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

Created: 07/23/2015
Last updated: 07/29/2015

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 URBAN GARDEN CS (REGENTS) 331300861011

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 15

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	500 19th Street Brooklyn, NY 11215	718-280-9556		info@BUGSbrooklyn.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

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

5. SCHOOL WEB ADDRESS (URL)

www.BUGSbrooklyn.org

6. DATE OF INITIAL CHARTER

2009-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2026-08-01 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.

199

9. GRADES SERVED IN SCHOOL YEAR 2014-15

Check all that apply

Grades Served	6, 7

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.

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)	500 19th street Brooklyn, NY 11215	718-280-9556	CSD 15	6, 7, 8	Yes	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

School Leader	Susan Tenner	718-280-9556	[redacted]	[redacted]
Operational Leader	Christine Kang	718-280-9556	[redacted]	[redacted]
Compliance Contact	Susan Tenner	718-280-9556	[redacted]	[redacted]
Complaint Contact	Susan Tenner	718-280-9556	[redacted]	[redacted]

13. Are the School sites co-located?

(No response)

13a. Please list the terms of your current co-location.

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	TBD	No		No		Yes
Site 2						
Site 3						

Page 3

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).

No

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

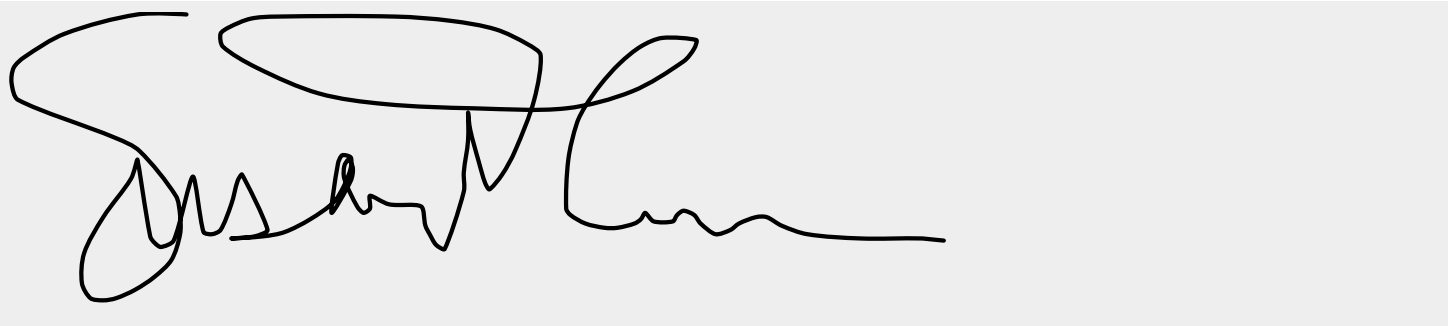
Susan Tenner, Executive Director

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



Signature, President of the Board of Trustees

Thank you.

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

Last updated: 07/23/2015

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

1. NEW YORK STATE REPORT CARD

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

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

http://data.nysed.gov/profile.php?instid=800000071074

Appendix A: Progress Toward Goals

Created: 07/24/2015
Last updated: 07/30/2015

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

1. NEW YORK STATE REPORT CARD

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

http://data.nysed.gov/profile.php?instid=800000071074

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	Student will make an average of 1.5 years progress in reading comprehension.	All students made 1.07 years progress based on STAR reading results from September 2014 baseline to May 2015 end line. Of note, in STAR Reading the number of students who were in the bottom 2 quartiles at baseline was 60, at endline 22 of those students moved to the top two quartiles.	We will implement a comprehensive Response to Intervention program that includes daily programs such as Great Leaps, Wilson Reading System, and Guided Reading.	

Academic Goal 2	Student will make an average of 1.5 years progress in math skills.	All students made 1.18 years progress based on STAR math results from September 2014 baseline to May 2015 end line. The average growth of those students starting the year below grade level was 1.64 years of growth.	We are adding a Integrated Algebra Regents class in 8th grade to ensure that students performing above grade level at baseline continue to make significant progress.	
Academic Goal 3	Student proficiency on the NYS ELA standards will improve by at least 5%.	Currently pending results from the State.		
Academic Goal 4	Student proficiency on the NYS Math standards will improve by at least 5%.	Currently pending results from the State.		
Academic Goal 5	Students will increase average score on the Social Studies Document Based questions from 6% to 50%.	27.75% of all students scored in their grade range (6.0 or above for 6th grade and 7.0 or above for 7th grade). If we also consider students scoring close to grade level at endline (5.5 for 6th grade & 6.5 for 7th grade) the percentage on-track rises to 52.4.%.	We will begin a school-wide initiative to guide teachers in analyzing student writing in interdisciplinary teams against grade-level exemplars. This study will lead to coherent strategies for increasing student use of academic vocabulary and critical thinking across content areas.	
Academic Goal 6	Students will increase performance on Science Lab writing tasks to average of 85% from 74%.	83% of students ended with a score of 2.5 or higher on a 4 point rubric.		
Academic Goal 7				
Academic Goal 8				

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

Page 2

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

Org Goal 1	Ensure students have a high attendance rate to increase levels of engagement and academic performance.	Achieve 90% student attendance rate.	We achieved 95% student attendance this year, ensuring students were present for higher levels of engagement and academic performance.	
Org Goal 2	Ensure organizational sustainability and positive school culture by retaining students from year to year.	85% of students enrolled on the last day of school June 2014 will return to BUGS for the 2015-16 school year.	We have not entered the new school year yet, but our end-of-year confirmation forms from families show that over 85% of our students are expected to return next year. Strong family engagement and communication have contributed to student retention. Events include: student led conferences each trimester, monthly open classrooms events, trimester celebrations, curriculum night and subject area conferences each trimester. 98% of families surveyed by BUGS are pleased with the response they get when they contact the school, 93% would recommend BUGS to another parent, and 93% think BUGS is heading in the right direction. 100% of BUGS faculty surveyed were satisfied with BUGS employment which also adds to family positive experience and retention.	
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

No

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	Operate the school with financial sustainability and responsibility.	An audit free of materials misstatements.	Due to strong financial oversight by staff and the Board, our first audit last year was successful. Our audit for the 2014-15 SY is currently in process and will be completed by the November 1, 2015 submission deadline.	
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/23/2015
Last updated: 07/24/2015

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

B. Financial Information

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

1. Total Expenditures Per Child

To calculate **'Total Expenditures per Child'** take total expenditures (from the unaudited 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	3378626
Line 2: Year End Per Pupil Count	199
Line 3: Divide Line 1 by Line 2	737771

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)	314930
Line 2: Management and General Cost (Column)	422841
Line 3: Sum of Line 1 and Line 2	737771
Line 4: Year End Per Pupil Count	199
Line 5: Divide Line 3 by the Year End Per Pupil Count	3707

Thank you.

Financial A

School Name:
Date:
School Fiscal Contact Name: **School Fiscal Contact Email:** **School Fiscal Contact Phone:** **District of Location:** **Authorizer:** **Years of Operation:** **Facility:** **Grades Currently Served:** **Planned Grades at Full Capacity:** **Enrollment:** **Max Enrollment:** **Year of Most Recent Data** **School Fiscal Contact Phone:**
School Audit Firm Name: **School Audit Contact Name:** **School Audit Contact Email:** **School Audit Contact Phone:**
Latest Audit Period (through June 30):
Do Not Use this Box

Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Brooklyn Urban Garden Charter School

July 31, 2015

Susan Tenner
[redacted]
CSD 15
NYSED
2
Private
6 & 7
6-8
199
300
2015
718-280-9556

Loeb & Troper
Monica Fraczek
MFraczek@loebandtroper.com
212-867-4000

2015

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2015	2014
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	$1,019,506	$389,084
Grants and contracts receivable	-	-
Accounts receivables	4,210	7,758
Inventory	-	-
Prepaid Expenses	-	1,495
Contributions and other receivables	-	-
Other	79,167	45,000
TOTAL CURRENT ASSETS	$1,102,883	$443,337
OTHER ASSETS		
Investments	$-	$-
Property, Plant and Equipment, Net	274,617	274,617
Restricted Cash	50,046	25,010
OTHER ASSETS	$324,663	$299,627
TOTAL ASSETS	$1,427,546	$742,964
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	$60,648	$40,633
Accrued payroll and benefits	222,879	133,156
Refundable Advances	42,083	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	$325,610	$173,789
LONG-TERM DEBT, net current maturities	$-	$-
TOTAL LIABILITIES	$325,610	$173,789
NET ASSETS		
Unrestricted	$569,751	$530,013
Temporarily restricted	532,185	39,162
TOTAL NET ASSETS	$1,101,936	$569,175
TOTAL LIABILITIES AND NET ASSETS	$1,427,546	$742,964
Check	-	0

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	3,249,080	$-	$3,249,080	$2,190,225
Federal - Title and IDEA	82,625	-	82,625	79,581
Federal - Other	99,368	-	99,368	130,018
State and City Grants	360,000	-	360,000	-
Contributions and private grants	-	-	-	78,895
After school revenue	-	-	-	
Other	10,742	-	10,742	85,695
Food Service/Child Nutrition Program	41,071	-	41,071	15,428
TOTAL REVENUE, GAINS AND OTHER SUPPORT	$3,842,886	$-	$3,842,886	$2,579,842
EXPENSES				
Program Services				
Regular Education	$1,692,627	$-	$1,692,627	$1,503,797
Special Education	901,998	-	901,998	431,614
Other Programs	-	-	-	-
Total Program Services	$2,594,625	$-	$2,594,625	$1,935,411
Supporting Services				
Management and general	$773,397	$-	$773,397	$273,402
Fundraising	-	-	-	1,655
TOTAL OPERATING EXPENSES	$3,368,022	$-	$3,368,022	$2,210,468
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	$474,864	$-	$474,864	$369,374
Contributions				
Foundations	$-	$21,000	$21,000	$-
Individuals	36,158	-	36,158	40,189
Corporations	10,000	-	10,000	38,356
Fundraising	731	-	731	350
Interest income	36	-	36	10
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	$46,925	$21,000	$67,925	$78,905
CHANGE IN NET ASSETS	$521,789	$21,000	$542,789	$448,279
NET ASSETS BEGINNING OF YEAR	$-	$-	$-	$120,896
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	$521,789	$21,000	$542,789	$569,175

BROOKLYN URBAN GARDEN CHARTER SCHOOL

FINANCIAL STATEMENTS AND AUDITOR'S REPORTS

JUNE 30, 2015 AND 2014

BROOKLYN URBAN GARDEN CHARTER SCHOOL

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A - Balance Sheet

B - Statement of Activities

C - Statement of Cash Flows

Notes to Financial Statements

Schedule

1 - Schedule of Functional Expenses

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

LOEB & TROPER LLP

Independent Auditor's Report on Financial Statements and Supplementary Information

Board of Trustees
Brooklyn Urban Garden Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Brooklyn Urban Garden Charter School (BUGS), which comprise the balance sheet as of June 30, 2015 and 2014, and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of BUGS as of June 30, 2015 and 2014, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matter

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 14, 2015 on our consideration of BUGS's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brooklyn Urban Garden Charter School's internal control over financial reporting and compliance.

Loeb & Troper

October 14, 2015

EXHIBIT A

BROOKLYN URBAN GARDEN CHARTER SCHOOL

BALANCE SHEET

JUNE 30, 2015 AND 2014

	2015	2014
ASSETS		
Current assets		
Cash	$ 1,019,506	$ 389,084
Grants and contracts receivable	5,560	7,758
Security deposits	79,167	45,000
Prepaid expenses	40,650	1,495
Total current assets	1,144,883	443,337
Cash - reserve (Note 2)	50,046	25,010
Fixed assets - net (Note 3)	271,475	274,617
Total assets	$ 1,466,404	$ 742,964
LIABILITIES AND NET ASSETS		
Accounts payable and accrued expenses	$ 63,235	$ 40,633
Accrued salaries and related liabilities	238,079	133,156
Grant advances	61,083	
Deferred rent (Note 4)	21,669	
Total liabilities	384,066	173,789
Net assets (Exhibit B)		
Unrestricted	1,054,251	530,013
Temporarily restricted (Note 5)	28,087	39,162
Total net assets	1,082,338	569,175
Total liabilities and net assets	$ 1,466,404	$ 742,964

See independent auditor's report.

