.73</b>
<b>Net Operating Income</b>	<b>\$62,739.60</b>
<b>Other Expenses</b>	
Miscellaneous	-11,900.64
<b>Total Other Expenses</b>	<b>-\$11,900.64</b>
<b>Net Other Income</b>	<b>\$11,900.64</b>
<b>Net Income</b>	<b>\$74,640.24</b>

Friday, Sep 11, 2015 08:29:26 AM PDT GMT-4 - Accrual Basis

**Brooklyn Laboratory Charter School**  
**Balance Sheet**  
As of June 30, 2015

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
6765888 NEW Checking	105,462.73
Brooklyn Lab (deleted)	0.00
Checking	0.00
Savings	30,595.25
<b>Total Bank Accounts</b>	<b>\$136,057.98</b>
<b>Accounts Receivable</b>	
Accounts Receivable	184,959.29
<b>Total Accounts Receivable</b>	<b>\$184,959.29</b>
<b>Other current assets</b>	
Due to / Due from Mr. Eric Tucker	0.00
Other Current Assets - Security Deposits	57,316.33
Payroll Corrections	0.00
Prepaid Expenses	7,892.50
<b>Repayment</b>	
4/16 Loan Advance Repayment	0.00
Cash Advance Repayment	572.38
Missed Health Payment	0.00
<b>Total Repayment</b>	<b>\$572.38</b>
Undeposited Funds	23.44
<b>Total Other current assets</b>	<b>\$65,804.65</b>
<b>Total Current Assets</b>	<b>\$386,821.92</b>
<b>Fixed Assets</b>	
Accumulated Depreciation	-12,646.42
<b>Fixed Assets</b>	
Computers & Equipment	4,417.10
Furniture & Fixtures	107,199.93
<b>Total Fixed Assets</b>	<b>\$111,617.03</b>
<b>Total Fixed Assets</b>	<b>\$98,970.61</b>
<b>Other Assets</b>	
Due to / Due From Ms. Erin Mote	3,186.95
<b>Total Other Assets</b>	<b>\$3,186.95</b>
<b>TOTAL ASSETS</b>	<b>\$488,979.48</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
Accounts Payable	338,459.48
<b>Total Accounts Payable</b>	<b>\$338,459.48</b>
<b>Other Current Liabilities</b>	
Accrued Payroll	23,077.15

Accrued Payroll Taxes	1,765.40
Charter Fund Inc Loan Payable	200,000.00
Deferred Revenue	40,000.00
Direct Deposit Payable	0.00
InnovateEDU Loan	59,699.44
Payroll Liabilities	0.00
Equipment Charge for Replacement Charger	0.00
Federal Taxes (941/944)	0.00
Food	0.00
June 1-15 Payment	0.00
Missed Dental Deduction	0.00
Missed W4 Withholding	0.00
New York State of Health	0.00
NJ Income Tax	0.00
NY MCTMT Employer Tax	0.00
NY State of Health	0.00
NYS Employment Taxes	0.00
NYS Income Tax	0.00
Remittance NP42911U1	0.00
Remittance NX66947H1	0.00
Retirement Account	3,443.50
State Disability Insurance	0.00
W4 Request	0.00
<b>Total Payroll Liabilities</b>	<b>\$3,443.50</b>
<b>Total Other Current Liabilities</b>	<b>\$327,985.49</b>
<b>Total Current Liabilities</b>	<b>\$666,444.97</b>
<b>Total Liabilities</b>	<b>\$666,444.97</b>
Equity	
Retained Earnings	-252,105.73
Net Income	74,640.24
<b>Total Equity</b>	<b>-\$177,465.49</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$488,979.48</b>

Friday, Sep 11, 2015 08:30:08 AM PDT GMT-4 - Accrual Basis

FRUCHTER ROSEN & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

156 WEST 56<sup>TH</sup> STREET

NEW YORK, NEW YORK 10019

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TEL: (212) 957-3600

FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT ON  
APPLYING AGREED-UPON PROCEDURES

To the Board of Trustees of Brooklyn Laboratory Charter School:

We have performed the procedures identified below, which were agreed to by the management of Brooklyn Laboratory Charter School (the "School") and the New York State Education Department ("NYSED") solely to assist the specified parties in evaluating the School's assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant for the period from December 17, 2013 (inception) to June 30, 2015.

This agreed-upon procedures engagement was performed 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 specific users of the 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 will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the School's accounting software and reconcile to the grant revenue recorded by the School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result: No exceptions noted.

Procedure #2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result: No exceptions noted.

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

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of items charged to the grant, whichever is less.

- c. Using the above selected items, we will:
- i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result: No exceptions noted.

Procedure #4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure #3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible School officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 form(s) included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within a month following the date of the request.

Result: No exceptions noted.

We were not engaged to, and did not, conduct an examination, 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 use 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 the specified parties.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 28, 2015

BROOKLYN LABORATORY CHARTER SCHOOL

FINANCIAL STATEMENTS

JUNE 30, 2015

BROOKLYN LABORATORY CHARTER SCHOOL  
FINANCIAL STATEMENTS  
JUNE 30, 2015

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FRUCHTER ROSEN & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

156 WEST 56<sup>TH</sup> STREET

NEW YORK, NEW YORK 10019

---

TEL: (212) 957-3600

FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT

TO THE BOARD OF TRUSTEES OF  
BROOKLYN LABORATORY CHARTER SCHOOL

***Report on the Financial Statements***

We have audited the accompanying financial statements of Brooklyn Laboratory Charter School (the "School") (a not-for-profit corporation), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, functional expenses, and cash flows for the period from December 17, 2013 (inception) to June 30, 2015, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

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

***Auditors' Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the School'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 School'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 the School as of June 30, 2015, and the changes in its net assets and its cash flows for the period from December 17, 2013 (inception) to June 30, 2015 in accordance with accounting principles generally accepted in the United States of America.

## ***Other Reporting Required by Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated October 28, 2015, on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is 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 the School's internal control over financial reporting and compliance.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 28, 2015

BROOKLYN LABORATORY CHARTER SCHOOL  
STATEMENT OF FINANCIAL POSITION  
JUNE 30, 2015

ASSETS	
Current assets:	
Cash and cash equivalents	\$ 107,452
Grants and contracts receivable	218,773
Prepaid expenses and other current assets	44,512
Total current assets	370,737
Other assets:	
Property and equipment, net of accumulated depreciation and amortization of \$32,655	348,746
Security deposits	57,316
Restricted cash	30,600
Total other assets	436,662
TOTAL ASSETS	\$ 807,399
LIABILITIES AND UNRESTRICTED NET ASSETS	
Current liabilities:	
Accounts payable and accrued expenses	\$ 101,410
Accrued payroll and payroll taxes	40,194
Refundable advances	40,000
Due to related parties	256,384
Note payable	200,000
Total current liabilities	637,988
Deferred rent	20,313
Total liabilities	658,301
Unrestricted net assets	149,098
TOTAL LIABILITIES AND UNRESTRICTED NET ASSETS	\$ 807,399

The accompanying notes are an integral part of the financial statements.

BROOKLYN LABORATORY CHARTER SCHOOL  
STATEMENT OF ACTIVITIES  
FOR THE PERIOD FROM DECEMBER 17, 2013 (INCEPTION)  
TO JUNE 30, 2015

Revenue and support:	
State and local per pupil operating revenue	\$ 1,926,089
Federal grants	516,453
State and city grants	113,745
Contributions	5,830
Donated goods and services	308,599
Fundraising income	13,493
Total revenue and support	2,884,209
Expenses:	
Program services:	
Regular education	1,692,879
Special education	569,145
Total program services	2,262,024
Supporting services:	
Fundraising	3,080
Management and general	470,007
Total expenses	2,735,111
Change in unrestricted net assets	149,098
Unrestricted net assets - beginning of period	-
Unrestricted net assets - end of period	\$ 149,098

The accompanying notes are an integral part of the financial statements.

BROOKLYN LABORATORY CHARTER SCHOOL  
STATEMENT OF CASH FLOWS  
FOR THE PERIOD FROM DECEMBER 17, 2013 (INCEPTION)  
TO JUNE 30, 2015

CASH FLOWS FROM OPERATING ACTIVITIES:	
Change in unrestricted net assets	\$ 149,098
Adjustments to reconcile change in unrestricted net assets to net cash provided by operating activities:	
Depreciation and amortization	32,655
Changes in certain assets and liabilities:	
(Increase) in grants and contracts receivable	(218,773)
(Increase) in prepaid expenses and other current assets	(44,512)
(Increase) in security deposits	(57,316)
Increase in accounts payable and accrued expenses	101,410
Increase in accrued payroll and payroll taxes	40,194
Increase in refundable advances	40,000
Increase in due to related parties	256,384
Increase in deferred rent	20,313
NET CASH PROVIDED BY OPERATING ACTIVITIES	<u>319,453</u>
CASH FLOWS FROM INVESTING ACTIVITIES:	
Purchases of property and equipment	(381,401)
(Increase) in restricted cash	(30,600)
NET CASH (USED IN) INVESTING ACTIVITIES	<u>(412,001)</u>
CASH FLOWS FROM FINANCING ACTIVITY:	
Proceeds from note payable	<u>200,000</u>
NET INCREASE IN CASH AND CASH EQUIVALENTS	107,452
CASH AND CASH EQUIVALENTS - BEGINNING OF PERIOD	<u>-</u>
CASH AND CASH EQUIVALENTS - END OF PERIOD	<u>\$ 107,452</u>

The accompanying notes are an integral part of the financial statements.

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization

Brooklyn Laboratory Charter School (the "School") is a New York State, not-for-profit educational corporation that was incorporated on December 17, 2013 to operate a charter school pursuant to Article 56 of the Education Law of the State of New York. The School was granted a provisional charter on December 17, 2013, valid for a term of five years and renewable upon expiration by the Board of Regents of the University of the State of New York. The School's mission is to provide its students with a solid foundation for academic success, through achievement that exceeds citywide averages and meets or exceeds New York State standards and national norms in all curriculum areas tested, especially in mathematics and language arts. The School provided education to approximately 124 students in the sixth grade during the 2014-2015 academic year.

Food and Transportation Services

The School uses an outside vendor to serve breakfast and lunch to its students and files for reimbursement of qualified expenses through the National School Lunch Program and the School Breakfast Program. The School provides Metrocards to a majority of the School's students.

Tax Status

The School is exempt from Federal income tax under Section 501(a) of the Internal Revenue Code as a School described in Section 501(c)(3) and a similar provision under New York State income tax laws. The School has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b)(1)(A)(ii). The School is subject to income taxes only on net unrelated business income. The School did not have net unrelated business income for the period from December 17, 2013 (inception) to June 30, 2015.

The School's accounting policy provides that a tax expense or benefit from an uncertain tax position may be recognized when it is more likely than not that the position will be sustained upon examination, including resolutions of any related appeals or litigation processes, based on the technical merits. The School has no uncertain tax position resulting in an accrual of tax expense or benefit.

IRS Forms 990 filed by the School are subject to examination by the Internal Revenue Service up to three years from the extended due date of each return. All Forms 990 filed by the School are subject to examination.

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Basis of Presentation

Financial statement presentation follows the requirements of the Financial Accounting Standards Board in its Accounting Standards Codification (“ASC”) No. 958-205. Under ASC 958-205, the School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. The net assets classifications are described as follows:

Unrestricted

Net assets of the School consists of cash and otherwise unrestricted amounts that are available for use in carrying out the objectives of the School and include those expendable resources, which have been designated for special use by the School or the Board of Trustees.

Temporarily Restricted

Net assets of the School represent those amounts that have been limited by donor-imposed stipulations that either expire with the passage of time or can be fulfilled and removed by actions of the School. When such stipulations end or are fulfilled, such temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statements of activities and changes in net assets, as net assets released from restrictions.

Permanently Restricted

Net assets of the School result from contributions whose use has been permanently limited by donor-imposed restrictions. Such assets include contributions required to be invested in perpetuity, the income from which is available to support charitable purposes designated by the donors.

At June 30, 2015, the School had no temporarily or permanently restricted net assets.

Revenue and Support

Contributions are recognized when the donor makes a promise to give to the School that is, in substance, unconditional. Grants and other contributions of cash are reported as temporarily restricted support if they are received with donor stipulations. Restricted contributions and grants that are made to support the School’s current year activities are recorded as unrestricted revenue. Contributions of assets other than cash are recorded at their estimated fair value.

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Revenue and Support (Continued)

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

Cash and Cash Equivalents

For the purpose of the statement of cash flows, the School considers all highly liquid debt instruments purchased with a maturity of three months or less to be cash equivalents.

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 revenue and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

Concentration of Credit Risk

Financial instruments which potentially subject the School to concentrations of credit risk are cash and cash equivalents. The School places its cash and cash equivalents on deposit in what it believes to be highly credited financial institutions. Cash balances may exceed the FDIC insured levels of \$250,000 per institution at various times during the year. The School believes that there is little risk in any losses and has not experienced any losses in such accounts.

Restricted Cash

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

Property and Equipment

Purchased property and equipment are recorded at cost. Maintenance and repairs are expensed as incurred. All property and equipment purchased with government funding, whereas the government agency retains legal title to the long lived asset is expensed as incurred. Depreciation and amortization is provided on the straight line method over the estimated useful lives as follows:

Computers and other equipment	3 years
Furniture and fixtures	5 years
Leasehold improvements	Useful life or related lease

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 1 - PRINCIPAL BUSINESS ACTIVITY AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Refundable Advances

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

NOTE 2 - GRANTS AND CONTRACTS RECEIVABLE

Grants and contracts receivable consist of federal, state, and city entitlements and grants. The School expects to collect these receivables within one year.

NOTE 3 - PROPERTY AND EQUIPMENT

Property and equipment consist of the following at June 30, 2015:

Computers and other equipment	\$ 11,547
Furniture and fixtures	79,049
Leasehold improvements	<u>290,805</u>
	381,401
Less: Accumulated depreciation and amortization	<u>(32,655)</u>
Total property and equipment, net	<u>\$ 348,746</u>

Depreciation and amortization expense was \$32,655 for the period from December 17, 2013 (inception) to June 30, 2015.

NOTE 4 - RELATED PARTY TRANSACTIONS

InnovateEDU, Inc.

The School is related to InnovateEDU, Inc. ("Innovate"), a New York State, not-for-profit corporation, by common management. On August 9, 2014, the School entered into a service agreement with Innovate expiring June 30, 2015, to provide the School with educational core services. For the period from December 17, 2013 (inception) to June 30, 2015, Innovate charged the School \$367,723 for these services. In addition, Innovate paid on behalf of the School \$320,279 for operating expenses. Net balance due to Innovate at June 30, 2015 amounted to \$210,346. This balance was paid in full prior to the issuance of this report.

In addition, Innovate provided the School with other operational services at no charge (see Note 8).

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 4 - RELATED PARTY TRANSACTIONS (Continued)

Design Innovate Factory, LLC

The School is related to Design Innovate Factory, LLC (“DIF”) by common management, a socially oriented consultancy firm that focuses on rapidly developing interactive solutions to eliminate the achievement gap for high-need students. The owner of DIF was Co-Founder of the School and a family member of the School’s Executive Director. For the period from December 17, 2013 (inception) to June 30, 2015, DIF paid on behalf of the School \$7,550 for various operating expenses. Net balance due to DIF at June 30, 2015 amounted to \$7,550. This balance was paid in full prior to the issuance of this report.

Due to Officers

Due to Officers consists of deferred compensation due to the School’s former and current Executive Directors for services provided during the pre-opening period. For the period from December 17, 2013 (inception) to June 30, 2015, the School recorded a total amount of \$38,488 in deferred compensation.

Balance due to related parties consist of the following at June 30, 2015:

InnovateEDU, Inc.	\$ 210,346
Design Innovate Factory, LLC	7,550
Due to Officers	<u>38,488</u>
Total due to related parties	<u>\$ 256,384</u>

NOTE 5 - NOTE PAYABLE

On May 28, 2015, the School entered into a subordinated loan agreement with Charter Fund, Inc. in the amount of \$200,000. The note bears interest of 1% per annum and matures on October 31, 2015 or upon full receipt of the New York Charter Schools Stimulus Fund grant award in the amount of \$200,000 from the State University of New York on Behalf of The SUNY Charter Schools Institute. The proceeds are exclusively for working capital and cash flow needs of the School. At June 30, 2015, the outstanding balance of the note amounted to \$200,000 and was paid in full prior to the issuance of this report.

NOTE 6 - REVENUE CONCENTRATION

The School receives a substantial portion of its support and revenue from the New York City Department of Education. If the charter school laws were modified, reducing or eliminating these revenues, the School’s finances could be materially adversely affected.

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 7 - CONTINGENCY

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursements. 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.

NOTE 8 - DONATED GOODS AND SERVICES

Donated Services

Donated services are recognized as contributions in accordance with ASC No. 605, "Accounts for Contributions Received and Contributions Made," if the services (a) create or enhance non-financial assets or (b) require specialized skills, are performed by people with those skills, and would otherwise be purchased by the School.

One entity has provided legal services to the School at no charge. The value of these services meets the criteria for recognition in the financial statements and is recorded at fair value. For the period from December 17, 2013 (inception) to June 30, 2015, the value of such donated services amounted to \$249,405.

InnovateEDU, Inc., a related party, provided operational services including recruitment, fundraising, financial, and development to the School at no charge. The value of these services meets the criteria for recognition in the financial statements and is recorded at fair value. For the period from December 17, 2013 (inception) to June 30, 2015, the value of such donated services amounted to \$48,304.

Donated Goods

For the period from December 17, 2013 (inception) to June 30, 2015, the School received books and furniture from various donors with a fair value of \$10,890.

Total donated goods and services amounted to \$308,599 for the period from December 17, 2013 (inception) to June 30, 2015.

NOTE 9 - FUNCTIONAL ALLOCATION OF EXPENSE

Directly identifiable expenses are charged to programs and supporting services. Expenses related to more than one function are charged to programs and supporting services on the basis of periodic time and expense studies. Management and general expense includes those expenses that are not directly identifiable with any other specific function, but provide for the overall support and direction of the School.

BROOKLYN LABORATORY CHARTER SCHOOL  
NOTES TO FINANCIAL STATEMENTS  
JUNE 30, 2015

NOTE 10 - RETIREMENT PLAN

The School has a SEP-IRA retirement plan that covers all eligible employees. Under the plan, the School provides contributions of 5% to 15% of the employees' base salary based on years of service. The amount charged for matching contributions to this plan was \$10,210 for the period from December 17, 2013 (inception) to June 30, 2015.

NOTE 11 - COMMITMENTS

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

Future minimum lease payments are as follows:

Year ending June 30, 2016	\$ 325,000
2017	325,000
2018	325,000
2019	325,000
2020	365,625
Thereafter	<u>1,462,500</u>
	<u>\$3,128,125</u>

The School recognizes rent expense on a straight-line basis. Rent expense in excess of payments is recorded as deferred rent in the accompanying statement of financial position. Building and land rent/lease expense for the period from December 17, 2013 (inception) to June 30, 2015 was \$345,312.

NOTE 12 - SUBSEQUENT EVENTS

In preparing these financial statements, the School has evaluated events and transactions for potential recognition or disclosure through October 28, 2015, the date the financial statements were available to be issued.

FRUCHTER ROSEN & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

156 WEST 56<sup>TH</sup> STREET

NEW YORK, NEW YORK 10019

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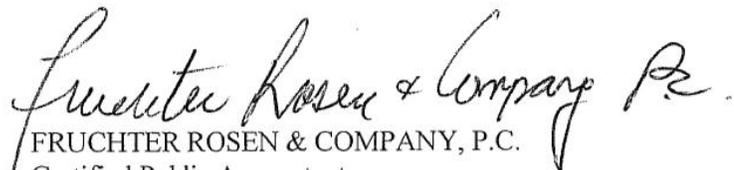
TEL: (212) 957-3600

FAX: (212) 957-3696

INDEPENDENT AUDITORS' REPORT  
ON SUPPLEMENTARY INFORMATION

TO THE BOARD OF TRUSTEES OF  
BROOKLYN LABORATORY CHARTER SCHOOL

We have audited the financial statements of Brooklyn Laboratory Charter School as of June 30, 2015 and for the period from December 17, 2013 (inception) to June 30, 2015, and have issued our report thereon dated October 28, 2015, which contained an unmodified opinion on those financial statements. 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.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 28, 2015

BROOKLYN LABORATORY CHARTER SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE PERIOD FROM DECEMBER 17, 2013 (INCEPTION) TO JUNE 30, 2015

	No. of Positions	Program Services			Supporting Services		Total
		Regular Education	Special Education	Total	Fundraising	Management and General	
Personnel services costs							
Administrative staff personnel	4	\$ 144,294	\$ 31,659	\$ 175,953	\$ -	\$ 175,194	\$ 351,147
Instructional personnel	11	230,103	109,182	339,285	-	-	339,285
Non-instructional personnel	3	121,138	26,579	147,717	-	-	147,717
Total salaries and staff	18	495,535	167,420	662,955	-	175,194	838,149
Fringe benefits and payroll taxes		88,962	30,056	119,018	-	31,453	150,471
Retirement		6,036	2,039	8,075	-	2,135	10,210
Legal services		172,370	58,236	230,606	-	60,942	291,548
Accounting/audit services		-	-	-	-	59,006	59,006
Other purchased/professional/consulting services		375,223	145,941	521,164	-	10,739	531,903
Building and land rent/lease		204,158	68,976	273,134	-	72,178	345,312
Repairs and maintenance		25,726	8,692	34,418	-	9,096	43,514
Insurance		15,019	5,074	20,093	-	5,310	25,403
Utilities		27,041	9,136	36,177	-	9,561	45,738
Supplies/materials		37,089	8,138	45,227	-	-	45,227
Equipment/furnishings		22,996	5,493	28,489	-	1,337	29,826
Staff development		14,529	3,188	17,717	-	-	17,717
Marketing/recruitment		24,928	6,079	31,007	930	1,819	33,756
Technology		56,025	18,928	74,953	-	19,809	94,762
Food service		80,191	17,595	97,786	-	-	97,786
Student services		14,717	3,229	17,946	2,150	-	20,096
Office expense		10,392	3,511	13,903	-	3,675	17,578
Depreciation and amortization		19,306	6,523	25,829	-	6,826	32,655
Travel and conference		1,204	407	1,611	-	426	2,037
Other		1,432	484	1,916	-	501	2,417
Total expenses		<u>\$ 1,692,879</u>	<u>\$ 569,145</u>	<u>\$ 2,262,024</u>	<u>\$ 3,080</u>	<u>\$ 470,007</u>	<u>\$ 2,735,111</u>

FRUCHTER ROSEN & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

156 WEST 56<sup>TH</sup> STREET

NEW YORK, NEW YORK 10019

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TEL: (212) 957-3600

FAX: (212) 957-3696

INDEPENDENT AUDITORS' 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*

TO THE BOARD OF TRUSTEES OF  
BROOKLYN LABORATORY 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 Laboratory Charter School (the "School"), which comprise the statement of financial position as of June 30, 2015, and the related statements of activities, and cash flows for the period from December 17, 2013 (inception) to June 30, 2015, and the related notes to the financial statements, and have issued our report thereon dated October 28, 2015.

***Internal Control Over Financial Reporting***

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

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

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

TO THE BOARD OF TRUSTEES OF  
BROOKLYN LABORATORY CHARTER SCHOOL

***Compliance and Other Matters***

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

We noted a certain matter that was reported to the management of the School in a separate letter dated October 28, 2015.

***Purpose of this Report***

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

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 28, 2015

BROOKLYN LABORATORY CHARTER SCHOOL

MANAGEMENT LETTER

JUNE 30, 2015

FRUCHTER ROSEN & COMPANY, P.C.

CERTIFIED PUBLIC ACCOUNTANTS

156 WEST 56<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10019

TEL: (212) 957-3600

FAX: (212) 957-3696

October 28, 2015

To the Board of Trustees of  
Brooklyn Laboratory Charter School  
250 Jay Street  
Brooklyn, NY 11201

In planning and performing our audit of the financial statements of Brooklyn Laboratory Charter School (the "School") as of June 30, 2015 and for the period from December 17, 2013 (inception) to June 30, 2015, in accordance with auditing standards generally accepted in the United States of America, we considered the School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School's internal control. Accordingly, we do not express an opinion on the effectiveness of the School's internal control.

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

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.

Exhibit I accompanying this letter summarizes observations for the period from December 17, 2013 (inception) to June 30, 2015 that we determined did not constitute significant deficiencies or material weaknesses. Management's responses to the observations have not been subjected to the auditing procedures applied in the audit of the financial statements and accordingly, we express no opinion on it.

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

We appreciate your cooperation and the assistance we received during the course of our audit.

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

New York, New York  
October 28, 2015

BROOKLYN LABORATORY CHARTER SCHOOL  
MANAGEMENT LETTER  
JUNE 30, 2015

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BROOKLYN LABORATORY CHARTER SCHOOL  
MANAGEMENT LETTER

EXHIBIT I – CURRENT YEAR OBSERVATIONS

A. GENERAL LEDGER MAINTENANCE AND ACCOUNT ANALYSIS

Observation

During our 2015 audit, we noted that a number of adjustments had been made to the general ledger at year-end.

Recommendation

We recommend that management perform monthly maintenance on the general ledger and maintain and update the appropriate monthly and quarterly schedules and reconciliations. In building capacity to ensure proper monthly maintenance of the general ledger, management should hire additional support for the finance function throughout the year.

Management's Response

Management has consistently performed maintenance on the general ledger and will continue to maintain and update the appropriate monthly and quarterly schedules and reconciliations. During the period covered by this audit, the School endured numerous technical issues with our payroll provider that introduced errored transactions that required corrections that could only be made by the payroll provider.

This took over six months to resolve and meant that a number of adjustments were made to the general ledger at year-end. As detailed below, management is in agreement and has since changed payroll providers and has also outsourced with an experienced financial management team who will continue the practice of reviewing accounts, making adjustments, and ensuring oversight on a monthly basis.

B. BANKING INFORMATION

Observation

During our 2015 test of transactions, we noted that cancelled checks and bank statements contained an address other than the School's facility.

Recommendation

We recommend that management contact its financial institution and update the School's address on the bank statements and check stock

Management's Response

Management made an order of check stock prior to signing a lease in the current School facility. The School's financial institution has the current and accurate School's address, including on bank statements. The next order of check stock will reflect the current School's address.

BROOKLYN LABORATORY CHARTER SCHOOL  
MANAGEMENT LETTER

C. PAYROLL PROCESSING

Observation

During our 2015 audit, we noted that the School does not use a separate bank account for payroll. Instead the employees' payroll is disbursed from the operating account. In addition, we noted that payroll is processed manually through the Intuit QuickBooks software.

Recommendation

We recommend that the School establish a separate payroll cash account, whereby the account is kept at a minimum balance and transfers are made from the operating account as needed to cover the amount of payroll and payroll taxes. We also recommend that management consider engaging the services of an outside payroll processing company.