The accompanying notes are an integral part of these statements.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

EXHIBIT B

STATEMENT OF ACTIVITIES

YEARS ENDED JUNE 30, 2015 AND 2014

	2015			2014		
	Unrestricted	Temporarily Restricted	Total	Unrestricted	Temporarily Restricted	Total
Operating revenues and other support						
State and local per-pupil operating revenues	$ 3,273,536		$ 3,273,536	$ 1,983,697		$ 1,983,697
Government grants and contracts	499,887		499,887	398,606		398,606
Auxiliary program revenues	40,071		40,071	32,949		32,949
Contributions	51,813	$ 27,818	79,631	15,129	$ 63,766	78,895
Contributed services	38,965		38,965	164,490		164,490
Interest income	36		36	10		10
Net assets released from restrictions (Note 5)	38,893	(38,893)		74,604	(74,604)	
Total operating revenues	3,943,201	(11,075)	3,932,126	2,669,485	(10,838)	2,658,647
Expenses (Schedule 1)						
Program services						
Education	2,000,092		2,000,092	1,503,797		1,503,797
Special education	629,150		629,150	431,614		431,614
Total program services	2,629,242		2,629,242	1,935,411		1,935,411
Supporting services						
Management and general	757,494		757,494	273,404		273,404
Fund raising	32,227		32,227	1,655		1,655
Total supporting services	789,721		789,721	275,059		275,059
Total expenses	3,418,963		3,418,963	2,210,470		2,210,470
Change in net assets (Exhibit C)	524,238	(11,075)	513,163	459,015	(10,838)	448,177
Net assets - beginning of year	530,013	39,162	569,175	70,998	50,000	120,998
Net assets - end of year (Exhibit A)	$ 1,054,251	$ 28,087	$ 1,082,338	$ 530,013	$ 39,162	$ 569,175

See independent auditor's report.

The accompanying notes are an integral part of these statements.

EXHIBIT C

BROOKLYN URBAN GARDEN CHARTER SCHOOL

STATEMENT OF CASH FLOWS

YEARS ENDED JUNE 30, 2015 AND 2014

	2015	2014
Cash flows from operating activities		
Change in net assets (Exhibit B)	$ 513,163	$ 448,177
Adjustments to reconcile change in net assets to net cash provided by operating activities		
Depreciation and amortization	190,244	81,371
Decrease (increase) in assets		
Grants and contracts receivable	2,198	(7,758)
Security deposits	(34,167)	(45,000)
Prepaid expenses	(39,155)	(1,495)
Increase (decrease) in liabilities		
Accounts payable and accrued expenses	22,602	(24,584)
Accrued salaries and related liabilities	104,923	133,156
Grant advances	61,083	(25,000)
Deferred rent	21,669	
Net cash provided by operating activities	842,560	558,867
Cash flows from investing activities		
Fixed asset acquisitions	(187,102)	(272,037)
Change in cash - reserve	(25,036)	(25,010)
Net cash used by investing activities	(212,138)	(297,047)
Net change in cash	630,422	261,820
Cash - beginning of year	389,084	127,264
Cash - end of year	$ 1,019,506	$ 389,084

See independent auditor's report.

The accompanying notes are an integral part of these statements.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015 AND 2014

NOTE 1 - NATURE OF ORGANIZATION

Brooklyn Urban Garden Charter School (BUGS) is an educational corporation that operates as a charter school in Brooklyn, New York. On September 13, 2011, the Board of Regents and the Board of Trustees of the University of the State of New York, for and on behalf of the State Education Department, granted BUGS a charter valid for a term of 5 years and renewable upon expiration. The School was granted a charter for grades 6-8.

BUGS was organized to increase learning opportunities for students through innovative educational programs and to enable parents to be more involved in their children's education. During school year 2014-2015, BUGS operated classes for 128 students in grade 7 and 91 in grade 6. During school year 2013-2014, BUGS operated classes for 131 students in grade 6.

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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

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

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

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

-continued-

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

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

Operating leases - Operating lease payments are charged to rental expense. Operating lease expense has been recorded on the straight-line basis over the life of the lease. Deferred rent, when material, is recorded for the difference between the fixed payment and the rent expense.

Allowance for doubtful accounts - Bad debt expense is charged if a receivable is determined to be uncollectible based on periodic review by management. Factors used to determine whether an allowance should be recorded include the age of the receivable and a review of payments subsequent to year end. Management has determined that no allowance is necessary as of June 30, 2015 and 2014.

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

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

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015 AND 2014

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

Subsequent events - Subsequent events have been evaluated through October 14, 2015, which is the date the financial statements were available to be issued.

NOTE 3 - FIXED ASSETS

	2015	2014	Useful Lives
Furniture and fixtures	$ 42,118	$ 28,363	3-5 years
Equipment	221,562	154,208	3-5 years
Leasehold improvements	256,910	173,417	2 years
Construction in progress	22,500		
	543,090	355,988	
Accumulated depreciation and amortization	(271,615)	(81,371)	
	$ 271,475	$ 274,617	

NOTE 4 - OCCUPANCY

During the period June 4, 2013 - August 30, 2014, BUGS subleased its school's facility under a 5 year sublease agreement with the Bishop Ford Central Catholic High School. Bishop Ford Central Catholic High School ceased to operate as a school in June 2014. As a result, the rights relating to the tenant (Bishop Ford) were transferred to the landlord, the Brooklyn Diocese. Effective September 2014, the Brooklyn Diocese exercised its right not to continue the lease that was in effect with BUGS. For the period September 1, 2014 through June 30, 2015, BUGS and the Brooklyn Diocese negotiated a lease agreement. This agreement included a rent credit of approximately $43,000 for renovations, which is being amortized over the life of the lease. Deferred rent as of June 30, 2015 was $21,669.

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015 AND 2014

NOTE 4 - OCCUPANCY (continued)

Rent expense for the years ended June 30, 2015 and 2014 was $386,664 and $137,089, respectively.

BUGS is currently renting space from the Brooklyn Diocese on a month-to-month basis and is in the process of negotiating a multi-year lease.

NOTE 5 - TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets are available for the following purposes:

	2015	2014
Food Program	$ 24,832	$ 39,162
Enrichment	3,255	
	$ 28,087	$ 39,162

During 2015 and 2014, net assets were released from donor restrictions by incurring expenses satisfying the following restricted purposes:

	2015	2014
Food Program	$ 14,330	$ 44,323
Gardening Program		15,281
Prospect Hill - Administrative Assistant		15,000
Enrichment	9,563	
Field Study	15,000	
	$ 38,893	$ 74,604

NOTE 6 - IN-KIND CONTRIBUTIONS

BUGS received in-kind contributed legal services of $38,965 and $164,490 in 2015 and 2014, respectively.

-continued-

NOTE 7 - CONTINGENCIES AND CONCENTRATIONS

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

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

Financial instruments which potentially subject BUGS to a concentration of credit risk are cash accounts with financial institutions in excess of FDIC insurance limits.

NOTE 8 - PENSION

All employees age 21 or older are eligible to participate in the ADP TotalSource Retirement Savings Plan. Pension expense in 2015 and 2014 was $14,032 and $34,656, respectively.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

SCHEDULE 1

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2015
(With Summarized Financial Information for the Year Ended June 30, 2014)

	No. of Positions	Program Services			Supporting Services			Total	
		Education	Special Education	Total	Management and General	Fund Raising	Total	2015	2014
Personnel service costs									
Administrative staff personnel	7	$ 146,374	$ 45,790	$ 192,164	$ 350,690	$ 14,535	$ 365,225	$ 557,389	$ 374,592
Instructional personnel	22	932,208	291,626	1,223,834				1,223,834	680,397
Non-instructional personnel	2	59,257	18,538	77,795	16,948		16,948	94,743	49,066
Total salaries		1,137,839	355,954	1,493,793	367,638	14,535	382,173	1,875,966	1,104,055
Payroll taxes and employee benefits		182,562	57,112	239,674	58,986	2,332	61,318	300,992	199,199
Occupancy (Note 4)		234,525	73,368	307,893	75,775	2,996	78,771	386,664	137,089
Supplies and equipment		11,078	3,466	14,544	2,440		2,440	16,984	13,308
Repairs and maintenance		3,330	1,042	4,372	1,128		1,128	5,500	8,791
Professional fees (Note 6)		152,085	51,027	203,112	177,880	5,660	183,540	386,652	461,885
Classroom supplies and textbooks		44,015	13,770	57,785				57,785	67,051
Insurance		20,372	6,373	26,745	6,583	260	6,843	33,588	26,512
Student and staff recruitment		18,986	5,939	24,925				24,925	18,282
Telephone		37,962	11,878	49,840	12,263	485	12,748	62,588	25,377
Student field trips		10,731	3,357	14,088				14,088	17,764
Food services		2,666	834	3,500	896		896	4,396	5,155
Board and staff development		28,551	8,932	37,483	15,523	365	15,888	53,371	41,408
Depreciation and amortization		115,390	36,098	151,488	37,282	1,474	38,756	190,244	81,371
Miscellaneous expenses					1,100	4,120	5,220	5,220	3,223
Total expenses (Exhibit B)		$ 2,000,092	$ 629,150	$ 2,629,242	$ 757,494	$ 32,227	$ 789,721	$ 3,418,963	$ 2,210,470

See independent auditor's report.

LOEB & TROPER LLP

Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

Independent Auditor's Report

Board of Trustees
Brooklyn Urban Garden Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Urban Garden Charter School, which comprise the balance sheet as of June 30, 2015 and 2014, and the related statements of activities, and cash flows for the years then ended, and the related notes to the financial statements, and have issued our report thereon dated October 14, 2015.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Loeb & Troper

October 14, 2015

BROOKLYN URBAN GARDEN CHARTER SCHOOL

MANAGEMENT LETTER

JUNE 30, 2015

LOEB & TROPER LLP

LOEB & TROPER LLP

Board of Trustees
Brooklyn Urban Garden Charter School

In planning and performing our audit of the financial statements of Brooklyn Urban Garden Charter School (BUGS) as of and for the year ended June 30, 2015 in accordance with auditing standards generally accepted in the United States of America, we considered BUGS' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of BUGS' internal control. Accordingly, we do not express an opinion on the effectiveness of BUGS' internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We would like to make the following observations and recommendations for consideration by management.

Independent Contractors

BUGS currently issues 1099's to employees for work performed in the summer. The IRS has specific guidelines that distinguish an employee from an independent contractor. We recommend that BUGS review IRS regulations in order to determine if current employees are also entitled to receive a 1099 for work performed in the summer.

Bidding Procedures

BUGS has a fixed asset purchase policy that requires them to obtain bids for major acquisitions above a certain threshold. During 2015, BUGS did not obtain bids for the current year construction activity. We recommend that BUGS follows their purchase policy for all large acquisitions.

Journal Entries

BUGS' accounting manual has a policy requiring all non-recurring journal entries to be approved either by the Director of Finance or Executive Director. Currently, there is no documentation of this review process taking place. We recommend that each non-recurring journal entry and supporting documentation is reviewed by someone other than the preparer, and that the review is documented via sign-off by the reviewer.

Positive Pay

In light of checks and bank accounts being susceptible to fraud, we recommend that BUGS consider obtaining Positive Pay from its financial institution. Positive Pay is a service offered by most banks that matches the account number, check number and dollar amount of each check presented for payment against a list of checks previously authorized and issued by the company.