Management's Response

The School has established a separate payroll cash account, whereby the account is kept at a minimum balance and transfers are made from the operating account as needed to cover the amount of payroll and payroll taxes. Management submitted a letter from the Office of the President of Intuit which documents that the challenges the School experienced with Intuit QuickBooks Payroll were related to the functionality of that software, given that QuickBooks Online is the School's accounting software. Although we recognized these challenges early, management followed counsel to avoid switching payroll processing providers during the course of a fiscal year. Starting July 1, 2015, management engaged the services of an outside payroll processing company.

FRUCHTER ROSEN & COMPANY, P.C.  
CERTIFIED PUBLIC ACCOUNTANTS  
156 WEST 56<sup>TH</sup> STREET  
NEW YORK, NEW YORK 10019

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TEL: (212) 957-3600  
FAX: (212) 957-3696

October 28, 2015

To the Audit Committee of the Board of Trustees of  
Brooklyn Laboratory Charter School

We have audited the financial statements of Brooklyn Laboratory Charter School (the "School") for the period from December 17, 2013 (inception) to June 30, 2015, and have issued our report thereon dated October 28, 2015. Professional standards require that we provide you with the following information related to our audit.

Our Responsibilities under U.S. Generally Accepted Auditing Standards and Government Auditing Standards

As stated in our engagement letter dated April 11, 2014, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

As part of our audit, we will consider the internal control of Brooklyn Laboratory Charter School. Such considerations are solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of Brooklyn Laboratory Charter School's compliance with certain provisions of laws, regulations, contracts, and grants. However, the objective of our tests is not to provide an opinion on compliance with such provisions.

Planned Scope and Timing of the Audit

We performed our audit according to the plan previously communicated to you prior to commencement of our audit field work.

Significant Audit Findings

*Qualitative Aspects of Accounting Practices*

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Brooklyn Laboratory Charter School are described in Note 1 to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during for the period from December 17, 2013 (inception) to June 30, 2015. We noted no transactions entered into by the School during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements are as follows:

- Collectability of grants and contracts receivables
- Useful lives of fixed assets
- Allocation of costs for the schedule of functional expenses

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statement taken as a whole. The financial statement disclosures are neutral, consistent, and clear.

#### *Difficulties Encountered in Performing the Audit*

We encountered no significant difficulties in dealing with management in performing and completing our audit.

#### *Corrected and Uncorrected Misstatements*

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. In addition, we are required to communicate with those charged with governance uncorrected misstatements and the effect that they may have on the opinion in the auditors' report, and request their correction. None of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

#### *Disagreements with Management*

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditors' report. We are pleased to report that no such disagreements arose during the course of our audit.

#### *Management Representations*

We have requested certain representations from management that are included in the management representation letter dated October 28, 2015.

#### *Management Consultations with Other Independent Accountants*

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the School's financial statements or a determination of the type of auditors' opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

*Other Audit Findings or Issues*

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the School's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We have issued a separate report to you dated October 28, 2015, communicating internal control related matters identified during the audit.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with U.S. generally accepted accounting principles, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

This information is intended solely for the use of the Audit Committee, the Board of Trustees and management of Brooklyn Laboratory Charter School and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

  
FRUCHTER ROSEN & COMPANY, P.C.  
Certified Public Accountants

# New York State Education Department

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

### 2015-16 Budget & Cash Flow Template

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

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

**Brooklyn Laboratory Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	2,927,393	1,002,576	1,097,036	-	237,823	5,264,828	
Total Expenses	2,446,622	867,420	934,794	-	769,515	5,018,352	
Net Income	480,770	135,156	162,242	-	(531,692)	246,476	
Actual Student Enrollment	199	50					
Total Paid Student Enrollment	199	50				249	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
<b>REVENUE</b>							
<b>REVENUES FROM STATE SOURCES</b>							
Per Pupil Revenue	CY Per Pupil Rate						
District of Location	\$13,877.00	2,761,523	693,850	-	-	3,455,373	
School District 2 (Enter Name)		-	-	-	-	-	
School District 3 (Enter Name)		-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	
		2,761,523	693,850	-	-	3,455,373	
Special Education Revenue		-	258,711	-	-	258,711	20% Special education population(10% less than 20%; 10% 20%-60% @\$10390; 0%
Grants		-	-	150,000	-	150,000	State Stimulus Grant Expenses Post 7/1
Stimulus		-	-	12,464	-	12,464	Grant Awarded for SFA Equipment
Other		-	-	691,075	-	691,075	Facilities Rental Assistance
Other State Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		2,761,523	952,561	853,539	-	4,567,623	
<b>REVENUE FROM FEDERAL FUNDING</b>							
IDEA Special Needs		-	27,584	-	-	27,584	Assume \$1086 for 20% of student population for Y1
Title I		87,150	-	-	-	87,150	Assume \$500 per student per year, 70% FRPL baseline
Title Funding - Other		6,972	-	-	-	6,972	Title IIA funding Y1-Y5 @ \$40/FRPL student;
School Food Service (Free Lunch)		-	-	200,124	-	200,124	Assume \$5.98 per student per day; 70% of Student Body FRPL qualifying; 192 days
Grants		-	-	-	-	-	
Charter School Program (CSP) Planning & Implementation		-	-	-	188,439	188,439	CSP Funds
Other		-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		94,122	27,584	200,124	-	510,270	
<b>LOCAL and OTHER REVENUE</b>							
Contributions and Donations, Fundraising		-	-	-	31,500	31,500	Portion of Executive Director Salary from Philanthropy
Erate Reimbursement		53,653	17,884	-	17,884	89,421	
Interest Income, Earnings on Investments,		-	-	-	-	-	
NYC-DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	
Food Service (Income from meals)		-	-	43,373	-	43,373	Assumes staff collection rate of 100% with 10/22 staff eating meals at schools;
Text Book		11,592	2,913	-	-	14,504	\$58.25 per pupil according to 2014/15 State Aid Handbook
Other Local Revenue		6,503	1,634	-	-	8,137	Handbook;
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		71,748	22,431	43,373	-	137,552	
<b>TOTAL REVENUE</b>		2,927,393	1,002,576	1,097,036	-	5,264,828	
<b>EXPENSES</b>							
<b>ADMINISTRATIVE STAFF PERSONNEL COSTS</b>	No. of Positions						List exact titles and staff FTE's ( Full time equivalent)
Executive Management	1.00	-	-	-	157,500	157,500	Executive Director
Instructional Management	2.00	184,400	46,100	-	-	230,500	Middle School Director; Program Director
Deans, Directors & Coordinators	2.00	155,200	38,800	-	-	194,000	Dean of Students; Dean of the Lab Corp
CFO / Director of Finance	-	-	-	-	-	-	
Operation / Business Manager	1.00	68,600	19,600	-	9,800	98,000	Director of School Operations
Administrative Staff	2.00	-	-	-	60,000	60,000	Operations Associate (2)
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>8</b>	<b>408,200</b>	<b>104,500</b>	<b>-</b>	<b>227,300</b>	<b>740,000</b>	
<b>INSTRUCTIONAL PERSONNEL COSTS</b>							
Teachers - Regular	8.00	592,000	-	-	-	592,000	Average Salary \$74K
Teachers - SPED	5.00	-	341,250	-	-	341,250	Average Salary \$68,250
Substitute Teachers	-	12,398	7,749	-	-	20,146	Current rate NYCDOE =\$154.97; Assume 10 sub days/teacher
Teaching Assistants		-	-	-	-	-	

**Brooklyn Laboratory Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	2,927,393	1,002,576	1,097,036	-	237,823	5,264,828	
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Net Income	480,770	135,156	162,242	-	(531,692)	246,476	
Actual Student Enrollment	199	50				-	
Total Paid Student Enrollment	199	50				249	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Specialty Teachers	1.00	36,000	9,000	-	-	45,000	Specialty Teacher
Aides	-	-	-	-	-	-	-
Therapists & Counselors	1.00	41,600	10,400	-	-	52,000	Social Worker
Other	32.00	396,800	99,200	-	-	496,000	32 Lab Corp Fellows (Contracted and Stipended)
<b>TOTAL INSTRUCTIONAL</b>	<b>47</b>	<b>1,078,798</b>	<b>467,599</b>	<b>-</b>	<b>-</b>	<b>1,546,396</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	1.00	-	-	-	-	-	Contracted by DOE
Librarian	-	-	-	-	-	-	-
Custodian	1.00	-	-	-	30,750	30,750	Custodian (Hourly) \$12.30/hour for 2500 hours
Security	1.00	-	-	-	35,875	35,875	Security Personnel \$14.35/hour for 2500 hours
Other	1.00	-	-	-	14,000	14,000	PE Instructor for \$16/hr for 800 hours
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>4</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>80,625</b>	<b>80,625</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>59</b>	<b>1,486,998</b>	<b>572,099</b>	<b>-</b>	<b>307,925</b>	<b>2,367,021</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes	-	-	-	-	13,706	13,706	20% rate based on 6% city taxes;6.2% FICA, 4.5% SUI; .8% SDIS, 1.45% Medicare,
Fringe / Employee Benefits	-	128,000	32,000	-	24,000	184,000	Assumes \$8000 per FTE excluding hourly and stipend
Retirement / Pension	-	53,890	23,257.50	-	11,365	88,513	Assumes 5% per FTE base salary excluding hourly and stipend
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>181,890</b>	<b>55,258</b>	<b>-</b>	<b>49,071</b>	<b>286,219</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>1,668,888</b>	<b>627,356</b>	<b>-</b>	<b>356,996</b>	<b>2,653,240</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit	-	-	-	-	36,300	36,300	Contracted services for Accounting and Audit; CPA onsite for 400 hours at \$24.50
Legal	-	-	-	-	50,000	50,000	
Management Company Fee	-	-	-	-	-	-	
Nurse Services	-	-	-	-	-	-	
Food Service / School Lunch	-	-	347,985	-	-	347,985	Revolution Foods \$5.98/student+42 faculty and staff for 192 days
Payroll Services	-	-	-	-	13,266	13,266	Assumes 0.5% of personnel cost
Special Ed Services	-	37,500	-	-	-	37,500	Assumes \$1500 per +20% special ed student a year
Titlement Services (i.e. Title I)	-	22,000	-	-	-	22,000	For Saturday, Spring Break and Summer Academy
Other Purchased / Professional / Consulting	-	-	-	-	127,425	127,425	Assumes cost of fingerprinting - \$122/person fingerprinted at 100 people per year;
<b>TOTAL CONTRACTED SERVICES</b>		<b>22,000</b>	<b>37,500</b>	<b>347,985</b>	<b>226,991</b>	<b>634,476</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses	-	-	-	-	1,000	1,000	\$50 per board mtg with 12 meetings year; \$400 full day retreat
Classroom / Teaching Supplies & Materials	-	29,850	7,500	-	-	37,350	Assumes \$150/student
Special Ed Supplies & Materials	-	-	-	4,000	-	4,000	Assumes \$2000/grade/year
Textbooks / Workbooks	-	19,900	5,000	-	-	24,900	Assumes \$100/student
Supplies & Materials other	-	29,850	7,500	-	-	37,350	Assumes \$150/student
Equipment / Furniture	-	43,780	11,000	15,400	12,980	83,160	Assumes \$220/staff and student with \$50 per person for common area space
Telephone	-	-	-	-	5,750	5,750	Assumes \$250/ FTE staff member
Technology	-	160,958	53,653	-	53,653	268,264	Assumes \$1077.40/student
Student Testing & Assessment	-	26,865	6,750	-	-	33,615	Assumes \$135/student
Field Trips	-	12,935	3,250	-	-	16,185	Assumes \$65/student
Transportation (student)	-	9,950	2,500	7,719	-	20,169	Metro cards/Yellow buses provided by DOE for students over 1.5 miles; \$50 per
Student Services - other	-	-	-	9,690	-	9,690	Uniform fund for parents who cannot afford (assume \$60/student for 25% of
Office Expense	-	-	-	-	24,900	24,900	Assumes \$100/student (office supplies, copies, postage)
Staff Development	-	-	-	-	41,745	41,745	Assumes \$1815 per staff member (excluding hourly and stipended employees);
Staff Recruitment	-	-	-	-	6,500	6,500	\$6000/yr
Student Recruitment / Marketing	-	6,000	1,500	-	-	7,500	\$7500/yr
School Meals / Lunch	-	-	-	-	-	-	Contracted
Travel (Staff)	-	-	-	-	11,500	11,500	Assumes \$500 per staff member (excluding hourly and stipended employees);
Fundraising	-	-	-	-	-	-	

**Brooklyn Laboratory Charter School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	2,927,393	1,002,576	1,097,036	-	237,823	5,264,828	
Total Expenses	2,446,622	867,420	934,794	-	769,515	5,018,352	
Net Income	480,770	135,156	162,242	-	(531,692)	246,476	
Actual Student Enrollment	199	50					
Total Paid Student Enrollment	199	50				249	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Other	-	-	-	-	2,500	2,500	Bank Charges
<b>TOTAL SCHOOL OPERATIONS</b>	<b>340,088</b>	<b>98,653</b>	<b>36,809</b>	<b>-</b>	<b>160,528</b>	<b>636,078</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	26,960	6,740	-	-	-	33,700	Annual Premium for Insurance from JE Austin and Co.
Janitorial	47,408	11,852	-	-	-	59,260	Pest management \$150 biweekly; \$35,360K for custodial services (680/wk for
Building and Land Rent / Lease	260,000	65,000	-	-	-	325,000	Rent
Repairs & Maintenance	-	-	550,000	-	-	550,000	
Equipment / Furniture	-	-	-	-	-	-	
Security	5,054	1,264	-	-	-	6,318	Alarm Monitoring (\$39/month), Security Cameras (\$3000) and Theft Control (\$1000).
Utilities	76,224	19,056	-	-	-	95,280	Assumes \$7.94/sq. foot at 12000
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>415,646</b>	<b>103,912</b>	<b>550,000</b>	<b>-</b>	<b>-</b>	<b>1,069,558</b>	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	25,000	25,000	
<b>TOTAL EXPENSES</b>	<b>2,446,622</b>	<b>867,420</b>	<b>934,794</b>	<b>-</b>	<b>769,515</b>	<b>5,018,352</b>	
<b>NET INCOME</b>	<b>480,770</b>	<b>135,156</b>	<b>162,242</b>	<b>-</b>	<b>(531,692)</b>	<b>246,476</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location			-				
School District 2 (Enter Name)			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>REVENUE PER PUPIL</b>	<b>-</b>	<b>-</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>-</b>	<b>-</b>	<b>-</b>				



# Appendix E: Disclosure of Financial Interest Form

Last updated: 11/02/2015

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Page 1

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All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). [The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.](#)

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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

Yes

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Thank you.