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

Loeb & Troper LLP

October 14, 2015

Budget & Cash Flow

Brooklyn Urban Garden Charter School

Contact Name:	Susan Tenner
Contact Email:	[redacted]
Contact Phone:	
Operational Year 3:	July 1, 2015 to June 30, 2016

Brooklyn Urban Garden Charter School
PROJECTED BUDGET / OPERATING PLAN FOR YEAR ONE
July 1, 2015 to June 30, 2016

Total Revenue	**3,989,705**	**1,298,694**	**-**	**-**	**-**	**5,288,399**
Total Expenses	**3,219,765**	**1,231,113**	**-**	**-**	**852,104**	**5,302,982**
Net Income	**769,940**	**67,581**	**-**	**-**	**(852,104)**	**(14,583)**
Actual Student Enrollment	**230**	**42**				**272**
Total Paid Student Enrollment	**230**	**42**				**272**

		PROGRAM SERVICES			SUPPORT SERVICES		
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
REVENUE							
REVENUES FROM STATE SOURCES							
Per Pupil Revenue	**CY** Per Pupil Rate						
Brooklyn Urban Garden Charter School District 15: School	13,877	3,191,710	582,834	-	-	-	3,774,544
School District - ALL OTHER	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)		3,191,710	582,834	-	-	-	3,774,544
Special Education Revenue		-	685,860	-	-	-	685,860
Grants							
Stimulus		61,200	-	-	-	-	61,200
DYCD (Department of Youth and Community Developmt.)		-	-	-	-	-	-
Other		500,000	-	-	-	-	500,000
Other		-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES		3,752,910	1,268,694	-	-	-	5,021,604
REVENUE FROM FEDERAL FUNDING							
IDEA Special Needs		-	30,000	-	-	-	30,000
Title I		60,000	-	-	-	-	60,000
Title Funding - Other		6,000	-	-		-	6,000
School Food Service (Free Lunch)		37,180		-	-	-	37,180
Grants							
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-
Other				-	-	-	-
Other		-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		103,180	30,000	-	-	-	133,180
LOCAL and OTHER REVENUE							
Contributions and Donations		100,000	-	-	-	-	100,000
Fundraising		-	-	-	-	-	-
Erate Reimbursement		15,000	-	-	-	-	15,000
Earnings on Investments		25	-	-	-	-	25
Interest Income			-	-	-	-	-
Food Service (Income from meals)		18,590		-	-	-	18,590
Text Book		-	-	-	-	-	-

OTHER		-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		133,615	-	-	-	-	133,615
TOTAL REVENUE		**3,989,705**	**1,298,694**	-	-	-	**5,288,399**
EXPENSES							
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions						
Executive Management	1.00	18,750	9,375	-	-	65,625	93,750
Instructional Management	3.00	277,398	48,953	-	-	-	326,350
Deans, Directors & Coordinators	3.00	162,961	28,758	-	-	-	191,719
CFO / Director of Finance	-	-	-	-	-	-	-
Operation / Business Manager	2.00	-		-	-	188,040	188,040
Administrative Staff	3.00	8,300	-	-	-	74,700	83,000
TOTAL ADMINISTRATIVE STAFF	12.00	467,409	87,085	-	-	328,365	882,859
INSTRUCTIONAL PERSONNEL COSTS							
Teachers - Regular	12.00	604,016	106,591	-	-	-	710,607
Teachers - SPED	8.00		485,050	-	-	-	485,050
Substitute Teachers	-			-	-	-	-
Aspiring Teachers	-	-	-	-	-	-	-
Specialty Teachers	4.00	373,402	65,894	-	-	-	439,296
Aides	3.00	58,565	10,335	-	-	-	68,900
Therapists & Counselors	2.00	65,900	65,900	-	-	-	131,800
Other	-	50,000	-	-	-	-	50,000
TOTAL INSTRUCTIONAL	29.00	1,151,883	733,770	-	-	-	1,885,653
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-
Custodian	-	-	-	-	-	-	-
Security	-		-	-	-	-	-
Other	3.00	92,000	23,000	-	-	-	115,000
TOTAL NON-INSTRUCTIONAL	3.00	92,000	23,000	-	-	-	115,000
SUBTOTAL PERSONNEL SERVICE COSTS	44.00	1,711,291	843,856	-	-	328,365	2,883,512
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		154,016	75,947	-	-	29,553	259,516
Fringe / Employee Benefits		145,909	72,954	-	-	24,318	243,181
Retirement / Pension		51,339	25,316	-	-	9,851	86,505
TOTAL PAYROLL TAXES AND BENEFITS		351,264	174,217	-	-	63,722	589,202
TOTAL PERSONNEL SERVICE COSTS	44.00	2,062,555	1,018,073	-	-	392,087	3,472,714
CONTRACTED SERVICES							
Accounting / Audit			-	-	-	90,000	90,000

Legal		-	-	-	10,000	10,000
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	63,206	11,154		-	-	74,360
Payroll Services	57,000	19,000	-	-	19,000	95,000
Special Ed Services		10,000	-	-	-	10,000
Titlement Services (i.e. Title I)	11,085	1,956	-	-	-	13,041
Technology Services and Consulting	72,572	12,807	-	-	-	85,379
Educational Consultants	31,450	5,550	-	-	-	37,000
Other Services	49,734	8,289	-	-	24,867	82,890
TOTAL CONTRACTED SERVICES	285,047	68,756	-	-	143,867	497,670
SCHOOL OPERATIONS						
Board Expenses	-	-	-	-	7,500	7,500
Classroom / Teaching Supplies & Materials	34,000	6,000	-	-	-	40,000
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	8,500	1,500	-	-	-	10,000
Supplies & Materials other	-	-	-	-	-	-
Equipment:Purchased	29,219	5,156	-	-	-	34,375
Equipment:Leased	-	-	-	-	-	-
Furniture	-	-				-
Telephone	-	-	-	-	-	-
Technology	143,815	25,379	-	-	-	169,194
Student Testing & Assessment	8,500	1,500	-	-	-	10,000
Field Trips	3,400	600	-	-	-	4,000
Recreation	-	-				-
Senior Activities	-	-	-	-	-	-
Medical Supplies	-	-	-	-	-	-
General Supplies	6,757	1,192	-		-	7,949
Staff Development	38,250	6,750	-	-	-	45,000
Staff Recruitment	8,500	1,500	-	-	-	10,000
Student Recruitment / Marketing	7,650	1,350	-	-	-	9,000
School Meals / Lunch	4,250	750	-	-	-	5,000
Travel (Staff)	4,250	750	-	-	-	5,000
Conference Fees and food	-					-
Fundraising	2,125	375	-	-	-	2,500
Other	16,048	2,832	-	-	-	18,880
TOTAL SCHOOL OPERATIONS	315,263	55,635	-	-	7,500	378,398
FACILITY OPERATION & MAINTENANCE						
Insurance	-	-	-	-	42,700	42,700
Janitorial	18,000	3,000	-	-	9,000	30,000
Building and Land Rent / Lease	420,000	70,000	-	-	210,000	700,000
Repairs & Maintenance	45,300	7,550	-	-	22,650	75,500

Equipment / Furniture	24,000	4,000	-	-	12,000	40,000
Security	3,000	500	-	-	1,500	5,000
Utilities	21,600	3,600	-	-	10,800	36,000
TOTAL FACILITY OPERATION & MAINTENANCE	531,900	88,650	-	-	308,650	929,200
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000	-	-	-	-	25,000
TOTAL EXPENSES	**3,219,765**	**1,231,113**	**-**	**-**	**852,104**	**5,302,982**
NET INCOME	**769,940**	**67,581**	**-**	**-**	**(852,104)**	**(14,583)**

ENROLLMENT - *School Districts Are Linked To Above Entries*					
Brooklyn Urban Garden Charter School District 15: School	230	42	-		272
School District - ALL OTHER	-	-	-		-
TOTAL ENROLLMENT	**230**	**42**	**-**		**272**
REVENUE PER PUPIL	**17,347**	**30,921**	**-**		**19,443**
EXPENSES PER PUPIL	**13,999**	**29,312**	**-**		**19,496**

DESCRIPTION OF ASSUMPTIONS	
The school is budgeting 272 students	Number of Sections - 10 Class Size: approx 28 students
SY 15-16 is based on 14 students at 20-60% and 28 at >60%. FY14-15 was 230 students	
Based on 225 per student as a one time state grant	
Facility Funding	
Based on actual for FY14-15	
Based on actual for FY14-15	
Based on actual for FY14-15	
State/ Reimbursed funds for FRP meal: assumed 50% of total Navin cost projected	
General fundraising goal for board, staff, PTA events, donations, ect.	
Based on actual for FY14-15	
Based on actual for FY14-15	
Estimated family contributions from paying families	

Executive Director

Principal & 2 Assiss. Principals

Inclusion coordinator, ELL coordinator, & Dean of Students

Director of Operations & Operations Manager

Academic program coordinator & receptionist

2 Science, 4 math, 1 Social Studies, 5 ELA

8 Special Ed teachers

Learning Specialist, 2 Language Teachers, 1 Art Teacher, 1 PE Teacher, 2 Enrichment teachers, 1 Learning Lab/Intervention teacher, 1 certified teaching assisstant

3 aides

2 Therapist/Counselors

Additional role stipends $20K & Additional extra section teachers $30K

Outreach/Devel. Coordinator, Facilities Assoc., & Family Coordinator

Assumes a 9% payroll tax cost

Assumes an 8% benefit rate

Assumes a 3% rate for pension costs

$65K for outsourced Director of Finance & Accounting & $25K for audit

Anticipating lease negotiation assisstance plus other

10% increase from food vendor (Navin) and 305 increase in participation

Standard cost of payroll services, increase based on increase in staffing

SpEd Collab plus other services

Erate & Title services & operations support

IT Support & Network

Leadership support, Development Consultant, & The Cloud

Architect/Facilty Other (Corina), Enrichment services, Afterschool program, Outreach, Agency Temp hired aides, and subs from Elite

iXL accounts and ipad Apps (audio books for struggling readers)
$5,000 teacher-ordered for classroom setup, $5000 teacher's choice ($250 for 20 staff)

This is in addition to NYSTL funds (which are in kind)

Need to purchase new desks

All hardware: laptops, iPads, printers, projectors, switches/WAPs, etc.
All software: TeacherEase, TalentEd, TeachBoost, STAR, etc.

Office expense

Fingerprinting and job postings

Special Events food

Travel/Lodging to Conferences

Gardening Supplies & Transportation (Student) Metrocards

Based on FY 14-15 & current discussion with the broker

Estimate depends on negotiations

Based on FY 14-15 & current discussion with the landlord

Facilities renovations

Bell & other systems upgrades
Depends on negotiations w/ Diocese
$3K per month based on FY 14-15

Brooklyn Urban Garden Charter School
PROJECTED CASH FLOW FOR YEAR ONE OF OPERATIONS
July 1, 2015 to June 30, 2016

Total Revenue	810,253	61,852	815,830	67,429	815,830	67,429	815,830	67,429	815,830	67,429	815,830
Total Expenses	310,806	268,106	472,407	472,407	472,407	472,407	472,407	472,407	472,407	472,407	472,407
Net Income	499,447	(206,254)	343,423	(404,978)	343,423	(404,978)	343,423	(404,978)	343,423	(404,978)	343,423
Cash Flow Adjustments	(185,833)	(110,833)	(10,833)	(10,833)	(10,833)	(10,833)	(10,833)	(10,833)	(10,833)	(10,833)	(10,833)
Beginning Cash Balance	1,019,506		-	-	-	-	-	-	-	-	-
Net Income	1,333,120	(317,087)	332,589	(415,811)	332,589	(415,811)	332,589	(415,811)	332,589	(415,811)	332,589
Monthly Carry Over		1,016,033	1,348,622	932,811	1,265,400	849,589	1,182,178	766,367	1,098,956	683,145	1,015,734
	July	**August**	**September**	**October**	**November**	**December**	**January**	**February**	**March**	**April**	**May**

REVENUE

*** Total Column (Column U) for all lines other than Cash Flow Adjustments should equal the Total Column (Column N) on tab '4.) Year Budget &**

REVENUES FROM STATE SOURCES

	CY Per Pupil Rate											
Per Pupil Revenue												
School District 15: Brooklyn Urban Garden Charter School	13,527	629,090.67	-	629,090.67	-	629,090.67	-	629,090.67	-	629,090.67		629,090.67
School District - ALL OTHER	-	-	-	-	-	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Average Districts	-	629,091	-	629,091	-	629,091	-	629,091	-	629,091	-	629,091
Special Education Revenue		114,310.00	-	114,310	-	114,310	-	114,310	-	114,310	-	114,310
Grants												
Stimulus		5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100	5,100
DYCD (Department of Youth and Community Developmt.)		-	-									
Other		41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667	41,667
Other		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES		790,167	46,767	790,167	46,767	790,167	46,767	790,167	46,767	790,167	46,767	790,167

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs		5,000.00		5,000		5,000		5,000		5,000		5,000
Title I		5,000.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
Title Funding - Other		500.00	500	500	500	500	500	500	500	500	500	500
School Food Service (Free Lunch)				3,718.00	3,718	3,718	3,718	3,718	3,718	3,718	3,718	3,718
Grants												
Charter School Program (CSP) Planning & Implementation			-		-		-		-		-	
Other		-	-	-	-	-	-	-	-	-	-	-
Other		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		10,500	5,500	14,218	9,218	14,218	9,218	14,218	9,218	14,218	9,218	14,218

LOCAL and OTHER REVENUE

Contributions and Donations		8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333
Fundraising		-	-	-	-	-	-	-	-	-	-	-
Erate Reimbursement		1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250
Earnings on Investments		-	-	-	-	-	-	-	-	-	-	-
Interest Income		2	2	2	2	2	2	2	2	2	2	2
Food Service (Income from meals)			-	1,859.00	1,859	1,859	1,859	1,859	1,859	1,859	1,859	1,859
Text Book		-	-	-	-	-	-	-	-	-	-	-
OTHER		-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		9,585	9,585	11,444	11,444	11,444	11,444	11,444	11,444	11,444	11,444	11,444
TOTAL REVENUE		**810,253**	**61,852**	**815,830**	**67,429**	**815,830**	**67,429**	**815,830**	**67,429**	**815,830**	**67,429**	**815,830**

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL CC	No. of Positions											
Executive Management	1.00	7,813	7,813	7,813	7,813	7,813	7,813	7,813	7,813	7,813	7,813	7,813
Instructional Management	3.00	27,196	27,196	27,196	27,196	27,196	27,196	27,196	27,196	27,196	27,196	27,196
Deans, Directors & Coordinators	3.00	15,977	15,977	15,977	15,977	15,977	15,977	15,977	15,977	15,977	15,977	15,977
CFO / Director of Finance	-	-										

Operation / Business Manager	2.00	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670	15,670
Administrative Staff	3.00	6,916.67	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917	6,917
TOTAL ADMINISTRATIVE STAFF	12.00	73,572	73,572	73,572	73,572	73,572	73,572	73,572	73,572	73,572	73,572	73,572
INSTRUCTIONAL PERSONNEL COSTS												
Teachers - Regular	12.00			71,061	71,061	71,061	71,061	71,061	71,061	71,061	71,061	71,061
Teachers - SPED	8.00		-	48,505	48,505	48,505	48,505	48,505	48,505	48,505	48,505	48,505
Substitute Teachers	-	-	-	-	-	-	-	-	-	-	-	-
Aspiring Teachers	-	-	-	-	-	-	-	-	-	-	-	-
Specialty Teachers	4.00	-	-	43,930	43,930	43,930	43,930	43,930	43,930	43,930	43,930	43,930
Aides	3.00	-	-	6,890	6,890	6,890	6,890	6,890	6,890	6,890	6,890	6,890
Therapists & Counselors	2.00	-	-	13,180	13,180	13,180	13,180	13,180	13,180	13,180	13,180	13,180
Other	-	-	-	5,000.00	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000
TOTAL INSTRUCTIONAL	29.00	-	-	188,565	188,565	188,565	188,565	188,565	188,565	188,565	188,565	188,565
NON-INSTRUCTIONAL PERSONNEL COSTS												
Nurse	-	-	-	-	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-	-	-	-	-
Custodian			-	-	-	-	-	-	-	-	-	-
Security	-	-	-		-	-	-	-	-	-	-	-
Other	3.00	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583
TOTAL NON-INSTRUCTIONAL	3.00	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583	9,583
SUBTOTAL PERSONNEL SERVICE COSTS	44.00	83,155	83,155	271,720	271,720	271,720	271,720	271,720	271,720	271,720	271,720	271,720
PAYROLL TAXES AND BENEFITS												
Payroll Taxes		21,626	21,626	21,626	21,626	21,626	21,626	21,626	21,626	21,626	21,626	21,626
Fringe / Employee Benefits		20,265	20,265	20,265	20,265	20,265	20,265	20,265	20,265	20,265	20,265	20,265
Retirement / Pension		7,209	7,209	7,209	7,209	7,209	7,209	7,209	7,209	7,209	7,209	7,209
TOTAL PAYROLL TAXES AND BENEFITS		49,100	49,100	49,100	49,100	49,100	49,100	49,100	49,100	49,100	49,100	49,100
I DON'T KNOW BOARD DECISION??												
TOTAL PERSONNEL SERVICE COSTS	44.00	132,255	132,255	320,820	320,820	320,820	320,820	320,820	320,820	320,820	320,820	320,820
CONTRACTED SERVICES												
Accounting / Audit		7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500
Legal		833	833	833	833	833	833	833	833	833	833	833
Management Company Fee		-	-	-	-	-	-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-	-	-	-	-	-
Food Service / School Lunch		-	-	7,436	7,436	7,436	7,436	7,436	7,436	7,436	7,436	7,436
Payroll Services		7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917	7,917
Special Ed Services		833	833	833	833	833	833	833	833	833	833	833
Titlement Services (i.e. Title I)		1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087	1,087
Technology Services and Consulting		7,115	7,115	7,115	7,115	7,115	7,115	7,115	7,115	7,115	7,115	7,115
Educational Consultants		3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083	3,083
Other Services		6,908	6,908	6,908	6,908	6,908	6,908	6,908	6,908	6,908	6,908	6,908
TOTAL CONTRACTED SERVICES		35,276	35,276	42,712	42,712	42,712	42,712	42,712	42,712	42,712	42,712	42,712
SCHOOL OPERATIONS												
Board Expenses		625	625	625	625	625	625	625	625	625	625	625
Classroom / Teaching Supplies & Materials		3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333
Special Ed Supplies & Materials		-	-	-	-	-	-	-	-	-	-	-
Textbooks / Workbooks		833	833	833	833	833	833	833	833	833	833	833
Supplies & Materials other		-	-	-	-	-	-	-	-	-	-	-
Equipment:Purchased		2,865	2,865	2,865	2,865	2,865	2,865	2,865	2,865	2,865	2,865	2,865
Equipment:Leased		-	-	-	-	-	-	-	-	-	-	-
Furniture		-	-	-	-	-	-		-	-	-	-
Telephone		-	-	-	-	-	-	-	-	-	-	-
Technology		14,100	14,100	14,100	14,100	14,100	14,100	14,100	14,100	14,100	14,100	14,100
Student Testing & Assessment		-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Field Trips		-	-	400	400	400	400	400	400	400	400	400
Recreation		-	-	-	-	-	-	-	-	-	-	-

Senior Activities	-	-	-	-	-	-	-	-	-	-	-
Medical Supplies	-	-	-	-	-	-	-	-	-	-	-
Office Expense	662	662	662	662	662	662	662	662	662	662	662
Staff Development		-	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500	4,500
Staff Recruitment	-	-	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000
Student Recruitment / Marketing	-	-	900	900	900	900	900	900	900	900	900
School Meals / Lunch	-	-	500	500	500	500	500	500	500	500	500
Travel/Lodging (Staff)	417	417	417	417	417	417	417	417	417	417	417
Conference Fees											
Fundraising	208	208	208	208	208	208	208	208	208	208	208
Other	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573	1,573
TOTAL SCHOOL OPERATIONS	24,617	24,617	32,917	32,917	32,917	32,917	32,917	32,917	32,917	32,917	32,917
FACILITY OPERATION & MAINTENANCE											
Insurance	42,700		-	-	-	-	-	-	-	-	-
Janitorial	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
Building and Land Rent / Lease	58,333	58,333	58,333	58,333	58,333	58,333	58,333	58,333	58,333	58,333	58,333
Repairs & Maintenance	6,292	6,292	6,292	6,292	6,292	6,292	6,292	6,292	6,292	6,292	6,292
Equipment / Furniture	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333	3,333
Security	417	417	417	417	417	417	417	417	417	417	417
Utilities	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000	3,000
TOTAL FACILITY OPERATION & MAINTENANCE	116,575	73,875	73,875	73,875	73,875	73,875	73,875	73,875	73,875	73,875	73,875
DEPRECIATION & AMORTIZATION	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083	2,083
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	**310,806**	**268,106**	**472,407**	**472,407**	**472,407**	**472,407**	**472,407**	**472,407**	**472,407**	**472,407**	**472,407**
NET INCOME	**499,447**	**(206,254)**	**343,423**	**(404,978)**	**343,423**	**(404,978)**	**343,423**	**(404,978)**	**343,423**	**(404,978)**	**343,423**
CASH FLOW ADJUSTMENTS											
OPERATING ACTIVITIES											
Example - Add Back Depreciation	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333
Other - payments on accrued expenses from FY14-15	(175,000)	(100,000)	-	-	-	-	-	-	-	-	-
Total Operating Activities	(166,667)	(91,667)	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333	8,333
INVESTMENT ACTIVITIES											
Example - Subtract Property and Equipment Expenditures	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)
Other	-	-	-	-	-	-	-	-	-	-	-
Total Investment Activities	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)	(19,167)
FINANCING ACTIVITIES											
Example - Add Expected Proceeds from a Loan or Line of Credit	-	-	-	-	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-	-	-	-	-
Total Financing Activities	-	-	-	-	-	-	-	-	-	-	-
Total Cash Flow Adjustments	**(185,833)**	**(110,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**	**(10,833)**
NET INCOME	**313,614**	**(317,087)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**
Beginning Cash Balance	-	-	-	-	-	-	-	-	-	-	-
ENDING CASH BALANCE	**313,614**	**(317,087)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**	**(415,811)**	**332,589**

67,429	**5,288,399**
472,407	**5,302,982**
(404,978)	**(14,583)**
(10,833)	**(405,000)**
-	**-**
(415,811)	**(419,583)**
599,923	
June	**TOTAL**

Assumptions'.

-	3,774,544
-	-
-	3,774,544
-	685,860
5,100	61,200
	-
41,667	500,000
-	-
46,767	5,021,604
	30,000
5,000	60,000
500	6,000
3,718	37,180
-	-
-	-
-	-
9,218	133,180
8,333	100,000
-	-
1,250	15,000
-	-
2	25
1,859	18,590
-	-
-	-
11,444	133,615
67,429	**5,288,399**

7,813	93,750
27,196	326,350
15,977	191,719
	-

15,670	188,040
6,917	83,000
73,572	882,859
71,061	710,607
48,505	485,050
-	-
-	-
43,930	439,296
6,890	68,900
13,180	131,800
5,000	50,000
188,565	1,885,653
-	-
-	-
-	-
-	-
9,583	115,000
9,583	115,000
271,720	2,883,512
21,626	259,516
20,265	243,181
7,209	86,505
49,100	589,202
320,820	3,472,714
7,500	90,000
833	10,000
-	-
-	-
7,436	74,360
7,917	95,000
833	10,000
1,087	13,041
7,115	85,379
3,083	37,000
6,908	82,890
42,712	497,670
625	7,500
3,333	40,000
-	-
833	10,000
-	-
2,865	34,375
-	-
-	-
-	-
14,100	169,194
1,000	10,000
400	4,000
-	-

-	-
-	-
662	7,949
4,500	45,000
1,000	10,000
900	9,000
500	5,000
417	5,000
-	-
208	2,500
1,573	18,880
32,917	378,398
-	42,700
2,500	30,000
58,333	700,000
6,292	75,500
3,333	40,000
417	5,000
3,000	36,000
73,875	929,200
2,083	25,000
-	-
472,407	5,302,982
(404,978)	**(14,583)**
8,333	100,000
-	(275,000)
8,333	(175,000)
(19,167)	(230,000)
-	-
(19,167)	(230,000)
-	-
-	-
-	-
(10,833)	**(405,000)**
(415,811)	**(419,583)**
-	-
(415,811)	**(419,583)**

Audited Financial Statement Checklist

Last updated: 10/29/2015

Page 1

Charter School Name:

1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.

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

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.

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

Thank you.

Appendix E: Disclosure of Financial Interest Form

Last updated: 10/29/2015

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331500861011 BROOKLYN URBAN GARDEN CS

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 dealine 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.

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created: 07/13/2015
Last updated: 07/30/2015

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331500861011 BROOKLYN URBAN GARDEN CS

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	Holly Kilpatrick	[redacted]	Chair/Board President	Yes	Governance, Social Work, Special Education, Community outreach	
2	Brooks Tanner	[redacted]	Vice Chair/Vice President	Yes	Financial Oversight & Board Governance experience	
3	Elena Day	[redacted]	Treasurer	Yes	Charter School Operations & Finance	
4	Angela Ortiz	[redacted]	Secretary	Yes	Human Resources and Non-Profit Law	
5	Mark Lauterbach	[redacted]	Trustee/Member	Yes	Special Education and Data	
6	Tom Gold	[redacted]	Trustee/Member	Yes	Educational Policy and Data	
7	Desi Parasol	[redacted]	Parent Representative	Yes	Parent/PTA president	
8	Teri West	[redacted]	Trustee/Member	Yes	Education, Middle School Innovation & Adolescent Development	
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

1

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

0

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

15

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

13

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

13

Thank you.

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

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

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Teri West, Mark Lauterbach, Tom Gold (arrived 7:08 pm)
Quorum Present
Others Present: Susan Tenner, Miriam Nunberg
By Telephone: Elena Day, Brooks Tanner

I. Holly Kilpatrick called the meeting to order at 6:41 pm.
Holly moved to approve the minutes of the previous meeting. Mark seconded the motion. Motion approved by all.

II. Executive Directors' Report

A. Enrollment for 2014-2015 School Year. Miriam Nunberg reported on enrollment thus far. There are 50 registered for sixth grade as of the date of this meeting. Susan Tenner further reported that the remainder of the waitlist have now received offers. The offers just went out today so we are optimistic that we will have a good number of additional students enrolled from that group.

Susan further reported that the enrollment for returning students is high. Only a couple students definitively said they are not coming back. BUGS started the 2013-2014 year with 146 enrolled. Susan stated that we lost 16 over the course of the year, which is a 10.9% rate of attrition as of the end of the academic year. 10% is about average.

B. Financial Report. Susan Tenner gave the Financial Committee report on behalf of Brooks Tanner. In addition to reviewing the fiscal year 2013-2014 year-end financial reports, Susan discussed the budget in the context of current enrollment. Susan pointed out that the budget has thus far included a significant surplus, which will help to close a potential budget gap.