# Appendix F: BOT Membership Table

Created: 07/31/2015

Last updated: 08/01/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Andy Epstein	[REDACTED]	Chair/Board President	Yes		
2	Jayne Rosefield	[REDACTED]	Vice Chair/Vice President	Yes		
3	Adrien Siegfried	[REDACTED]	Treasurer	Yes		
4	Hillary McAndrews	[REDACTED]	Secretary	Yes		
5	Theodore Quinn	[REDACTED]	Trustee/Member			
6	Gary Wood	[REDACTED]	Trustee/Member	Yes		
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

### 2. Total Number of Members Joining Board during the 2014-15 school year

7

**3. Total Number of Members Departing the Board during the 2014-15 school year**

2

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

17

**5. How many times did the Board meet during the 2014-15 school year?**

12

**6. How many times will the Board meet during the 2015-16 school year?**

12

**Thank you.**



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**Brooklyn Laboratory Charter School**  
**Meeting of the Board of Trustees**  
**July 30, 2014 7:00pm**  
**240 Jay Street, Brooklyn, NY 11201**

**Present:**

Board Members: Andrew Epstein, Hillary McAndrews, Jayne Rosefield, Adrien Siegfried

Others: Kate Cochran, Ryan Holmes, Erin Mote, Eric Tucker

Andrew Epstein called the meeting to order at 7:15pm.

**Minutes**

Andrew Epstein made a motion to approve the minutes from the June board meeting.

Hillary McAndrews seconded the motion.

Motion carried unanimously.

Andrew Epstein made a motion to approve the minutes from the March board meeting.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

**Board Elections**

Hillary McAndrews moved that the LAB board select Gary Wood as a candidate to its Board of Trustees with a term expiring August 2016, pending approval by SED. The resolution approving Gary Wood is formally adopted upon SED's approval.

Andrew Epstein seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the LAB board select Ted Quinn as a candidate to its Board of Trustees with a term expiring August 2016, pending approval by SED. The resolution approving Ted Quinn is formally adopted upon SED approval.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board elect Jayne Rosefield as Interim Vice Chair of the Board, with a term expiring on or about October 30, 2014.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board elect Adrien Siegfried as Interim Treasurer of the Board, with a term expiring on or about October 30, 2014.

Hillary McAndrews seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board elect Hillary McAndrews as Interim Secretary of the Board, with a term expiring on or about October 30, 2014.



## **BROOKLYN LAB CHARTER SCHOOL**

Adrien Siegfried seconded the motion.  
Motion carried unanimously.

### **Facilities**

Hillary McAndrews moved that the board pass a resolution affirming the architect assurance that the school facility is programmatically accessible to physically handicapped individuals.

Adrien Siegfried seconded the motion.  
Motion carried unanimously.

Hillary McAndrews moved that the board approve the floor plans for LAB's academic program.

Adrien Siegfried seconded the motion.  
Motion carried unanimously.

Hillary McAndrews moved to ratify the School Safety Plan, as amended.

Adrien Siegfried seconded the motion.  
Motion carried unanimously.

### **Food Services**

Adrien Siegfried moved that the board ratify the Health and Safety Plan.

Andrew Epstein seconded the motion.  
Motion carried unanimously.

Adrien Siegfried moved that the board approve the Free and Reduced Price Lunch Policy Statement.

Hillary McAndrews seconded the motion.  
Motion carried unanimously.

### **Staffing and Schedule**

Discussion of the staffing plan, including an update on and review of Board requested background checks for staff and volunteers, teacher assignment by specialty and grade level, and reporting structure.

Hillary McAndrews moved that the board acknowledge and approve LAB's engagement of Good Hire for fingerprint-supported criminal, education, and work history background checks for full-time staff at LAB and affiliated employees at InnovateEDU.

Jayne Rosefield seconded the motion.  
Motion carried unanimously.

Review and discussion of responsibilities by role

Andrew Epstein move that the board approve the teacher roster, including teacher assignment by grade level or specialty.

Jayne Rosefield seconded the motion.  
Motion carried unanimously.



## **BROOKLYN LAB** **CHARTER SCHOOL**

Andrew Epstein moved that the board affirm the organizational chart and responsibilities contained in our Charter Application and ratify the interim organizational chart and leadership responsibilities for the 2014-2015 school year.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Discussion of the consideration of the process for appointing Emergency Conditional Employees.

Andrew Epstein moved that the board pass a resolution affirming the educational services and support provided by InnovateEDU, including the LAB Corps Tutors program. InnovateEDU Executive Director, Erin Mote, is a co-founder of Brooklyn Laboratory Charter School. We affirm our intention to arrive at an appropriately scoped, mutually agreeable services agreement to share with our authorizers at the New York State Education Department prior to ratification. In the interim, we acknowledge and appreciate InnovateEDU's active partnership and involvement in the school.

Hillary McAndrews seconded the motion.

Motion carried unanimously.

Discussion of high-dosage tutoring at LAB, including due diligence conducted by Afton Partners on the LAB Corps Contract.

Hillary McAndrews moved that the board authorize Andrew Epstein to sign a contract for the LAB Corps Tutors with InnovateEDU.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

### **Finance**

Andrew Epstein moved that the board pass a resolution acknowledging receipt of the CPA's Independent Accountants' Report.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board ratify the Financial Policies and Procedures revised based on the Independent Accountant's Report.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board approve updated and revised budget and month-to-month cash flow projections.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board provide signature authorization for Eric Tucker and Rosanna Castro to sign DYCD contracts on behalf of Brooklyn Laboratory Charter School.

Jayne Rosefield seconded the motion.

Motion carried unanimously.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **Schedule**

Adrien Siegfried moved that the board approve the LAB daily school schedule, as amended.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

Andrew Epstein made a motion to adjourn the meeting at 9:27pm.

Hillary McAndrews seconded the motion.

Motion carried unanimously.



**Brooklyn Laboratory Charter School  
Meeting of the Board of Trustees  
August 27, 2014**

**240 Jay Street, Brooklyn, NY**

**DRAFT Minutes**

**Present**

Board Members: Andrew Epstein, Hillary McAndrews, Ted Quinn, Jayne Rosefield, Adrien Siegfried and Gary Wood via phone

Others: Kate Cochran, Erin Mote, Sujata Rajpurohit, and Eric Tucker

Andrew Epstein made a motion to call to order at 7:12pm  
Adrien Siegfried seconded the motion.  
Motion carried unanimously.

**Minutes**

Andrew Epstein made a motion to approve the minutes from the July board meeting as presented.  
Hillary McAndrews seconded the motion.  
Motion carried unanimously.

**Introductions**

New board members Ted Quinn and Gary Wood were introduced.

**Board Member Introductions**

Andrew Epstein moved that the Board pass a resolution welcoming Ted Quinn and Gary Wood to the Board and thanking Jason Hoekstra for his service to the board.  
Jayne Rosefield seconded the motion.  
Motion carried unanimously.

**Media Relations and Public Relations Update**

- NPR story
- USA Today and LAB's use of Revolution Foods

**Board Development and Engagement Discussion**

**Facilities Update**

- Progress on the facility at 240 Jay Street
- Planning for Phase 2 construction at 240 Jay Street
- Submitted State Stimulus Fund Grant
- Need for a real estate subcommittee to think about facilities as the school grows



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **Development**

- Grants submitted
- School visits

### **Financial Policies and Procedures**

Andrew Epstein made a motion that the board approve the amended Financial Policies and Procedures.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

### **Staffing**

I move that the Board ratify the Policy for Appointment of Emergency Conditional Employees.

Andrew Epstein made the motion.

Adrien Siegfried seconded the motion.

Update on new Dean of Students.

### **Discussion of Academic Goals**

Andrew Epstein adjourned the meeting at 8:17pm

Adrien Siegfried seconded the motion.

Motion carried unanimously.



**Brooklyn Laboratory Charter School  
Meeting of the Board of Trustees**

**October 6, 2014, 7:00pm**  
**240 Jay Street, Brooklyn, NY 11201**

**Board Members Present:** Andrew Epstein, Hillary McAndrews, Ted Quinn, Adrien Siegfried, and Gary Wood via phone

**Others Present:** Eric Tucker and Kate Cochran

Andrew Epstein called the meeting to order at 7:10pm

**Update on Charter School Business Management Engagement**

Brooklyn LAB has signed an agreement with for financial services and training. CSBM is a financial consultancy focused on the growth and sustainability of the charter sector. They are a consultancy used by many charter schools to get started with operations, accounting, building out models to help facilitate this going forward in the future.

Board members expressed a desire to see CSBM's normal suite of reporting, and then they will ask for more or less (in terms of time and type of report) depending on what they see.

**School Food Authority Update**

Brooklyn LAB has been approved to be a School Food Authority, which allows the school to serve breakfast, two snacks, and lunch every day, and to get reimbursed for meals we serve to scholars.

**Staffing and Consultant Update**

Brooklyn LAB is looking to hire a math teacher, writing teacher, Dean of Students, and part time PE teacher.

**Development and Visitors Update**

- Charter School Growth Fund
- Bill and Melinda Gates Foundation
- Startup Education
- Robin Hood

**Discussion on School Day Length Material Revision to the Charter**

Eric Tucker brought an idea to the board about potentially seeking a material revision to the LAB Charter to shorten the school day. The nearly 10 hour school day is difficult for our young scholars, some of whom commute nearly two hours to arrive at school by 7:30am. The long school day also makes it difficult for teachers to collaborate, analyze data from lessons, and plan personalized lessons based on data. Eric is not ready to make a proposal on this yet, but wants to by the next board meeting. Too long a day for kids who are trying, is 7:15am too early to open the doors in the morning. The board discussed several options for shortening the school day, including a potential provision of optional after school activities for scholars and families who would like to participate.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **Facilities Loan and Upgrades**

Andrew Epstein made a motion to pursue and potentially sign a loan agreement.

Ted Quinn seconded the motion.

Motion carried unanimously.

### **Board Expansion Discussion**

### **Governance Dashboard Discussion**

Hillary McAndrews made a motion to adjourn the meeting at 8:30pm.

Andrew Epstein seconded the motion.

Motion carried unanimously.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**Brooklyn Laboratory Charter School  
Meeting of the Board of Trustees  
October 30, 2014**

**240 Jay Street, Brooklyn, NY**

**DRAFT Minutes**

**Present**

Board Members: Andrew Epstein, Hillary McAndrews, Ted Quinn, Jayne Rosefield, and Adrien Siegfried

Others: Eric Tucker and Sujata Rajpurohit

Adrien Siegfried made a motion to call the meeting to order at 7:30pm

Ted Quinn seconded the motion.

Motion carried unanimously.

**Minutes**

Adrien Siegfried made a motion to approve the minutes from the October 6, 2014 and August 27, 2014 Board Meetings as presented.

Ted Quinn seconded the motion.

Motion carried unanimously.

**Family Engagement Update**

- Family Leadership Council
- Fall Festival and upcoming planned activities

**Contracted Services Update**

- CSBM engaged

**Staffing Update**

- Update on departures, new teachers, and new Dean of Students

**Student Enrollment Update**

**Discussion of Academics and Culture**

**Facilities Update**

- Improvements to 240 Jay Street facility
- Pending priorities

**Development and School Visit Update**

**Length of School Day and Proposed Revision**



**BROOKLYN LAB**  
**CHARTER SCHOOL**

Andrew Epstein made a motion to move the start of the school day to 8:15 am or 8:30 am, pending solicitation of input and feedback from LAB families and staff.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Andrew Epstein adjourned the meeting at 8:30 pm

Ted Quinn seconded the motion.

Motion carried unanimously.



## **BROOKLYN LAB** **CHARTER SCHOOL**

### **Brooklyn Laboratory Charter School Meeting of the Board of Trustees November 19, 2014**

**240 Jay Street  
Brooklyn, NY 11201**

#### **DRAFT Minutes**

#### **Present**

Board Members: Hillary McAndrews, Ted Quinn, Adrien Siegfried  
Others: Kate Cochran, Erin Mote, Sujata Rajpurohit, Eric Tucker

Ted Quinn called the meeting to order at 7:15pm.  
Hillary McAndrews seconded the motion.  
Motion carried unanimously.

#### **Minutes**

Ted Quinn moved to approve the minutes from the October 30<sup>th</sup> Board meeting.  
Adrien Siegfried seconded the motion.  
Motion carried unanimously.

#### **Finances**

Review of the June 30, 2014 fiscal close.

#### **Enrollment**

Discussion of proposed revisions  
Ted Quinn moved to approve the admissions policies and procedures, and the application pending approval from the State Education Department  
Adrien Siegfried Seconded the motion.  
Motion carried unanimously

#### **School Day Length Proposal**

Proposal to push back the start of the school day approved by NYSED:

- Shift from 7:30-8:30am as the start of the school day
- Shift from 7:15-8:15am for the time doors open to scholars
- Commitment to optional 7:30-8:15am Focus section for scholars are well behaved in the space.

#### **Special Education Program**

Discussion of change in schedule for Collaborative Co-Teaching, Special Education classification, and reevaluation.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **Facilities Upgrades**

Stage; Reused Desks and Tables; and Acoustic Barriers

### **Family Engagement**

#### **Publicity, Visits, and PR**

Upcoming visits  
Getting Smart Report  
White Papers

#### **Revenue**

Title I and II, CCT, DYCD, and CSP

#### **Academic data and progress**

Preventing Academic Failure (PAF)  
Fountas and Pinnell  
NWEA MAP (reading, language usage, math)  
Fall Report Cards  
Enrichment opportunities for Winter Term

#### **Staffing**

Updates on 2015-2016 Leadership team and posting

Ted Quinn moved to adjourn the meeting at 8:58pm.  
Hillary McAndrews seconded the motion.  
Motion carried unanimously.



# **BROOKLYN LAB** **CHARTER SCHOOL**

**Brooklyn Laboratory Charter School**  
**Meeting of the Board of Trustees**  
**December 9, 2014**

**240 Jay Street**  
**Brooklyn, NY 11201**

## **Minutes**

### **Present**

Board Members: Andrew Epstein, Hillary McAndrews, Ted Quinn, Jayne Rosefield, Adrien Siegfried

Others: Kate Cochran, Erin Mote, Sujata Rajpurohit, Eric Tucker

Andrew Epstein called the meeting to order at 7:15pm.

Ted Quinn seconded the motion.

Motion carried unanimously.

### **Minutes**

Ted Quinn moved to approve the minutes from the November 19<sup>th</sup> Board meeting.

Hillary McAndrews seconded the motion.

Motion carried unanimously.

### **School day Length Revision to Charter and Winter Term**

The new term started on Monday December 8<sup>th</sup>. Transition has made a huge difference; shortened school day has gone over well and leaves us better positioned for the April State exams. From an administrator and faculty perspective, there is appreciation that administration was able to hear this feedback and respond.

### **Governance**

Discussion of Board Composition in light of needs for next phase of growth

Potential criteria for prospective members (looking to add between 1-3 Board members)

Andrew Epstein made a motion for the Board to approve the school to pursue candidates for an informal advisory board.

Ted Quinn seconded the motion.

Motion carried unanimously.

Ted Quinn will propose some governance dashboards in early 2015.

### **Financial Position and Financial Management**

Review of 9/30 Fiscal Close

Update on work with CSBM



## **BROOKLYN LAB** **CHARTER SCHOOL**

Discussion of next steps

### **Facilities Upgrades**

Weatherization of the building

Progress on the stage

### **Academic Data and Progress**

Fountas and Pinnell

Many LAB scholars tested out of the Preventing Academic Failure (PAF) program after one term

NWEA MAP is being administered tomorrow and early next week

SRI Writing assessment in January

RAND Corp. Study

### **Fundraising Outreach**

### **Family Engagement**

Upcoming Parent Teacher Conferences and Coffee with the Co-Founders.

Andrew Epstein adjourned the meeting at 9:12pm.



## **BROOKLYN LAB** **CHARTER SCHOOL**

### **Brooklyn Laboratory Charter School Board Meeting DRAFT Minutes January 8, 2015, 7:00pm**

#### **Present**

Board Members: Andrew Epstein, Hillary McAndrews, Ted Quinn, and Jayne Rosefield  
Others: Kate Cochran, Erin Mote, and Eric Tucker

Andrew Epstein called the meeting to order at 7:12pm.

#### **Minutes**

Andrew Epstein made a motion to approve the minutes from the December 2014 Board meeting.  
Hillary McAndrews seconded the motion.  
Motion carried unanimously.

#### **Additions to the Brooklyn Laboratory Charter School Bank Account**

Andrew Epstein made formal resolution to add Sujata Rajpurohit to the Brooklyn Laboratory Charter School bank account with Associate access.  
Hillary McAndrews seconded the motion.  
Motion carried unanimously.

Andrew Epstein proposed a formal resolution to add Somya Munjal as view only to the Brooklyn Laboratory Charter School bank account.  
Ted Quinn seconded the motion.  
Motion carried unanimously.

#### **School Calendar**

Discussion of potential revisions to the school calendar.

Andrew Epstein made a motion to allow the school to cancel school on 4/1 and 4/2 or modify as they see fit in order to allow for parent/teacher conferences.  
Ted Quinn seconded the motion.  
Motion carried unanimously.

#### **Building Energy Efficiency**

Hillary McAndrews discussed energy efficiency work underway with Con Edison and National Grid.

#### **State Visit Update**

Discussion on State Site Visit on January 26<sup>th</sup>.

#### **Governance**

Discussion on board expansion and recruitment for advisory board.

#### **Financial Position and Financial Management**



## **BROOKLYN LAB** **CHARTER SCHOOL**

- Update on Progress
- Review of 10/31 Budget to Actuals
- CSBM Update

### **Publicity and Visibility Update**

- USA Today
- EdWeek
- NGLC
- White Papers

### **Fundraising Update**

Andrew Epstein adjourned the meeting at 8:25pm.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**Board Meeting DRAFT Minutes**  
**Brooklyn Laboratory Charter School**  
**February 10, 2015**

**Present**

Board Members: Andrew Epstein (Chair of the Board), Hillary McAndrews (Secretary of the Board), Ted Quinn, and Adrien Siegfried (Treasurer of the Board)

Others: Sujata Rajpurohit, Erin Mote, and Eric Tucker

Andrew Epstein, the Chair of the Brooklyn Laboratory Charter School, called the meeting to order at 7:21 PM.

**Academics Update**

NWEA MAP and Fountas and Pinnel

Discussion of assessment data

**Financials**

11/30 Financial Close

CSBM Meeting update

**Facilities**

State Stimulus Fund Grant

Renovation and Permitting

Summer renovation update

**Brooklyn LAB High School Planning**

LOI submitted

Board Development

**NYSED Visit and Academic Audit**

State site visit rescheduled to March 4, 2015

**Hiring Update**

Risa DeSilva, Director of Curriculum and Instruction

Hiring for the 2015-2016 school year - discussion of hiring process, stages, and coordination

**Fund Raising Update**

**Enabling Environment**

Private Facilities

High School Seats

Julien Cohen, visit from Executive Director of Charter Evaluation and Policy at NYCDOE

Outreach Area Middle Schools



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **Student Recruitment Update**

Three open houses since last board meeting. Canvassing, posters, and street teams have begun.

### **Parent Teacher Conference Update**

#### **School Announcements**

Robotics Team – won first in the district in programming at NYU Poly Brooklyn Borough FLL  
Multi-Cultural Night

Andrew Epstein made a motion to approve minutes from the January Board Meeting. Ted Wood seconded. Motion approved unanimously.

Andrew Epstein adjourned the meeting at 8:20 PM.



**Board Meeting DRAFT Minutes  
Brooklyn Laboratory Charter School  
March 12, 2015**

**Present**

Board Members: Andrew Epstein (Chair of the Board), Adrien Siegfried (Treasurer of the Board), and Ted Quinn

Others: Erin Mote, and Eric Tucker, Elaine Espiritu (Vice President of the Parent Leadership Council), and Sujata Rajpurohit

Andrew Epstein called the meeting to order at 7:18 PM.

**Minutes**

Andrew Epstein moved to approve the February 10, 2015 board meeting minutes.

Ted Quinn seconded the motion.

Motion carried unanimously.

**Facilities**

- Response to Written Request for Co-Location in a Public School Building: Executive Director will reach out to schedule meeting with counsel.
- State Stimulus Fund (SSF) construction beginning.

Ted Quinn moved to authorize the Executive Director to release Requests for Proposals, select contractors, and begin the fulfillment of the State Stimulus Fund grant, which outlines a set of construction in the basement, back courtyard, and stage.

Andrew Epstein seconded the motion.

Motion carried unanimously.

- CSGF Bridge Loan

Andrew Epstein moved to pursue and potentially sign a loan agreement with the Charter School Growth Fund.

Ted Quinn seconded the motion.

Motion carried unanimously.

- Permitting and Subcontractors
- Energy Efficiency

**Update on Reimbursement Status**



**BROOKLYN LAB**  
**CHARTER SCHOOL**

### **State Site Visit and End of Year Exam Prep**

- Mock Exams and Assessment Plan
- April Break Academy Plan
- Discussion of 2015-2016 School Year Calendar as it relates to state testing dates, Summer Prep Academy, and professional development
- Academic Audit and State Site Visit
- Special Education Classification and Reimbursement
- NWEA MAP and SRI assessments

### **District Engagement**

- NYCDOE visits

### **Development**

### **Update on Parent Leadership Council Meeting Schedule and Activities**

### **Arbitration Process**

### **School Leadership**

### **High School Planning**

Andrew Epstein moved to authorize the Board Chair to enter into a Memorandum of Understanding to support the pursuit of the Carnegie Corporation of New York funds as presented, and to sign a letter confirming that Brooklyn Laboratory Charter School and its Executive Director will support the activities, work plan, and expected outcomes outlined in the proposal.

Adrien Siegfried seconded the motion

Motion carried unanimously

### **Teacher and Student Recruitment**

Andrew Epstein adjourned the meeting at 9:12 PM



**Board Meeting Minutes**  
**Brooklyn Laboratory Charter School**  
**April 27, 2015**

**Present**

Board Members: Andrew Epstein, Adrien Siegfried, Jayne Rosefield, Ted Quinn, Gary Wood (via remote access)

Others: Eric Tucker, Elaine Espiritu (Vice Chair of the Parent Leadership Council), Kate Cochran, and Sujata Rajpurohit

Ted Quinn called the meeting to order at 7:20 PM.

**Minutes**

Andrew Epstein moved to approve both the March 12, 2015 and the August 27, 2014 board meeting minutes.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

**Finance**

Andrew Epstein moved that the board approve the Brooklyn Laboratory Charter School Budget for the 2015-2016 school year.

Adrien Siegfried seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board establish an Audit Committee consisting of the following board members: Andrew Epstein, Adrien Siegfried, and Ted Quinn.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

Andrew Epstein moved that the board dissolve the Finance Committee.

Jayne Rosefield seconded the motion.

Motion carried unanimously.

Review of the 1/31/15 Budget to Actuals.

**2015-2016 Staffing Update**

**Facilities**

Discussion of the Request for Co-Location process. Brooklyn Laboratory Charter School submitted a request seeking a co-location site in a public school building. On April 2, 2015, the New York City



## **BROOKLYN LAB CHARTER SCHOOL**

Department of Education (DOE) clarified that it will not be extending an offer of space to LAB at this time. Andrew Epstein proposed the following motion:

The Board of Trustees is resolved that Brooklyn Laboratory Charter School will appeal this denial of a facilities request pursuant to Section 2853(3)(e)(3) of the Education Law, and hereby authorizes the Executive Director to take any and all actions necessary to carry this out, including engaging outside counsel. The Board of Trustees further authorizes the Executive Director to take any and all actions necessary to seek access to facilities pursuant to Section 2853(3)(e) of the Education Law for LAB's 6<sup>th</sup> grade, including submitting a written request for co-location and taking an appeal pursuant to Section 2853(3)(e)(3) of the Education Law.

Ted Quinn seconded the motion.  
Motion carried unanimously.

Discussion of CSGF bridge loan.

### **Academics**

Ted Quinn gave an overview of student assessment data and benchmarks.

Discussion of End of Year Exam Schedule, and the need to reflect these exams clearly on the 2015-2016 calendar.

Discussion of promotion statuses.

### **School Year Calendar**

Jayne Rosefield moved that the board approve the 2015-2016 School Year Calendar as amended.

Andrew Epstein seconded the motion.

Motion carried unanimously.

### **Student Recruitment**

Discussion of student recruitment, lottery, and enrollment process and status.

### **Development**

Discussion of current fundraising efforts.

### **Arbitration Update**

### **Audit Preparation Update**

Discussion of Internal Control Testing commencing May 18<sup>th</sup>.

Andrew Epstein adjourned the meeting at 8:29 PM.



**BROOKLYN LAB**  
**CHARTER SCHOOL**

**Brooklyn Laboratory Charter School**  
**Meeting of the Board of Trustees**  
**May 19, 2015**

**Board Members Present:** Andrew Epstein, Ted Quinn, Jayne Rosefield, Adrien Siegfried, Gary Wood (via phone)

**Others Present:** Kate Cochran, Eric Tucker

Andrew Epstein called the meeting to order at 7:08pm.

**Minutes**

Andrew Epstein made a motion to approve the April 2015 Board meeting minutes as presented.

Adrien seconded the motion.

Motion carried unanimously.

**Review of policies and procedures that will need to be approved in preparation for the 2015-2016 school year**

**Review of Code of Ethics and Annual Affirmation of Conflict Policy**

**Student Enrollment Update**

**Staff Recruitment and Retention Update**

**Promotion in Doubt Discussion**

**Discussion of Proposed Academic Goals for the 2015-2016 school year**

- Ted Quinn agreed to work with Eric Tucker on development of goals.
- This will likely go before the board at the September Board meeting, given the timeline for receiving state exam results.