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

Brooklyn Urban Garden Charter School
Board of Directors Meeting
August 26, 2014
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Brooks Tanner (Vice-Chair), Elena Day, Mark Lauterbach (arrived 7:15pm); no Quorum Present
Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury, and Lucy Rorech
By Telephone: Holly Kilpatrick

I. Brooks Tanner called the meeting to order at 6:46pm.
Approval of minutes of the July board meeting was deferred given an absence of a quorum.

II. Executive Directors' Report

A. Enrollment. Susan Tenner and Miriam Nunberg reported that enrollment for the incoming 6th grade has increased to 80, due in part to the Vanguard mailing and to the ED's visiting several enrollment centers. Returning 7th graders, who started the following day, were estimated to be 120. The board-approved budget is based on an average enrollment of 230 total students for the year and 250 initially enrolled. The staff has put a freeze on certain spending and has created a contingency plan to cover a shortfall of 30 students relative to the budget. Depending on the success of further efforts to increase enrollment, additional budget modifications may be required and it was agreed that the Finance Committee would monitor the situation closely over the coming weeks. Miriam stated she would continue to visit enrollment centers and asked board members to do the same to the extent they were able.

B. Test Scores. Miriam reviewed BUGS state test scores, which included a 27% proficiency rate in English Language Arts (ELA) and a 24% proficiency in Math. Miriam compared these scores to those of BUGS students in the prior year, which were roughly equivalent. It was remarked that there is historically a drop in proficiency from 5th to 6th grade and that this was the first year that many of BUGS' teachers had administered state tests. Miriam also noted that BUGS has a new partner for ELA – Columbia Teachers College.

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

III. Finance Committee Report. Brooks Tanner reported that the audit for FY2014 was proceeding satisfactorily and that a draft audit was expected to be available by mid-September. Certain accounting adjustments to capitalize expenses for the year would likely significantly increase reported net income for the year to approximately $450k. On an apples-to-apples basis, actual net income for the year was about $175k compared to a budget of $110k.

Susan Tenner reported that while the FY2015 budget currently has a fundraising amount of $75k, her view was that the school needed to adopt a strategy to raise significantly more than that. While the staff has been very adept cutting costs using a do-it-yourself approach, this is not sustainable. It was agreed that the fundraising task force would address this. Susan also reported that she and Miriam had agreed they would swap taking the lead on fundraising and facility matters, respectively.

Susan also reported that the timing of budgeted cash flows could create a liquidity need in November. It was agreed that the Finance Committee would monitor this closely as well.

IV. Governance and Nominating Committee Report. Susan reported that as per our charter, a parent representative is to serve on the board. She agreed to approach the current PTA co-Presidents about their interest in serving in this capacity and investigate the feasibility of having them share this board position.

Susan introduced Lucy Rorech who has been a friend of BUGS and is interested in helping with respect to fundraising matters and possible serving as a trustee. Holly agreed to follow up with Lucy.

Susan also reported that she would be meeting with another potential board member, Annie Rowland, the following day.

V. Executive Session. The board then went into executive session to discuss certain matters relating to its lease with Bishop Ford. Following this, Susan, Miriam, Linda and Lucy left the meeting and the remaining board discussed certain personnel matters.

VI. Public Comment.
There was no public comment.

Meeting was adjourned at 8:40 pm

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

Brooklyn Urban Garden Charter School
Special Board of Directors Meeting
September 12, 2014
6:15 pm- 8:00 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Angela Ortiz, Teri West, Mark Lauterbach, Tom Gold, Brooks Tanner
Quorum Present
Others Present: Susan Tenner (for the first portion of the meeting only)
Members Absent: Elena Day

I. Holly Kilpatrick called the meeting to order at 6:41 pm.
Holly moved to go into Executive Session to discuss a personnel matter. Teri West seconded the Motion. Motion approved by all.

II. Executive Session
The Board made and approved the following motions:

Holly Kilpatrick made a motion to change the line of reporting of the Principal to Susan Tenner, Executive Director of Administration, effective September 14, 2014. Teri West seconded the motion and all approved.

Angela Ortiz made a motion that effective September 14, 2014, Miriam Nunberg will hold the position of Founder and Director of External Relations. Teri West seconded the motion and all approved.

Meeting was adjourned at 8:04 pm

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

Brooklyn Urban Garden Charter School
Board of Trustees Meeting
September 23rd, 2014
6:30pm-8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Teri West, Mark Lauterbach, Elena Day, Brooks Tanner (Vice Chair); quorum present
Others Present: Susan Tenner, Executive Director
By Telephone: Tom Gold
Absent: Holly Kilpatrick, Angela Ortiz

I. Brooks Tanner called the meeting to order at 6:45PM

Minutes to the July, August, and September (special) board meetings, which were not previously approved due to the absence of a quorum, were approved.

Teri moved to revise Miriam Nunberg's title to Co-Founder and Senior Director of Policy and External Affairs. All approved.

2. Executive Director's Report

Susan Tenner reported on enrollment, which currently stands at 193: 76 6th graders and 117 7th graders. She stated that she would check the charter agreement with the state as to whether or not it stipulated a minimum number of students. 55% of the student population are boys and 45% are girls. FRPL numbers are not yet available; last year we were at 60%. Race and ethnicity: 18% white; 32% black; 26% Hispanic; 7% Asian; 17% Multi-racial. 50% of students reside in D15; 12% in D17; 12% D20; 8% D22; 5% D13; 15% all other. SPED students make up 29% of the incoming class but are fewer than last year in terms of absolute numbers given a smaller class size.

Susan reported that most families had made their choices for schools by this point and that as a result Miriam's recruitment efforts were now primarily focused on next year.

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Susan reported that given an imbalance in the size of the 6th and 7th grade classes, Linda Rosenbury was concerned about teacher work load and was considering reducing the 6th grade to three sections and employ more of a co-teaching model for the 7th grade.

3. Finance Committee Report

Given the current enrollment, there is a substantial shortfall relative to the board approved budget for FY15. Susan and the staff have already made significant cuts to the budget but additional changes are likely to be necessary. It was agreed that the Finance Committee would meet as soon as possible to discuss potential further budget changes.

Elena suggested that when determining budget priorities, the focus be on math and English.

Susan emphasized the importance of our fundraising efforts and the need for specific targets. She also expressed the need for Miriam and the Education & Accountability Committee to provide assistance and direction in how to present the school's statistics to potential funders. Lucy Rorech has agreed to head the Fundraising Task Force.

4. Education & Accountability Report

Teri reported on the State Test results and the DOE School survey. With respect to the State test results, it was agreed that Tom and Mark would take a deeper look at the data, and in particular try to interpret the results on an apples-to-apples basis with the prior year. With respect to the DOE school survey, it was agreed that given many questions about how to interpret the results, the school should implement its own and more up to date survey and do so on a regular basis. There was a particular focus around questions concerning students' perceptions of safety and bullying. It was agreed this needed to be a critical area of attention for the board and senior staff. Teri expressed the view that students were likely to model behaviors they perceived among teachers and teachers in turn likely to follow norms they saw at the leadership and board level.

5. Governing & Nominating Committee Report

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Susan reported that the president of the PTA has agreed to take the ex-officio position on the board. It was agreed that she should be a member on the board with the perspective of a parent, but is not obligated to "represent" the parent body. She will be invited to the next board meeting and will become an official member pending SED approval.

Teri made a motion to make the PTA president an ex officio member of the Board. All approved.

6. Executive Session

A motion was made to enter Executive Session to discuss matters pertaining to facilities and personnel. All approved.

7. Public Comment

There was no public comment.

Meeting was adjourned at 8:50pm

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

Brooklyn Urban Garden Charter School
Board of Directors Meeting
October 28, 2014
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner, Angela Ortiz, Teri West, Mark Lauterbach. **Quorum Present**
Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury, Christine Kang, Jami Craig, Irene Parker (intern)
Absent: Elena Day, Tom Gold

I. Holly Kilpatrick called the meeting to order at 6:35 pm.
Linda Rosenbury addressed the Board to describe the new Subject Matter Conferences which were implemented in response to feedback from parent surveys and went well.

II. Education and Accountability Committee Report
Mark Lauterbach and Linda Rosenbury presented the draft of a detailed school-wide goals document. Linda will be circulating the draft to teaching staff this week for feedback as well.

Linda Rosenbury, Jami Craig and Irene Parker departed the meeting at the conclusion of this discussion.

III. Governing/Nominating Committee

A. Mark Lauterbach made a motion to approve the minutes from the September meeting. Brooks Tanner seconded the motion and all approved.

B. Teri West moved to amend the Bylaws modify the language regarding the ex officio position on the Board for the PTA President. The modification was to clarify the term of the position. Mark Lauterbach seconded the motion and all approved.

C. Holly Kilpatrick announced the Board fundraising goal for the current fiscal year (ending June 30, 2015) of $10,000 and reiterated the Board's 100% give/get policy. Holly requested that the Board submit any feedback on the Board Prospectus to Holly by the end of the week.

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D. The Board discussed hosting another Holiday event for staff as well as the Board retreat. Teri West volunteered to partner with another Board member to set the Agenda for the retreat.

IV. Finance Committee Report

A. Holly Kilpatrick made a motion to approve the Audit documents presented by Brooks to the Board. Mark Lauterbach seconded the motion and all approved.

B. Brooks Tanner and Susan Tenner presented the revised projections for the budget to the Board. The budget projections were revised to account for enrollment at 198 students.

V. Leadership Reports

A. Miriam Nunberg presented revised Family Handbook and highlighted changes from the prior version. Holly Kilpatrick made a motion to approve the updated Family Handbook and Teri West seconded the motion. All approved.

B. Mark Lauterbach made a motion to approve the July 2014 version of the Employee Handbook. Holly Kilpatrick seconded the motion and all approved.

C. Miriam Nunberg presented her plan for Board recruitment and overall fundraising. She updated the Board on various grants for which she has applied as well as efforts to engage the PTA more in fundraising.

D. Miriam spoke further about her efforts toward student recruitment, including various speaking engagements and upcoming tours. She further addressed the Board regarding involving BUGS in public discourse about changing the middle school application process.

VI. Public Comment

There was no public comment.

VII. Executive Session

Holly Kilpratrick made a motion to go into executive session at 8:15 pm to discuss facilities and human resources matters. Upon conclusion of the discussion of facilities related matters at 8:24 pm, Susan Tenner, Miriam Nunberg and Christine Kang departed the meeting. The Board continued in Executive Session until the meeting was adjourned.

When Open meeting resumed there was no public comment and the meeting was adjourned at 8:45pm.

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

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

Minutes

Members Present: Holly Kilpatrick (Chair), Elena Day, Brooks Tanner, Angela Ortiz, Mark Lauterbach -- **Quorum Present**
Others Present: Susan Tenner, Miriam Nunberg
Not in Attendance: Tom Gold, Teri West

I. Holly Kilpatrick called the meeting to order at 7:08 pm.

A. Several Board members spent the first portion of the meeting attending the Trimester Celebration presentations in the gym.

B. Brooks Tanner moved to approved Minutes from the October meeting. Holly Kilpatrick seconded the motion and all approved.

II. Finance Committee Report

A. Brooks Tanner discussed recent changes to the current academic year budget. The budget has been modified based on current enrollment of 192 students.

B. Susan Tenner highlighted an additional $18K in salary/hiring expense in the revised budget which would require a slight reduction in the savings we had been carrying. The Board discussed the need for this line item.

C. Brooks Tanner moved to approve the revised budget. Elena Day seconded the motion and all approved.

III. Education & Accountability Committee Report

A. Mark Lauterbach presented on behalf of Ed & Accountability. The Committee has been focused on a detailed analysis of test scores including looking at a comparison of individual students' scores in 5th grade versus their scores in 6th grade. The Committee is using this analysis to evaluate current intervention strategies.

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

Brooklyn Urban Garden Charter School
Board of Trustees Meeting Minutes
December 23, 2014
6:30-8:30 pm
New York City Charter School Center
111 Broadway, Suite 604
New York, NY 10006

Members present: Brooks Tanner, Holly Kilpatrick, Teri West, Mark Lauterbach, Elena Day arrived at 7:20.

Members Absent: Angela Ortiz, Tom Gold, Desi Parasol

Others Present: Susan Tenner, Miriam Nunberg

The Board meeting was called to order by Holly Kilpatrick at 6:35pm. Prior to the arrival of Elena Day at 7:20 the Board debriefed on the holiday party and party planning for the next year.

I. The minutes of the November 25th meeting were unanimously approved by the Board members present.

II. Holly motioned to approve engaging Cohen, Schneider and O'Neill LLP for legal Services to file an appeal to the Department of Education. Brooks seconded and all approved.