**Finances**

- A Memorandum will be circulated via email following up on this conversation
- Discussion of repayment of invoices due to InnovateEDU
- Overview of interim work for the annual audit

**LAB High School Update**

- Student recruitment will begin soon
- Staff recruitment

**Facilities**

- Ted Quinn made a motion that the Brooklyn Laboratory Charter School Board authorize the Chair of the Board to execute a lease amendment with St. James Cathedral Basilica.



## **BROOKLYN LAB CHARTER SCHOOL**

- Jayne Rosefield seconded the motion.
- Motion carried unanimously.
  
- Andrew Epstein moved that the Board authorize Eric Tucker to engage an architecture firm to conduct the Phase 2 renovation of the 240 Jay Street building.
- Adrien Siegfried seconded the motion.
- Motion carried unanimously.
  
- Andrew Epstein made a motion that the Board authorize the Executive Director to sign a contract with a general contractor consistent with the RFP for summer 2015 renovation.
- Ted Quinn seconded the motion.
- Motion carried unanimously.
  
- Discussion of long term facilities plan

### **Fundraising Update**

### **Family Engagement Update**

### **Paternity Leave Conversation**

### **Board Development**

### **PR and Earned Media update**

Andrew Epstein made a motion to adjourn the meeting at 8:41pm.



**Brooklyn Laboratory Charter School  
Meeting of the Board of Trustees  
Draft Minutes**

**June 23, 2015**

**Board Members Present:** Andrew Epstein, Ted Quinn, and Adrien Siegfried; and Gary Wood via conference call.

**Others Present:** Kate Cochran, Elaine Espiritu, and Eric Tucker

Andrew Epstein called the meeting to order at 7:08pm.

**Approval of May Board Meeting Minutes**

- Andrew Epstein made a motion to approve the minutes from the May 2015 board meeting.
- Adrien Siegfried seconded the motion.
- Motion carried unanimously.

**Mission Statement Revision**

- Ted Quinn moved that Brooklyn Laboratory Charter School shall revise its mission statement to: “Brooklyn Laboratory Charter School (LAB) prepares students, including English language learners, students with disabilities, and over-age under-credited students, with the academic foundation, digital literacy, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.”
- Andrew Epstein seconded the motion.
- Motion carried unanimously.

**Finance**

- Management Memorandum Regarding Amended Roles for Founding Year in Financial Processes
  - Discussion of the Memorandum
  - Andrew Epstein moved that the board acknowledge receipt of the Management Memorandum Regarding Amended Roles for Founding Year in Financial Processes as amended.
  - Adrien Siegfried seconded the motion.
  - Motion carried unanimously.
- Financial Policies and Procedures
  - Andrew Epstein made a motion that the board adopt Financial Policies to ensure compliance with EDGAR requirements, as codified in “Policies to Ensure Compliance with EDGAR Requirements”
  - Ted Quinn seconded the motion.
  - Motion carried unanimously.

**2015-2016 Organizational Chart**

- Andrew Epstein moved that the Board adopt the 2015-2016 Organizational Chart.



## **BROOKLYN LAB CHARTER SCHOOL**

- Adrien Siegfried seconded the motion.
- Motion carried unanimously.

### **Affirmation of the Charter School Growth Fund Loan**

- Ted Quinn moved that the Board formally approve the execution of a loan in the amount of Two Hundred Thousand Dollars (\$200,000), with the proceeds thereof to be used by Brooklyn Laboratory Charter School for working capital and cash flow needs in furtherance of exempt purposes.
- Andrew Epstein seconded the motion.
- Motion carried unanimously.

### **InnovateEDU Tutoring Services Agreement Negotiation and Execution**

- Andrew Epstein moved that the Board authorize management to negotiate and the Board Chair to execute a Tutoring Services Agreement for the 2015-2016 school year with InnovateEDU.
- Ted Quinn seconded the motion.
- Motion carried unanimously.

### **Updates**

- SED First Year Site Visit Report
- Rental Assistance
- NWEA MAP Academic Results in Math and Reading
- Fundraising
- School Year Wrap Up: Perfect Paycheck Trip, End of Year Social, Field Day, Final Community Meeting, Family Picnic
- 2015-2016 Staff Recruitment and Hiring
- Arbitration
- 2015-2016 Student Recruitment and Retention
- BLCHS Letter of Intent Submission
- 2015-2016 Policies and Procedures Revision
- School Food Authority

### **Academic and Business Services Agreement with InnovateEDU**

- Discussion of funds and unpaid balances between Brooklyn Laboratory Charter School and InnovateEDU.

### **Board Expansion**

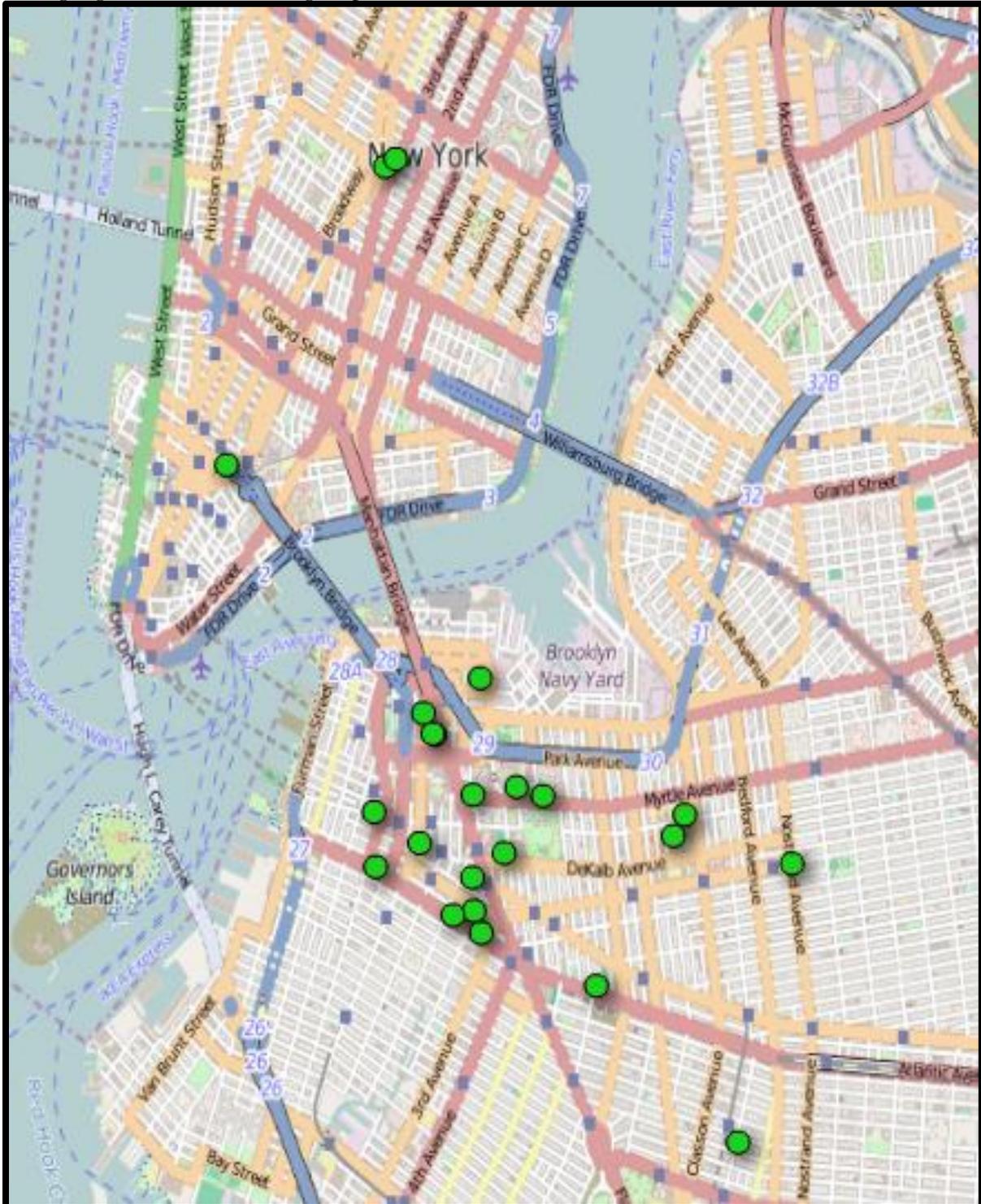
### **Policy Work**

- Personalization and the National Center for Learning Disabilities

### **July and August Priorities**

**2014 – 2015 Recruitment Efforts:**

Throughout the fall of 2014 through spring 2015, Brooklyn LAB distributed flyers and hung informational posters in Community School District 13 at Farragut, Whitman, and Ingersoll public housing, and a variety of community-based organizations, providers of services, and other places where families congregate and public events in the area. All locations where flyers were distributed are highlighted in the following map:



Brooklyn LAB also publicized its online application (offered in several languages through the NYC Charter School Center) via the school's website, and active Facebook and Twitter pages. Here is an example post from our active Facebook page, advertising an upcoming Open House:



We did additional email outreach to families on our extensive outreach list built from canvassing and other community outreach efforts over the course of the past two years. We also implemented a student recruitment contest for families of our currently enrolled 6th grade scholars, through which families could win prizes such as school uniforms for referring eligible applicants to submit applications for the 6th or 7th grade. Below, see the email that was sent out to all scholars and families regarding the competition:

**Founding Families Competition:  
Help Spread the Word About Brooklyn LAB!**

**Tomorrow, April 1st is the last day for new scholars and families to apply for 6th and 7th grade seats at Brooklyn LAB for the 2015-2016 school year!**

Refer a student to Brooklyn LAB for next year and, depending on your number of referrals, you may win a prize!

What does it mean to refer a student? Have the parent of an incoming potential scholar complete the online application <https://app.jumpro.pe/charterapply#school=664> or complete a paper application (download online or pick up at LAB) prior to April 1, 2015 noting you or your scholar as the referring party.

Refer one potential scholar - Entrance into a drawing for a \$150 Target Gift Card  
Refer two potential scholars - Entrance into drawing for a night on the town - gift card to a local restaurant and movie tickets  
Refer three potential scholars - Free uniform polo shirt  
Refer four potential scholars - \$15 Target gift card  
Refer five potential scholars - \$25 Target gift card

Email [admissions@brooklynlaboratoryschool.org](mailto:admissions@brooklynlaboratoryschool.org) with any questions.

Additionally, we held several public open house/information sessions at the school for interested families. After our public lottery, Brooklyn LAB held additional enrollment meeting and open houses for admitted families and interested families.

**2015 – 2016 Recruitment Efforts:**

Going forward, we aim to continue much of the efforts that proved successful in the 2014-2015 academic year, namely canvassing and flyering throughout whole neighborhoods, to reach an audience that would likely not be easily reached through our extensive social media recruitment efforts. Similarly, we aim to again utilize the strong connections that already exist within our community to reach additional families of students with disabilities and overage, under-credited students. Furthermore, we aim to expand our recruitment efforts of English language learners (ELLs). We have begun working with members of International House - NYC to develop brochures and information pamphlets in the most represented languages of the Brooklyn ELL students, including Spanish, Chinese, Arabic, Hatian-Creole, Russian and Urdu. International House - NYC is a non-profit organization with the mission of universal brotherhood and has a proven track record of facilitating cross-cultural communication and empowerment. Taking a multi-lingual approach to recruitment and enrollment and actively distributing this information to the ELL students and their families will allow us to reach our goal of aiding traditionally underserved populations. Finally, through of continued conversations of best practices with surrounding schools, we look forward to reaching out to local Special Education Coordinators and the relevant NYC and NYS offices to specifically seek out those students least served through traditional schooling.



# Appendix I: Teacher and Administrator Attrition

Last updated: 07/31/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

## 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, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

### 2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	6	4	5

### 2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	2	2	1

Thank you



# Appendix J: Uncertified Teachers

Last updated: 07/31/2015

**"thirty per centum or 5 teachers, whichever is less"**

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

## Page 1

**Charter School Name:**

### **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](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 2014-15?**

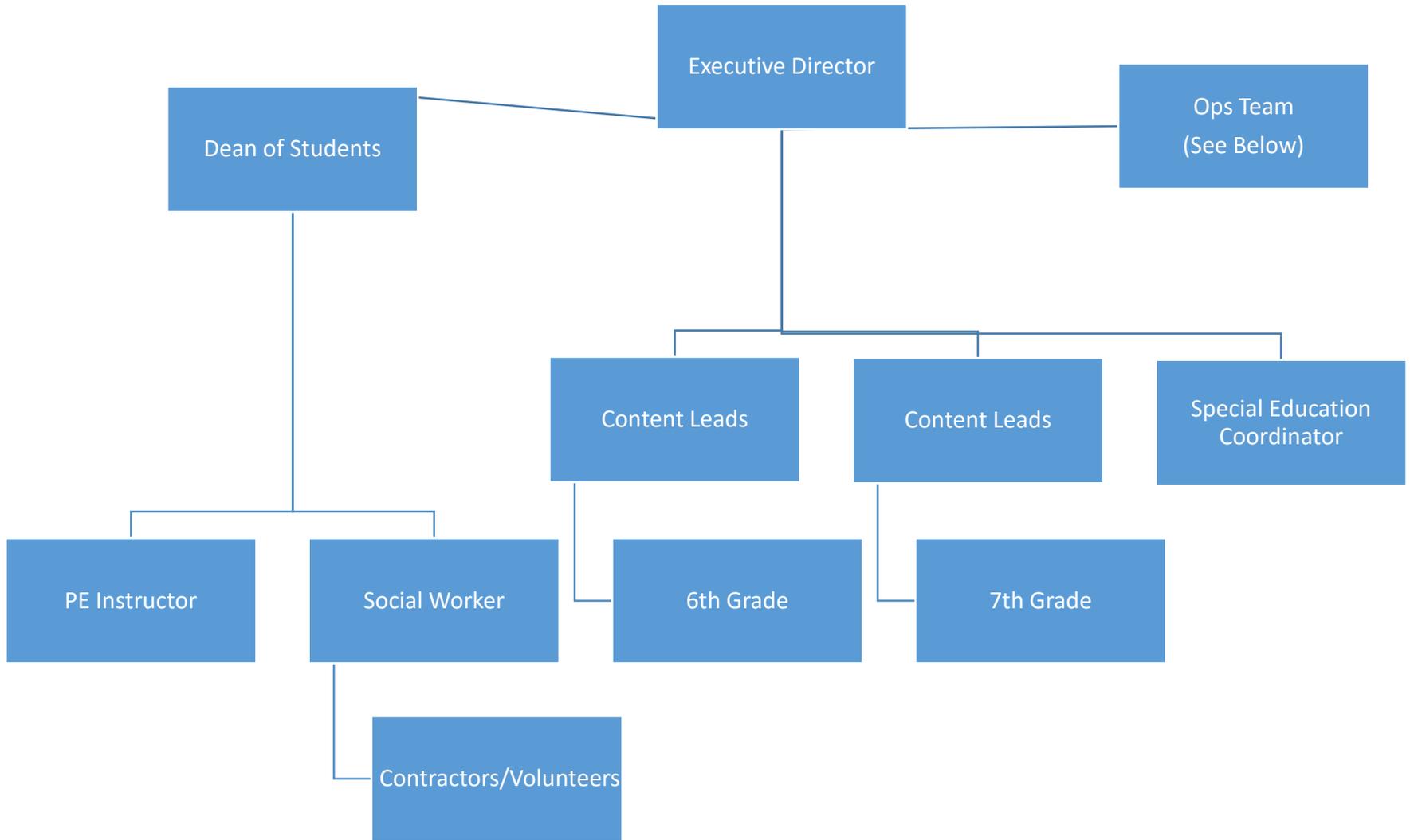
**For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.**

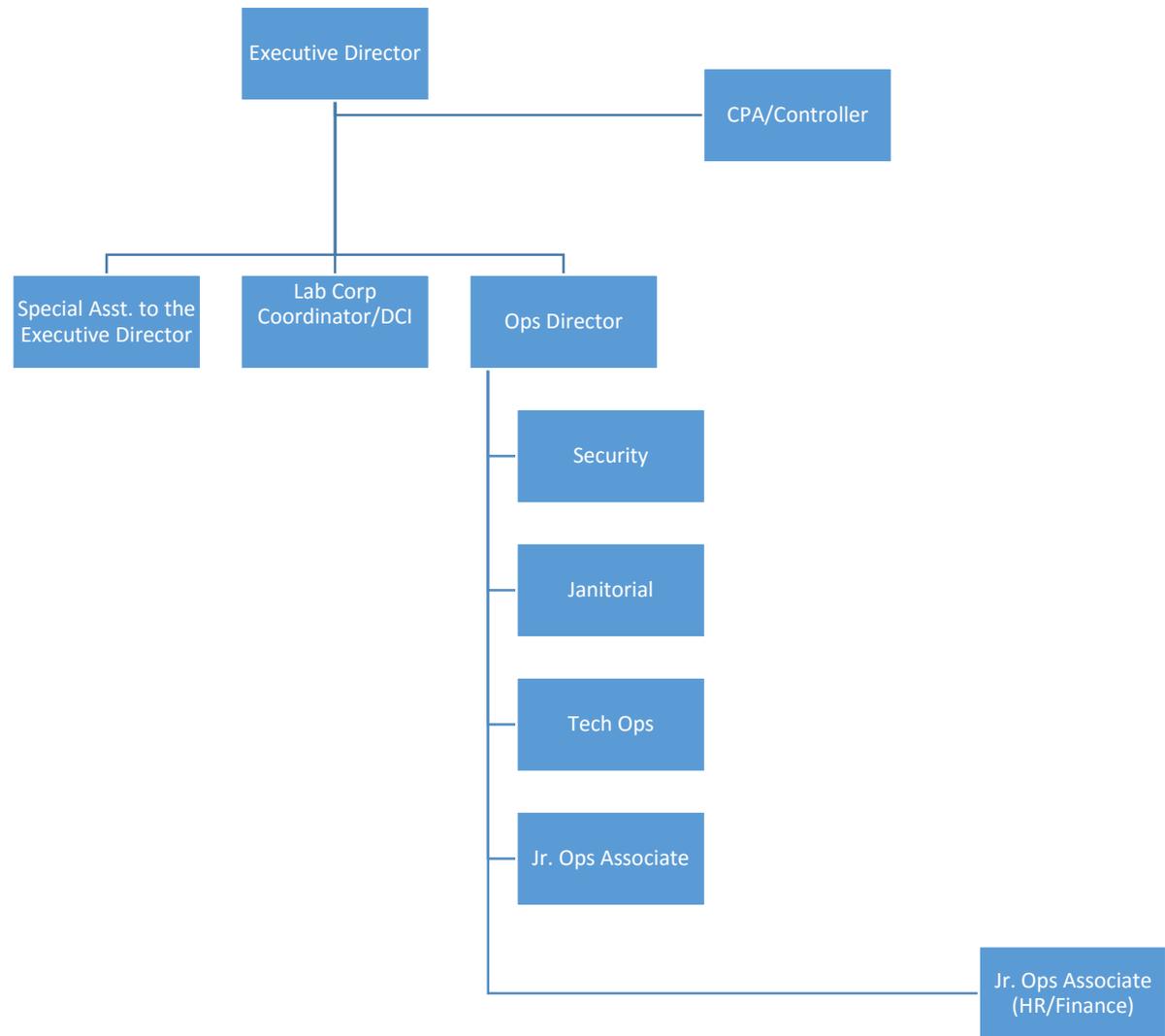
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	2
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
<b>Total</b>	<b>2.0</b>

**How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?**

4

**Thank you.**





**Mission Statement:**

Brooklyn Laboratory Charter School (LAB) prepares 6-8th grade students, including English language learners, students with disabilities, and over-age under-credited students, with the academic foundation, digital literacy, and leadership skills necessary to excel in college and professional life as they grow as ethical leaders.

LAB is dedicated to serving the highest need students of Brooklyn regardless of their academic level, English language proficiency, or disability status. To achieve this, LAB couples a No Excuses approach with an innovative, Common Core Learning Standard (CCLS)-aligned, next generation learning model designed to drastically improve the academic success of our scholars. LAB will establish a school culture conducive to intellectual curiosity and competence by:

- Privileging research- and evidence-based writing and close reading of foundational works of literature, poetry, philosophy, history, economics, mathematics, and science;
- Developing mathematical understanding, computational thinking, and the ability to apply these skills to solve problems in everyday life, society, and the workplace;
- Ensuring that every graduate is prepared for, and admitted to, a selective four-year college;
- Putting every graduate on a pathway to postsecondary and career success;
- Inspiring our scholars to take responsibility for, and find joy in, their own education;
- Facilitating entrepreneurial learning and cultivating dispositions for life-long learning; and
- Fostering leadership, a commitment to social justice, and compassion.

LAB's approach is informed by careful study of the highest performing schools (including, Amistad, Excel, Leadership Prep, MATCH, and YES Prep) and research-based principles: more time learning, high-dosage tutoring, structured culture and high expectations, a focus on human capital effectiveness and accountability, and data-driven instruction and performance management.<sup>1</sup> LAB will further all six objectives of the New York State (NYS) Charter School Law<sup>2</sup>:

- 1) LAB's primary goal is to *improve student learning and achievement* so that each scholar can read, write, and apply mathematical thinking commensurate to the demands of college and careers. Our relentless focus on rigor will place each of our scholars on a path to success.
- 2) By locating LAB in downtown Brooklyn and working to serve high-need students, we will *expand learning opportunities* for students at risk of academic failure. We measure success by the achievement of all of our scholars and by eliminating the achievement gap for our low-income and minority students, English language learners (ELLs), and students with disabilities, many of whom would otherwise have attended schools unable to meet their needs.
- 3) LAB will model *innovative teaching and learning methodologies* by combining a rigorous 9.65 hours of No Excuses-modeled academic curriculum with high-dosage tutoring and next generation blended learning. LAB will encourage master teachers to integrate digital content to remediate, enrich, reinforce, and provide real-time diagnostics of learning. Master teachers will also curate resources and content to meet the individual needs of students, and work with tutors to provide targeted small group and 1:1 instruction.
- 4) LAB's blended learning program and innovative teaching model will provide *new professional growth opportunities* for teachers and other personnel by training them to analyze and use assessment data to enhance personalized, next generation learning and mastery of the CCLS.

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<sup>1</sup> Fryer, R.G. (2012). Learning from the successes and failures of charter schools. The Hamilton Project.

<sup>2</sup> §2850

- 5) LAB will *offer families and students expanded choices* within the public school system that will improve learning so that LAB will outscore, by grade, the average scores of public schools in Community School District 13 (CSD 13), NYC, and NYS on administered NYS assessments.
- 6) LAB will embody *performance-based accountability* and demonstrate *measurable student achievement results* through our innovative academic model and focus on data-driven personalized instruction that prioritizes advanced mastery of the CCLS.

## KEY DESIGN ELEMENTS

LAB's academic model will ensure that all of our students graduate having mastered NYS standards and are equipped with the knowledge and skills they need to graduate from a selective four-year college or university. LAB expects students to do more than satisfy academic requirements for high school graduation. To succeed in college and careers, as well as be productive citizens, students must become entrepreneurial learners with a passion for learning and discovery and with a personal character that demonstrates discipline, perseverance, and integrity. LAB cultivates these skills through its No Excuses approach of high behavioral and academic expectations. At LAB, we believe that when scholars are given effective structure, teachers, curriculum tools, and mentorship, every single student can succeed. To support success, we use a rigorous, college-preparatory curriculum with a focus on literacy and embrace next generation, data-driven assessment and personalized instruction to identify and meet the diverse needs of students. LAB's key design elements include:

### **Rigorous, college-preparatory curriculum:**

LAB will offer a college-preparatory liberal arts and STEM program of study in mathematics, English language arts (ELA), science, and social studies that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so they are fully prepared to succeed in postsecondary studies. LAB's curriculum privileges the CCLS<sup>3</sup>, the Next Generation Science Standards<sup>4</sup>, and the skills students must master in order to succeed in college and beyond.<sup>5</sup>

### **Effective instruction:**

Teachers are the key to our scholars' growth and achievement. Research shows effective instruction is the most cost-effective investment schools can make.<sup>6</sup> We invest in recruiting, training, retaining, and supporting master teachers who can transform our students' lives, and who infuse joy and rigor into every lesson. LAB's curriculum, instructional approach, and professional development (PD) serve and enhance teacher contribution to learning.<sup>7</sup>

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<sup>3</sup> NGA Center for Best Practices & CCSSO. (2010). *Common Core State Standards for English language arts and literacy in history/ social studies, science, and technical subjects* and *Common Core State Standards for Mathematics*. Washington, DC.

<sup>4</sup> NGSS Lead States. (2013). *Next Generation Science Standards: For states, by states*. Washington, DC: The National Academies Press.

<sup>5</sup> Dobbie, W., & Fryer, R. G. (2009). Are high-quality schools enough to close the achievement gap? Evidence from a social experiment in Harlem (NBER Working Paper No. 15473). Cambridge, MA: National Bureau of Economic Research; Center for Research on Education Outcomes. (2010). Charter school performance in New York City. Stanford, CA.; Tuttle, C. C., Teh, B., Nichols-Barrer, I., Gill, B. P., & Gleason, P. (2010). *Student characteristics and achievement in 22 KIPP middle schools*. Washington, DC: Mathematica Policy Research. ; Bettinger, E., Long, B., Oreopoulos, P., & Sanbonmatsu, L. (2009). *The role of simplification and information in college decisions* (NBER Working Paper No. 15361). Cambridge, MA.

<sup>6</sup> Hanushek, E. A. (2010). The economic value of higher teacher quality. *Economics of Education Review*. p. 3.

<sup>7</sup> Kane, T. J., McCaffrey, D. F., Miller, T., & Staiger, D. O. (2013). *Have we identified effective teachers? Validating measures of effective teaching using random assignment*. MET Project Research Paper, Bill & Melinda Gates Foundation.