III. Finance Committee Report- Elena Day presented October results and a revised projection for the remainder of the fiscal year. Susan Tenner presented a memo of potential additional resource requests to add to the budget which included personnel costs and outside consultant fees. The Board expressed support for certain of these requests and asked Susan to follow up with additional information with respect to others. The Board authorized Brooks to approve the changes to the budget.

IV. Education and Accountability Committee – Teri West reported that the committee and leadership will be presenting a revised Dashboard at the next meeting.

V. Governance/Nominating Committee- Holly Kilpatrick reported on potential new Board members. Desi Parasol was approved by SED to serve on the Board.

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

VI. Fundraising and Development- Miriam Nunberg reported on recent fundraising Accomplishments.

VII. Executive Director's Report-
Holly Kilpatrick motioned to move to Executive Session for Facilities Discussion. All approved. Susan Tenner presented Facilities Update.
Holly motioned for Executive Session to Adjourn- all approved.

VI. Public Comments

There were no public comments.

The meeting was adjourned at 8:30 pm

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

Brooklyn Urban Garden Charter School
Board of Directors Meeting
February 3, 2105
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Tom Gold, Angela Ortiz, Brooks Tanner, Teri West -- **Quorum Present**
Others Present: Susan Tenner, Linda Rosenbury
Not in Attendance: Elena Day (on leave), Mark Lauterbach, Desi Parasol

I. Holly Kilpatrick called the meeting to order at 6:48 pm.

II. Executive Director's Report

A. Susan Tenner and Linda Rosenbury reported on improvements to the dashboard. They walked through the set up of the dashboard and the Board gave feedback.

B. Susan Tenner highlighted that we now have 199 students and the budget was based on 195. In Miriam Nunberg's absence, Susan reported on the status of student recruitment for next year. There are slots available for both 6th and 7th grade. The Board discussed strategies for further marketing the school to potential students.

C. Linda Rosenbury reported on the adoption of a new performance management process for administrative staff that mirrors some aspects of the teacher evaluation process. The school is in the process of doing three-year planning. In addition, Linda reported that the staff surveys were very positive.

III. Approval of Minutes

Teri West moved to approve the minutes from the December meeting. Brooks Tanner seconded. All approved.

IV. Finance Committee Report

Brooks Tanner reported on the budget. We received Special Ed revenue, which remedied the small deficit.

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

V. Education & Accountability Committee Report

Teri West reported that the Committee has been focused on working on improving the dashboard. The Committee will continue this work and will share the relevant portions of the dashboard with the Board in the Board materials for each meeting going forward.

IV. Governance & Nominating Committee Report

A. Holly Kilpatrick reported on behalf of the Committee. She reported that there is a promising Board candidate who is in the vetting process.

B. Holly updated the Board on the planning process for the retreat. The primary purpose of the retreat will be to develop a five-year strategic plan. The retreat will take place in early Spring.

V. Public Comment

There was no public comment.

VII. Executive Session

Holly Kilpatrick made a motion to go into executive session at 8:02 pm to discuss performance evaluations of school leadership and facilities matters. Brooks Tanner seconded the motion and all approved.

Meeting was adjourned at 8:45 pm

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Brooklyn Urban Garden Charter School
Board of Directors Meeting
April 28, 2015
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner, Angela Ortiz, Elena Day, Teri West - **Quorum Present**
Others Present: Susan Tenner, David Woods
Not in Attendance: Desi Parasol, Tom Gold, Mark Lauterbach,

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

II. Approval of Minutes
Minutes from the last meeting were approved. Minutes from the Feb. 23 meeting were also approved as they were not approved at the prior meeting due to a lack of a quorum.

III. Finance Committee Report
Brooks Tanner presented on behalf of the Finance Committee. The forecast for the full year, which does not include any new facilities funding, has not changed materially from the approved budget. Facilities funding for this year is expected by May 29th; funding for next year is to be included in the per pupil payments. It is not clear at this point whether these payments will continue beyond the life of our initial charter.

The budget for next year is in process. The Finance Committee will vet the budget prior to presentation to the full board at the May board meeting.

The Form 990 will be circulated to the full board prior to its filing in the coming weeks.

IV. Education and Accountability Committee
Teri West presented on behalf of the Ed & Accountability Committee. She reviewed the results of the mid-year parent survey from Nov/Dec. Responses were generally positive, although only 28% of parents responded, so the sample may not be entirely representative. Teri also reviewed climate and culture data from the dashboard. Elena asked if the data could show how many students had been suspended at least once and whether actual attendance rates could be shown.

V. Governance and Nominating Committee Report
Holly Kilpatrick presented on behalf of the Governance and Nominating Committee. She gave a preview of the agenda for the board retreat on May 2nd as well as reviewed the action items that came out of last year's retreat – celebrating staff; finding a model school for Education for Sustainability (EfS); long-term facilities planning; public relations; and incorporating Carol Dweck's growth mindset approach in the school curriculum.

May 7 is Teacher Appreciation day at 11:45am; board members are encouraged to attend.

Recruiting new board members remains a priority. We have one new candidate through Board Assist.

V. Executive Director's Report
Susan Tenner reported that enrollment stands at 196.

The school recently had a visit from the SED during which it was discovered that the SED had been including BUGS in the wrong district when looking at comparative data. We now look more in line when compared to D15: FRPL is 58% vs. a district average of 60%; ELL's are 4% vs. a 10% average and SPED's are 33% vs. a 24% average.

The school held its lottery for next year with a final total of 540 applicants (vs. 520 last year). The school is notifying winners by mail and using existing parents to help in recruitment efforts.

Susan reviewed the dashboard, including staff turnover data. The school keeps a detailed log of information from exit interviews. Elena suggested we specifically track staff that leave voluntarily, but that our data looks favorable compared to other schools.

Susan is beginning preparation for the SED renewal process, which will include two multi-day, multi-person visits from SED officials next year. She shared an email from an SED official highlighting a deficiency in BUGS' ELA and math proficiency scores from last year as compared to D15 and NYS averages. She met recently with a consultant who suggested these scores were to be expected for a first year school, but that by our third year we would want to "flip" these negative variances to positive. We expect to see this year's scores in August.

Susan explained that the document that the school will be submitting for charter renewal is comparable to our original application in scope of writing, reflection and preparation. She shared a summary of the SED's performance benchmark framework. Elena made a suggestion that the board undertake its own evaluation using this framework in preparation for renewal. Susan will look into getting a consultant(s) to guide the board in such a process.

The Brooklyn Diocese's lease negotiations with the DOE should be completed by early next month at which point BUGS will enter into negotiations for its space with the Diocese. It appears that the DOE will be using the building strictly for pre-K in the short term, which should ease pressure on common areas such as the cafeteria and auditorium.

VI. Public Comment
There was no public comment.

Meeting adjourned at 8:27pm.

Brooklyn Urban Garden Charter School
Board of Trustees Retreat
May 2, 2015
9:30 am-2pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick, Brooks Tanner, Tom Gold, Angela Ortiz, Mark Lauterbach, Elena Day, Teri West
Others Present: Susan Tenner, Linda Rosenbury, Karen Drezner (Facilitator)

I. Call to Order- Holly Kilpatrick called the meeting to order at 9:30. Karen Drezner was introduced as the facilitator for the day.

II. Karen Drezner facilitated discussion of the Board Practices and Functioning.

Goals were to improve effectiveness as a collective governance entity, individual board members and partnership with the school leader. And to determine short and long term goals within the Governance and Education and Accountability Committees Data from surveys distributed prior to the meeting was examined and explored.

Exercises included:
Mission Exploration
Charter Promises
Collective Board Practices
Best Practices:Creating the Future
Best Practices -Board Meetings, Individual Member Practices-Accountability and Engagement Strategies
Board/Leader Partnership-Governance vs. Management
Clear and Consistent Communication
Overarching Charges of Committees—Committee break out to assess functioning and determine one specific strategic goal for the year.

Gov/Nom- Focused on Orientation

Create Orientation Handbook including Robert's Rules,org chart, job descriptions,Action plan (for each trustee)
Holly K will submit draft orientation handbook to committee by June 1.
Committee to edit and back to HK June 15th.
July 1 will finalize.
Present to Board in July and August formally approve.

Long Term Goals for Gov/Nom
Succession Planning - Karen to give sample of planning doc.
Number of Member goal- 11
Retention-
Active Parent Rep.

Education and Accountability Committee
Clarify ED & Accout Goals
Culture and Climate not included in responsibilities
Data on Danilson Framework and how teachers evaluated
Place based data
STGoal- Create year long calendar for the 4 core academic subjects, Danielson and Sustainability (including climate once or twice per year.
May 11- Linda Rosenbury will suggest how and which data points to present
June Meeting- Tom Gold- will streamline presentation

Long Term Goals for Ed and Accountability

Accountability for the Authorizer- create Task Force
Identify Models
Susan Tenner will review what was submitted to SED by Sept 2015.
Task Force draft plan by Sept 2015 - reviewed and approved by full board on Jan. 2016

III. The meeting was adjourned at 2pm.

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

Brooklyn Urban Garden Charter School
Board of Directors Meeting
May 26, 2015
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner, Angela Ortiz, Elena Day, Tom Gold, Mark Lauterbach, Teri West – **Quorum Present**
Others Present: Susan Tenner, Linda Rosenbury, Cathy Boeckmann & Larissa Killough (Co-PTA Presidents), Jen David Lang (Prospective Board Member), Will Staten (Prospective Board Member), and Abiola Fasehun (Prospective Board Member)

I. Holly Kilpatrick called the meeting to order at 6:35 pm.

II. Welcome and Introductions
Current Board members and prospective board members introduced themselves to the group. We have several new prospects from the field of education and from the legal field who are interested in joining the Board and have previously met with individual Board members. The Co-PTA presidents who will be Board members in the Fall introduced themselves as well.

III. Approval of Minutes
Angela Ortiz made a motion to approve the minutes of the April Board meeting. Elena Day seconded and all approved. Holly went over the minutes and action items from the May 2 Board retreat. Mark Lauterbach moved to approve the minutes and Teri West seconded. All approved.

IV. Education & Accountability Committee Report
A. Teri West reported on recent Committee activities. The Committee has been discussing what type of data will be needed at the Board level going forward to improve governance. The Committee determined it would be beneficial to have more qualitative data at the Board level, such as examples of student work. Board members attending the 2014 retreat felt this was helpful and revealing when we reviewed student work during the retreat.

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B. The Committee has also been following up on action items from the most recent Board retreat.

C. Teri spoke about how important it is to celebrate the school's accomplishments and highlighted some of the items in the recent "Updates from BUGS" newsletter. Linda elaborated more on the events, such as the successes of the Model UN Club, her CORA Fellowship and the Facing History in Ourselves grant and program.

V. Finance Committee

A. Elena Day presented on behalf of the Finance Committee. She walked through the proposed budget for FY2015-16 and the Executive Summary. The proposed budget projects positive net income but is negative for cash. The proposed budget does not include the facilities funding we expect, which will actually be much more than initially projected.

B. The FY2015-16 proposed budget is based on 30 students under what we could actually accommodate, so the budgeting is conservative.

VI. Executive Director's Report

A. Susan Tenner walked through new data in the dashboard. Endline assessments are wrapping up now.

B. Susan discussed the upcoming Trimester Celebration and PTA's auction taking place along with the Celebration.

C. There was a discussion about staff and faculty recruiting for next year. The Principal has seven teaching positions to fill this summer and is still seeking qualified candidates. She is close to hiring an Assistant Principal.

D. The BUGS in Motion event was a huge success and raised $6800.

E. Susan reported on student recruitment for next academic year, which was successful. She attributes direct parent to parent contact as a key factor this year. 31 students have been accepted and have seats. There are 65 seats left to fill and there are 290 on waitlist. Offers and enrollment are still in flux right now as families go through the appeal process. Susan further reported that the State approved an additional $225 per pupil in the new budget.

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

VII. Public Comment

There was no public comment.

VIII. Executive Session

At 7:35 p.m. non-members of the Board adjourned and Holly Kilpatrick made a motion to go into Executive Session to discuss Board survey results from the retreat. Elena Day seconded the motion and all approved.

Meeting adjourned at 8:30 pm.

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

Brooklyn Urban Garden Charter School
Board of Directors Meeting
June 18, 2015
6:30 pm- 8:30 pm
500 19th street
Brooklyn, NY 11215

Minutes

Members Present: Holly Kilpatrick (Chair), Brooks Tanner, Angela Ortiz, Mark Lauterbach, Teri West -- **Quorum Present**
Others Present: Susan Tenner, Cathy Boeckmann & Larissa Killough (Co-PTA Presidents), Will Staten (Prospective Board Member), and Abiola Fasehun (Prospective Board Member; by telephone)

I. Holly Kilpatrick called the meeting to order at 6:40 pm.

II. Approval of Minutes
Teri West moved to approve the minutes of the May 26, 2015, Board meeting with a spelling correction. Angela Ortiz seconded the motion and all approved.