**Focus on college-level reading and writing:**

Literacy is the cornerstone academic skill upon which all future skill and knowledge acquisition rests. We provide 195 minutes of literacy-focused instruction in a typical day to ensure that students can read with comprehension and insight and analyze and effectively respond to texts across disciplines. Our approach is grounded in scientifically based research<sup>8</sup> and grows from the NYS P-12 CCLS, which focus on building knowledge through content-rich nonfiction, reading and writing grounded in textual evidence, and regular practice with complex text and academic language.<sup>9</sup> LAB embraces responsibility for literacy in the classroom, prioritizes quality literature and informational texts, emphasizes text-dependent questions and tasks, and privileges writing and research that analyze sources and evidence.<sup>10</sup>

**Extending learning time:**

LAB leverages blended instruction to focus human capital and extend the school day, week, and year. LAB will operate sustainably on the public dollar and extending learning time is an effective way for us to deliver exceptional learning without exceptional costs. School days run from 8:30am-5:15 pm. Students attend classes at least 195 days each year, and LAB will offer additional Summer. Between 6<sup>th</sup> and 8<sup>th</sup> grades, this adds up to over half a decade of additional learning. LAB makes extended days feasible using high-dosage tutoring and blended instruction: students will spend two hours each day with members of the LAB Corps and at least an hour each day in enrichment courses in the 360Lab, which blend small group or 1:1 work with technology-delivered adaptive learning instruction. 360Lab instructional time is overseen by teachers and supported by LAB Corps tutors.<sup>11</sup>

**Entrepreneurial learning:**

LAB's goal is to cultivate entrepreneurial learners. Schools today must prepare 6<sup>th</sup> graders to succeed in jobs and industries we can hardly imagine: the exponential rate of digital innovation is rapidly reordering the contours of both knowledge and work. In his book, *Too Big to Know*, Harvard's David Weinberg argues that we are moving from a world where knowledge meant facts from books and experts to a world of ubiquitous free information. In this era, John Seely Brown argues that "good questions are more important than answers."<sup>12</sup> Thus, students must learn to craft meaningful questions and assess the quality, sufficiency, and relevance of claims and evidence. LAB will offer experiences that foster interest-driven learning and instill in students a sense of awe and curiosity in

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<sup>8</sup> Institute of Education Sciences, National Center for Education Evaluation and Regional Assistance. (2012). Improving mathematical problem solving in grades 4 through 8. NCEE 2012-4055. U.S. Department of Education, What Works Clearinghouse.

<sup>9</sup> Common Core State Standards for English Language Arts & Literacy in History/Social Studies, Science, and Technical Subjects. Appendix A: Research Supporting Key Elements of the Standards. [http://www.corestandards.org/assets/Appendix\\_A.pdf](http://www.corestandards.org/assets/Appendix_A.pdf)

<sup>10</sup> Institute of Education Sciences. (2008). Improving adolescent literacy: Effective classroom and intervention practices. NCEE 2008-4027, U.S. Department of Education, What Works Clearinghouse. Institute of Education Sciences. (2009). Assisting students struggling with reading. NCEE 2009-4045, U.S. Department of Education, What Works Clearinghouse. James-Burdumy, S., et al. (2009). Effectiveness of selected supplemental reading comprehension interventions: Impacts on a first cohort of fifth-grade students (NCEE 2009-4032). Washington, DC: IES.

<sup>11</sup> WWC Quick Review of the Report "Evaluation of Experience Corps: Student Reading Outcomes". (2010); Bernstein, L., et al. (2009). Impact evaluation of the U.S. Department of Education's Student Mentoring Program (NCEE 2009-4047); Structuring out-of-school time to improve academic achievement. NCEE 2009-012, U.S. Department of Education; Morrow-Howell, N., et al. (2009). Evaluation of Experience Corps: Student reading outcomes. St. Louis: Washington University; Clark, D. B., et al. (2013). Digital games for learning. SRI; Bakia, M., et al. (2013). Supporting K-12 students in online learning. SRI; Honey, M. A., & Hilton, M., (Eds.). (2010). Learning science through computer games and simulations. National Research Council. Washington, DC; Federation of American Scientists. (2006). Harnessing the power of video games for learning. Washington, D.C.

<sup>12</sup> Brown, J. S. (2012). Learning in and for the 21st Century. *CJ Koh Professorial Lecture Series No. 4*. Lecture conducted from National Institute of Education Singapore, Singapore. <http://www.johnseelybrown.com/CJKoh.pdf>

the face of challenges. Working with designers and entrepreneurs, LAB gives scholars opportunities to explore new challenges and learn from others.<sup>13</sup>

### **Building productive, engaged, and active citizens:**

At LAB, we believe that great education produces productive, engaged, and active citizens who contribute to the community in positive ways. LAB students will have service learning opportunities as part of the curriculum to instill and reflect our core values of volunteerism, service, and respect for the community.

### **No Excuses school culture:**

Our culture and mission reject the idea that students' circumstances limit their potential. Our No Excuses school culture sets uncompromising standards for timely arrival, homework completion, behavior, and participation, and is founded on an unrelenting insistence that every student, given proper support, is capable of college success.<sup>14</sup> We set high expectations and establish structure to guide classroom behavior and professional norms, and we expect all of our students to work hard, behave well, and succeed. We will do whatever it takes to make sure all of our students are prepared for academically rigorous colleges. We will create a joyful and engaging learning environment in which achievement is continuously celebrated. School culture is reinforced by earned enrichment opportunities and incentives. School leaders and faculty have intensive training in No Excuses culture and expectations, and how to foster a joyous yet structured learning environment that respects and nurtures students.

### **Data-driven instruction:**

LAB commits to continuous, data-driven improvement in each classroom and for each student. At LAB, assessment exists to serve, inform, and enhance teaching and learning processes and outcomes. LAB teachers are united by a relentless improvement ethic and employ varied, real-time diagnostic data to inform their practice. All teachers and tutors are provided regular time for data review in order to improve instruction at the 360Lab, classroom, and whole-school level.<sup>15</sup> Evidence-centered instruction allows LAB to meet students' needs by giving teachers and tutors the tools they need to help students learn best. LAB uses the highest-quality formative and interim assessment tools to provide a dynamic, validated picture of student growth and skills gaps. Formative assessments are "a process used by teachers and students during instruction that provides feedback to adjust ongoing teaching and learning."<sup>16</sup> Amplifying the daily "Exit Ticket" mini-assessment, LAB's learning management systems will provide students, teachers, tutors, and parents with actionable feedback about students' persistence and skills mastery.

### **Next generation learning and assessment:**

Informed by data and real-time diagnostic assessments, master teachers use the 360Lab to interact with students in small group tutoring scenarios while using digital resources. LAB will use adaptive courseware to deliver progressive digital challenges, continuously tailoring modules to fit students'

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<sup>13</sup> IES. (2007). Organizing instruction and study to improve student learning: A practice guide. NCER 2007-2004, U.S. Department of Education. Heppen, J. B., Walters, K., Clements, M., Faria, A., Tobey, C., Sorensen, N., & Culp, K. (2012). *Access to Algebra I: The effects of online mathematics for grade 8 students* (NCEE 2012-4021). Washington, DC: IES.

<sup>14</sup> Whitman, D (2008). *Sweating the Small Stuff*. Fordham Foundation; Carter, S.C. (2000). *No excuses: Lessons from 21 high-performing, high-poverty schools*. Washington, DC: Heritage Foundation; Jerald, C.D. (2001). *Dispelling the myth revisited: Preliminary findings from a nationwide analysis of "high-flying" schools*. Washington, DC: Education Trust; and, Ragland, M.A., Clubine, B., Constable, D., & Smith, P.A. (2002). *Expecting success: A Study of five high-performing high-poverty schools*. Washington, DC: Council of Chief State School Officers.

<sup>15</sup> Using student achievement data to support instructional decision making. NCEE 2009-4067, What Works Clearinghouse.

<sup>16</sup> Wilhoit, 2010. [www.pearsonassessments.com/hai/images/nextgen/Downloads/NextGen\\_Roadmap\\_Final\\_web.pdf](http://www.pearsonassessments.com/hai/images/nextgen/Downloads/NextGen_Roadmap_Final_web.pdf)

needs. Our digital courseware tools integrate into a recommendation engine that searches online depositories of high-quality multimedia and networks of educators to guide teachers and students toward discrete, quality, CCLS-aligned open educational resources (OER) matched to students' learning needs and skill levels. Students use both the LAB game-based adaptive learning courseware and a variety of OER to work at their own pace. As students complete activities, embedded assessments track progress and give real-time feedback and badges to motivate students and give them a sense of ownership. Next generation assessments enable LAB to meet the needs of diverse learners, including ELLs, special education students, and students behind grade level. To meet individual needs, teachers use the results of frequent embedded formative assessments to personalize instruction (e.g., targeting small group instruction to similarly situated students). 360Lab will provide extra practice or intensive intervention for some, while for others it will offer an opportunity to move ahead at their own pace.

**Family partnership:**

At LAB, our students' families are critical to their success and ours and that success can be achieved by developing positive and communicative relationships.<sup>17</sup> All of our families will receive regular communication, both digitally and offline, about their students' academic and behavioral progress using data from formative and summative assessments as benchmarks for discussion. A Parent and Family Association composed of parents/guardians will also serve as a liaison to school leadership. We will ask teachers and tutors to call or visit each student's home at the start of the year and to devote three to five hours per week to family calls.

LAB will be open to all students on the basis of available space, with a preference given to residents of CSD 13.

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<sup>17</sup> Making the Difference: Research and Practice in Community Schools, CCS. (2003). [www.communityschools.org/assets/1/Page/CCSFullReport.pdf](http://www.communityschools.org/assets/1/Page/CCSFullReport.pdf)

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 09, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/d9d06e6e098c86c46>

## 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

	First Name	Last Name
Trustee Name	Hillary	Mcandrews

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: board member
- 

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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

A handwritten signature in black ink, consisting of a stylized first letter followed by a long, sweeping horizontal stroke that ends in a sharp upward hook.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Friday, October 09, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/d8fe4f6e380818d605>

## 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

	First Name	Last Name
Trustee Name	Jayne	Rosefield

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Vice Chair/Vice 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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

A handwritten signature in black ink, consisting of a large, stylized initial 'J' followed by a long, horizontal, wavy line that ends in a small hook.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Sunday, October 18, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/27f5059838a77c4b9c>

## 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

	First Name	Last Name
Trustee Name	Gary	Wood

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the 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

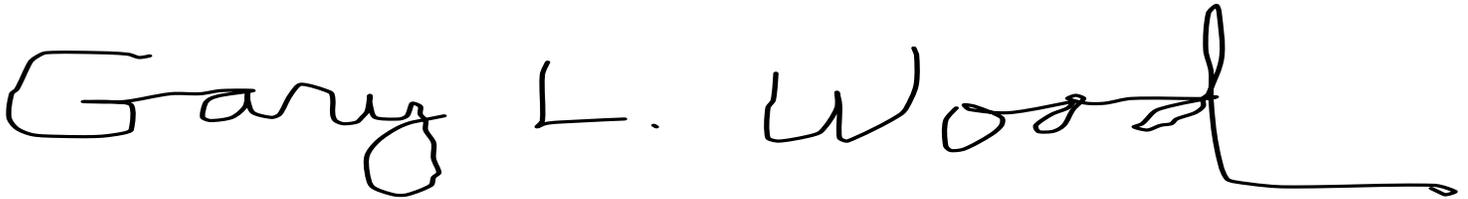
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

A handwritten signature in black ink that reads "Gary L. Wood". The signature is written in a cursive style with a long horizontal tail on the letter "d".

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1a9250612ac84084fa>

## 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

	First Name	Last Name
Trustee Name	Theodore	Quinn

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the 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

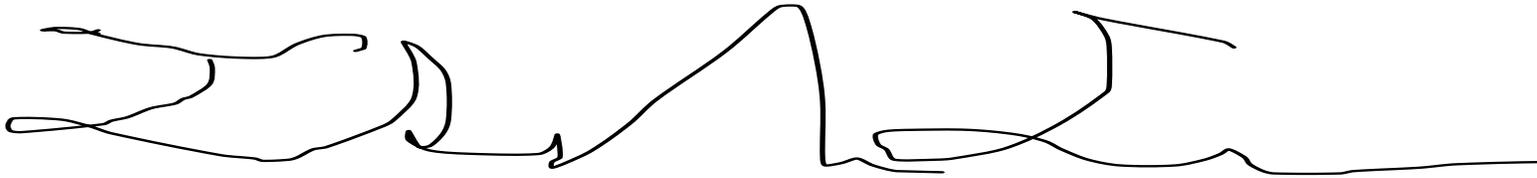
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/2b84552b40d1ec62b>

## 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

	First Name	Last Name
Trustee Name	Adrien	Siegfried

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the 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

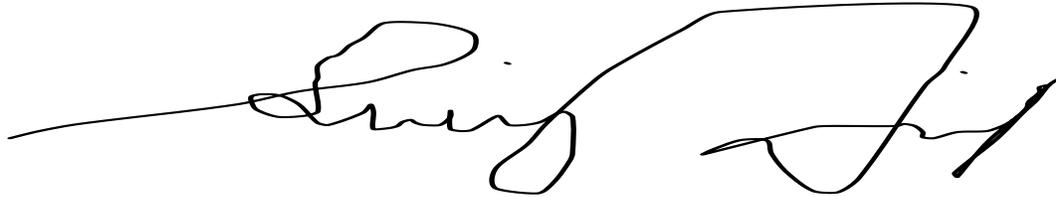
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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



**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/e1ab3fb005bc93449e>

## 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

	First Name	Last Name
Trustee Name	Andrew	Epstein

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*BROOKLYN LABORATORY CS (REGENTS) 331300861063*

8. Select all positions you have held on the 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

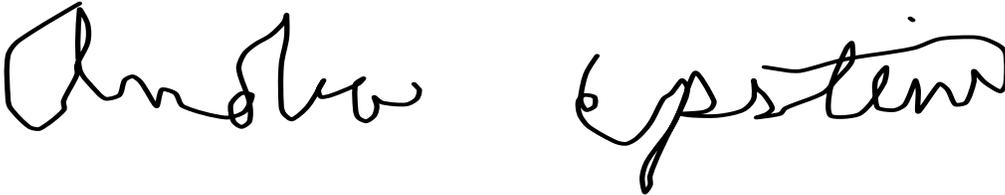
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Two handwritten signatures in cursive script. The first signature is on the left and the second is on the right.

**Thank you.**