III. Education & Accountability Committee Report

A. Teri West reminded the Board that the school would be switching from a trimester calendar to semesters beginning next year. The main driver for this change was to reduce the burden on teachers and staff of having three sets of report cards, student-led conferences, celebrations and subject area conferences so that faculty could redirect that time to classroom instruction and activities.

B. Mark Lauterbach led a discussion about student endline assessments (STAR Math and STAR Reading). Overall student scores improved over the year with a marked reduction in the number of students not on track. There was a discussion about the purpose of the STAR assessments, which occur three times per year, including why we selected STAR assessments versus another assessment tool. A particular strength of the STAR assessments is that they allow the school to identify specific areas of growth or weaknesses within the subject area. In addition, the STAR system adapts and customizes to each student very quickly (within 30 questions). STAR, however, does not use "constructive response" questions in the Math assessments. Because these types of questions appear on the State exams, the school is working on addressing this assessment gap.

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

IV. Finance Committee

A. Brooks Tanner presented the FY 2015-2016 Budget for Board approval. One highlight of the budget is that the school is carrying a significant cash surplus going into the next academic year mostly due to facilities funding.

B. Susan Tenner pointed out that up until the end of this academic year the school has spent very conservatively. Going into the new year, given that it is a pivotal year for the school and that we now have a large cash surplus, she will be asking the Board for support in spending somewhat less frugally to achieve desired outcomes.

C. Holly Kilpatrick moved to approve the FY 2015-2016 Budget. Brooks Tanner seconded. All approved.

V. Governance & Nominating Committee

A. Holly Kilpatrick facilitated the annual review and signature of required documents: School-wide Goals, Trustee Job Description, Bylaws, Conflict of Interest Policy and Whistleblower Acknowledgment and Disclosure of Financial Interest.

B. Holly Kilpatrick moved to approve the FY 2015-2016 Board Meeting Schedule. Teri West seconded the motion and all approved.

C. Holly Kilpatrick moved to approve the FY 2015-2016 Board Offices and Committee Structure with a modification removing the Executive Director Evaluation Committee (this function will be performed by the Executive Committee) and a modification adding Linda Rosenbury to the Human Resources Task Force. Teri West seconded the motion and all approved.

D. Holly Kilpatrick reported on Board recruitment. Will Staton and Abiola Fasehun, as well as the Co-PTA Presidents Cathy Boeckmann and Larissa Killough, are in the process of onboarding. Holly made a motion to give each Co-President one vote as opposed to sharing a vote. Angela Ortiz seconded the motion and all approved.

VI. Executive Director's Report

A. Susan Tenner led a discussion about the issue of Mayoral control of NYC schools. The Coalition of Community Charters is asking members to take a position on this issue. After discussion the Board determined it was not ready to do so.

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B. Susan Tenner announced that there will be a Trimester Celebration on June 23, 2015, at which the school will be honoring Miriam Nunberg, Co-Founder, for her contributions to the school.

C. Susan also reported that the leadership team intends to focus on school climate and culture data this summer in addition to looking at school-wide goals.

D. There was also a discussion regarding the status of lease negotiations with the Diocese as well as an update on recruiting. All applicants who were in the lottery (121) were offered seats. This may require adding a sixth grade section, but the school is well positioned to accommodate four sections.

E. Susan informed the Board that teachers and administration were discussing a new supportive "office" for teachers within the school. A Teacher Rep role has been created in response to those discussions. This position will serve as a mutual resource and liaison for teachers, administration, staff, and the PTA.

VII. Public Comment

There was no public comment.

Meeting adjourned at 8:40 pm.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

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

Recruitment Efforts Conducted in 2014-15:

- Provided presentations at Community School District 15 Middle School Fair, principal's forums and elementary schools across the District.
- Outreach to community based organizations serving English Language Learners (ELL's), low-income students and students with disabilities, including the Center for Family Life in Sunset Park, La Union, CAMBA, and Advocates for Children.
- Provided gardening outreach events at community organizations summer camps, neighborhood festivals and events, often involving current students and families providing the outreach with staff.
- Radio advertising on Spanish Speaking Radio stations.
- Print ads in Spanish in Spanish publications, e.g. El Diario.
- Provided materials to guidance counselors and parent coordinators to 52 elementary schools in CSD 15, 13, 17, 20, 21 and 22. All of these schools have high populations of all the target groups, and we find that cultivating the relationships with these schools is the best source of referrals for students.
- Outreach to and establishment of positive relationships with local politicians, namely City Councilmen Brad Lander and Carlos Menchaca, and Brooklyn Borough President Eric Adams.
- Maintain active Facebook page and Twitter feed.
- Posted fliers and brochures all over the high-traffic immigrant neighborhoods of Sunset Park, including pools, libraries, supermarkets, laundromats and community centers.
- Made materials available at NYC Department of Education Borough-wide enrollment offices for Districts 13,14,15, 17, 20, 21 and 22.
- Conducted eight information sessions and open houses on site.
- Advertised on a wide range of widely read local parent list serves.
- Encouraged parents and students to post reviews on Inside Schools and Great Schools.
- Conducted interviews and/or parent postings for local blogs and publications such as South Slope news, Park Slope parents, and NYC School Help, as well as national coverage of the school such as Huffington Post and USA Today.
- Conducted tours at the school during a variety of hours to accommodate different family work schedules and shifts. Provided these tours pre and post lottery, both during the school day and not.
- Translated materials into Spanish, Mandarin and Russian. Presentations were

translated into Spanish. Other translation offered when needed.

- Vanguard mailing to zip codes 11232 (South Slope), 11218 (Kensington), 11226 (Flatbush) and 11220 (Sunset Park). These are densely populated neighborhoods that are accessible to our school and include high populations of particularly immigrant and low-income students.
- Leafleting at local farmers markets and community gardens and the Red Hook pool and Houses.
- Cultivated Family Ambassadors to encourage friends and family to enroll, particularly in the target groups. Conducted a parent-to-parent phone-a-thon to reach out to families who won the admissions lottery. Translations were offered.
- Invited potential families to student events, presentations and award ceremonies, and Family Friday Open Classroom events.

Recruitment Efforts Plan for 2015-16:
All of the above previous efforts, plus:

- Additional Spanish radio spots to a larger audience
- More parent-to-parent outreach, which was proven very successful
- Continued focus on recruiting staff and board that is reflective of our diverse student population
- Added a feature to our enrollment process, asking parents to answer the question: "How did you hear about us?" to try to assess efficacy of specific outreach efforts.

Retention Efforts are related to the services we offer that keep students and families engaged:

Family engagement efforts include:

- Family Fridays: open classrooms and lively parent discussions with the Principal, Executive Director, and other staff around such topics as Common Core, adolescent development, school climate council, homework support, and Advisory.
- Weekly emails to all parents from the Principal are translated into Spanish (other languages available through Google translate).
- Student Led Conferences (3 times per year), Academic Family Celebrations (3 times per year), Curriculum night and Subject Area Conferences—all had accommodations and translations available as needed.
- PTA meetings that alternate morning and evenings each month to accommodate a range of family work shifts and schedules.

Programmatic Supports for ELLs

- Push-in and pull-out services with ELL coordinator
- Bilingual textbooks
- Translation of assessments
- ELL coordinator and general education teachers have regular planning meetings
- Native language resources
- Modified classroom materials
- Bilingual advisor (Spanish and Mandarin only)
- Access to bilingual counselor (Spanish only)
- iPad access for classes to use online translation
- Translation dictionaries in all classes

- Translation for family meetings
- Testing accommodations
    - Extended time (time and a half)
    - Separate location
    - Spanish-language test for assessments that are not testing English language skills.
    - Use of a Spanish-English translation dictionary

Programmatic Supports for Students with IEPs

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

Programmatic Supports for Students Who Receive Free and Reduced Price Lunch

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

2013-2014 School Year Outreach Tracker:
https://docs.google.com/a/bugsbrooklyn.org/spreadsheet/ccc?key=0AjBLVYG9p7mYdEJIYXFORlhObE11VkpnN2pHcjgxYkE&usp=drive_web#gid=1

Site Name	Address	Contact Info	Materials Needed	Language(s)	Other Notes
Sunset Park pool	44th Street & 7th Ave Brooklyn, NY 11201	(718) 972-2180	fliers, push pins for boards, scotch tape	English, Spanish, Chinese	Hours: 11 am - 3 pm and 4-7pm
Red Hook pool	155 Bay Street, btwn Clinton and Henry	(718) 722-3211	fliers, push pins for boards, scotch tape	English, Spanish	Hours: 11 am - 3 pm and 4-7pm
Red Hook Neighborhood Initiative	767 Hicks St New York, NY 11231	(718) 858-6782	2x sided fliers to post, small fliers to pass out, Applications	English, Spanish, Chinese	
4th and 5th Ave (Sunset Park/BayRidge)	36th Street - 63rd Street	n/a	fliers, big clear tape	English, Spanish	
Church Ave (Kensington)	from Coney Island Ave - 13th Ave	n/a	fliers, big clear tape	English, Spanish, Russian, Bengali, Arabic, Urdu	
8th Ave (Sunset Park/Bay Ridge, aka BK Chinatown)	from 42nd Street - 68th Street	n/a	fliers, big clear tape	Chinese, English	

NOTES -
CAMBA - ST wrote Christie Hogkins on 7.8.14, lots of neighborhood connections. MN to follow up, send her flier and application.

2014-2015 O[illegible]each Tracker

Meeting Date	Attendees	Agenda Item	NOTES	Document
11/12/2014		**Teacher Prep Mtg**		
		Review who is coming for which event		
		Students for each person /permissions/ student prep		
		Timing of day		
		Lobby process		
		Route - maps		
		Weds overview		
		Tour Content		
11/12/2014	CK,LR, JC	**Admin Mtg**		
		Timing for Sat & Weds		https://docs.google.com/a/bugsbrooklyn.org/spreadsheets/d/1nB3YH_gogUW_X5xRmyS8jDcsdtxnnN9NUa8kQzDQtrE/edit#gid=1848590675
		Crowd control - parent support		https://docs.google.com/a/bugsbrooklyn.org/spreadsheets/d/1wgxmTYjCrmtan8VZuEVa_ZJHjPQPC4I_3nd72szwvMs/edit#gid=152456212
		Tour space prep review - classrooms, gym, signage		
		Confirm security and maintenance reserved		
		Materials table, confirm details		
		Review power point & timing		https://docs.google.com/a/bugsbrooklyn.org/presentation/d/1aKFKWrplqWUlEBvRnvQegqFSvynRcY26axVWWRjfCmjs/edit#slide=id.g2b5da467e_030
		other?		
10/21/2014		**General Tour Prep updates**		
		-monitoring admissions@bugs inbox & responding to inquiries	Elsie is monitoring and responding. MN to Give her some samples of how to respond to stock answers. Keep her updated (& give Toccarra and Christina them too).	
		- website updates timing & confirming essential info - confirming support staff for prepping space, arranging security, other details?	Tour sign up will be live by Thursday 10/23 (Cay)	
		November 15th Open House		
		-Review tour flow	LR to determine if there are 2 teachers to supervise students to display work & see if there are any pieces of student work ready to display. Tours will be 45 mins	https://docs.google.com/a/bugsbrooklyn.org/document/d/14rx52V78JlXALroCAys6fm63rUViMDjlFNERDqB69aA/edit?usp=sharing
		-determine roles before and during event		
		-ID'ing teachers and students	LR to secure 20 students & 10 teachers ideally: 8 groups with 1 teacher and 2 students, plus several for backup.	
		- Student work presentations?	LR to determine if there are 2 teachers to supervise students to display work & see if there are any pieces of student work ready to display.	
		- presenters		
		Materials		
		- power point updates	CC needs first round of comments by 11/5. Give comments on content to MN by 10/25	https://docs.google.com/a/bugsbrooklyn.org/presentation/d/1aKFKWrplqWUlEBvRnvQegqFSvynRcY26axVWWRjfCmjs/edit#slide=id.g2b5da467e_00
		- curriculum guides?		
		- BUGS info sheet		
		- tour guide talking points: MN to update the instructions, LR to provide the subject area updates	LR to revise talking points close to the meeting	https://docs.google.com/a/bugsbrooklyn.org/document/d/1Nv1r64lnlx9a7kwnXJm2yS7QVVAiukyLR6VfrKX2h5M/edit
		Evening Open Houses (11/19, 1/14 - Weds @6:30 pm)		

		- Timing - Roles		
		February 28th Open House (Saturday am) - staffing		
		Additional Daytime Tours pre-lottery?	No. Keep it to post-lottery & add tours.	
		Parent Coord & Guidance Counselor event	Do early winter	

2014-2015 O[illegible]each Tracker

PC Email	Communication Date and Notes [1]	Visits Conducted
mpratt@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
mseide@schools.nyc.org	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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gjarami@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	3/30 - dropped off brochures and spoke to staff
Jfarrakhan@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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KOrourke3@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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HDamon@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	

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jmanna@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links. Received call back and spoke to invite her to bring students to tour BUGS. She said she would get back to me. 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
elangstaff@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	3/30 - dropped off brochures and spoke to staff
LBoccasino@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
amysumner@bns146.org	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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2014-2015 Outreach Tracker

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hstoelting@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
parentcoordinator@ps321.info	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
YAgasBautz@schools.nyc.gov	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	

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ssameroff@cflsp.org	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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GC deals with all placements	10/28 - emailed with Open House sign up and general application info. 11/10 - emailed Open House reminder 12/16 - emailed with application info 2/2 - emailed with invitation to guidance counslor/PC event, included reminders about open houses and application links 2/24 - emailed invitation to second guidance counselor/PC event, included reminders about family open houses and application links. 3/26 - emailed reminder to apply with links	
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2014-2015 Outreach Tracker

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2014-2015 Outreach Tracker

[1] Please enter notes in the following format:

date- initials-school contact (GC=guidance counselor, PC =parent coordinator), summary of communication

For example:
11/5-MCL-emailed GC and PC frequently asked questions document

CTozzi@schools.nyc.gov,	
MLloyd2@schools.nyc.gov,	
CMagrone@schools.nyc.gov,	
RMontemurro@schools.nyc.gov,	
YSuarez2@schools.nyc.gov,	
SCaleca@schools.nyc.gov,	
mpratt@schools.nyc.gov,	
mseide@schools.nyc.org,	
gjarami@schools.nyc.gov,	
Jfarrakhan@schools.nyc.gov,	
KOrourke3@schools.nyc.gov,	
jmanna@schools.nyc.gov,	
elangstaff@schools.nyc.gov,	
Amy Sumner <amysumner@bns146.org>,	
hstoelting@schools.nyc.gov,	
yvette.agasbautz@ps372.net,	
ssameroff@cflsp.org,	
Heather Damon <HDamon@schools.nyc.gov>	
Agas Bautz Yvette <YAgasBautz@schools.nyc.gov>	
dwattenbarger@schools.nyc.gov	
Deb Orr, parentcoordinator@ps321.org	
Desir Kimley <KDesir@schools.nyc.gov>	

2014-2015 Outreach Tracker

List of parent coordinators and guidance counselors	PTA website coordinators
mpina@schools.nyc.gov,	pta@ps32.org
goramas@schools.nyc.gov,	inclusions@ps372pta.org
JLaBoy@schools.nyc.gov,	fcuomo@schhols.nyc.org
TEstrella@schools.nyc.gov,	
parentcoordinator@ps321.info	
ps29pc@gmail.com,	
Karen Herskowitz <KHerskowitz@ps39.org>,	
Joan Bredthauer <JBredthauer2@schools.nyc.gov>,	
Eayala6@schools.nyc.gov,	
AOtt4@schools.nyc.gov,	
DMaxil@schools.nyc.gov,	
christinefarrell@aol.com,	
jserra3@schools.nyc.gov,	
yolanda@bns146.org,	
"debbywattenbarger@gmail.com" <debbywattenbarger@gmail.com>,	
JCandelaria@schools.nyc.gov,	
AHendrickson@schools.nyc.gov,	
NMyers5@schools.nyc.gov,	
MRaphaelson@schools.nyc.gov,	
dvanasco@ps372.org,	
YAbdullah@schools.nyc.gov,	
AJohnson33@schools.nyc.gov,	
Charmaine Derrell <CDerrell@schools.nyc.gov>,	
rclement@schools.nyc.gov,	
SNarvaez@schools.nyc.gov,	
DMcLeod2@schools.nyc.gov,	
KGrady2@schools.nyc.gov,	
JMagenta@schools.nyc.gov,	
melliotsheri@schools.nyc.org,	
DMatarese@schools.nyc.gov,	
MChu22@schools.nyc.gov,	
BSoto3@schools.nyc.gov,	
KVitale2@schools.nyc.gov,	
JPenate@schools.nyc.gov,	
TSola@schools.nyc.gov,	
MRosa7@schools.nyc.gov,	

2014-2015 Outreach Tracker

Media Outlet	Contact Name	Contact Email	Contact Number	Item Submitted	Date Submitted	Date Advertised
Brooklyn Paper / Courier Life	Elizabeth Pastor	EPastor@cnglocal.com	(718) 260-8339 (o) (917) 675-9581 (c)			
El Barrio News	n/a	n/a	n/a			
DNA						
Park Slope Stoop	Amber Ceffalio <amber@cornernewsmedia.com>					
BBOXRadio.com and Urban Latino Radio						
						3/27-3/31/15
EL Diario						
						Printed
Brooklyn Paper	Jay Pelk					

2014-2015 Outreach Tracker

Phonathon and School-day Tours Parent Volunteer info:
https://docs.google.com/document/d/1coACDmQpoxJ1XwEr4cT03zyl6mLdi8rdQF_43wkkYBw/edit

PLanning Document for Post Lottery Activities:
https://docs.google.com/document/d/14gI_rmmJRBNZwvh8JtkRFMArvBQ8mSj_w9yv3mnvAxk/edit

2014-2015 Outreach Tracker

Email list /online source	Contact Name	Contact Email	Contact Number	Date posted	NOTES
nyc school help	Joyce Szulflita				
Brooklyn Prospect Charter School					
PSP Tweens	Susan Fox				
KWT Neighbors	Lauren Collins	kwtneighbors-owner@yahoogroups.com			
Flatbush Family Network	Lauren Collins	flatbushfamilynetwork-owner@yahoogroups.com			Lauren goodrich to post
Schoolbook		schoolbook@wnyc.org			follow up to check if posted
Inside Schools	Pamela Wheaton	wheatonp@newschool.edu			
Craig Raphael	Kensington, Brooklyn & Ditmas Park, Brooklyn FB pages				Craig posted on these pages
Craig Raphael	Corner media				write a pitch to put on their south slope stoop site. Craig good friends with owner
South Slope News	FB page				Desi to post

2014-2015 Outreach Tracker

Borough Enrollment Office	
1780 Ocean Avenue, Brooklyn, 11230 718-935-2313 Districts Served: 17, 18, 22	
415 89th Street, Brooklyn, 11209 718-935-2331 Districts Served: 20, 21	
Vickie Sell/ Brad Lander Jorge Muniz/Carlos Menchaca	

2014-2015 O each Tracker

Our Target Community	Organization	Contact Name	Contact's Email	Contact's Phone	Contact's Address	Communication Date and Notes
ELL's FRPL	**the New York Immigration Coalition**	Kim Sykes, Manager of Education Advocacy:	ksykes@thenyic.org	212)627-2227 ext 238		
	Lauren Hough	Education Consultant				MN met with her and showed her the school 3/31/15
	Lisa Roth	Education Consultant				MN met with her and showed her the school 6/15/15

2014-2015 Outreach Tracker

Our Target Community	Organization	Contact Name	Contact's Email	Contact's Phone	Contact's Address	Communication Date and Notes
ELL's	**FIFTH AVE COMMITTEE**	Chris Curran	ccurran@fifthave.org	718-624-3475		Wrote a few times in Feb 2015. Sent her open house fliers, which she will send to her families
ELL's	**Mixteca**	Gabriel Rincon	info@mixteca.org	718-965-4799	245 23rd street 2nd floor	
ELL's	**ARAB AMERICAN ASSOCIATION OF NY**	Christophe Josphe	arabamericanny@gmail.com	(718) 745-3523	7111 5th Avenue, Brooklyn, NY 11209 (bay ridge)	
ELL's	**YMCA**	Nabila Khan, program coordinator, Prospect Park YMCA	Nhahn@ymcanyc.org	212-912-2580 x4515		
ELL's	**OPPORTUNITES FOR A BETTER TOMORROW**		Rpeers@obtjobs.org		783 4th Avenue (sunset park location), Brooklyn 11232	
ELL's	**United Chinese Association of Brooklyn**		info@ucaob.org	718-232-0055	6625 Bay Parkway, 2/F, Brooklyn, NY, 11233	
ELL's	**ASIAN AMERICANS FOR EQUALITY**		douglas_le@aafe.org	212-979-8311 x 103 office: 718-686-8223	807 48th Street, Brooklyn 11220	
ELL's	**La Union**	Leticia Alanis, director Emma DeVries (helps Leticia)	lalanis@la-union.org edevries@lmcmc.com	718-832-9366	427 38th Street, Brooklyn NY 11232	
FRPL	**CEC Jim DEVOR**					
FRPL	**HOUSING/TENANT ASSOC**					
FRPL	**Wycoff Towers**					
FRPL	**Red Hook Initiative**	Ryan Daley, Education Advocate @RHI	info@rhicenter.org	718-858-6782	767 Hicks Street, Brooklyn, NY 11231	
FRPL	**RED HOOK TENANTS ASSOC**	Ms. Dorothy Shields		718-522-1452		
FRPL	**Tenants Assoc.**			718-783-1717 Housing office 718-855-9363		
SPED	**Advocates for Children**	Lilliana Diaz-Pedrosa Dir.Parent, CTR Maggie Moroff	mmoroff@advocatesforchildren.org			MN met with Maggie on January 29th to explain supports for ELLs and SwD's. Provided application and recruitment info.
SPED	**Partnership for Childrens Rights**	Todd Silverblatt		212-683-7999 x 223		
SPED	**National Alliance on Mental Illness - Family Support Liaison Center**	Katie Linn	Klinn@naminyc.org	212-684-3365 x202		
SPED	**South Brooklyn Legal Services**	Nancy Bedard, education specialist		718-237-5568	105 Court St, Brooklyn 11201	
SPED	**Arise Coalition**		http://arisecoalition.org			
ELL's/ FRPL	**Center for Family Life Sunset Park**	Shira Sameroff	shirasam@gmail.com			Many emails back and forth over the year. Sent her lots of materials and attempted to have her come visit or set up a meeting there. Hard to get her to respond, but she is very aware of the school.

2014-2015 Outreach Tracker

time	Location	Attendees (parents, student, staff)	materials	translators	audience
5:30-7:30pm	PS230	Linda Rosenbury			100 5th grade families
9-11 am	BNS/PS 146, 610 Henry St. Brooklyn, NY 11231	Miriam Nunberg			75 5th grade families
9-11 am	PS 10, 511 Seventh Avenue, Brooklyn 11215	Miriam Nunberg			200 5th grade families
5:30-7:30pm	PS 58, 6-8:00pm, 330 Smith Street, Brooklyn 11231	Miriam Nunberg			200 5th grade families
5:30-7:30pm	PS172, 5:30-7:30pm, 825 Fourth Avenue, Brooklyn 11232	Miriam Nunberg			100 5th grade families
5:30-7:30pm	MS 88	Miriam Nunberg, Susan Tenner, Linda Rosenbury, Aaron Morales, Desi Parasol, Sandie Burris			1800 5th grade families
9:00 am-1:30 pm - space needed. Tours at 9:30 & 10:45.	BUGS 500 19th St, Brooklyn NY 11215	MN, ST, LR, CK, JC, CC - ST to confirm teachers availability: need 5 teachers, including at least 1 Spanish speaking staff	ST to see if CT can research reservation options		
6:00-8:00 (space needed - tour at 6:30)	BUGS 500 19th St, Brooklyn NY 11215	Need: Corina, MN, ST, LR, JC? Spanish translator			
6:00-8:00 (space needed - tour at 6:30)	BUGS 500 19th St, Brooklyn NY 11215				
9:00 am-1:30 pm - space needed. Tours at 9:30 & 10:45.	BUGS 500 19th St, Brooklyn NY 11215				
6:00-8:00 (space needed - tour at 6:30)	BUGS 500 19th St, Brooklyn NY 11215				
8:00-12:00	BUGS 500 19th St, Brooklyn NY 11215				
8:00 -9:30 am	Eldert St Block Party, Bushwich	Sashti Donna Maxill PS124 718-788-0246x 1061			

2014-2015 Outreach Tracker

Category	Specific steps	Date Executed
Borough Enrollment Offices		
Politicians		
CBO contacts		
Reach out to other charters with long waitlists		
Vanguard		
Parent Coordinators		
Community Board meetings		
Libraries		
Community Gardens		
Community Organizers		
Farmers Markets		

2014-2015 Outreach Tracker

NAME	Events	Students to bring	NOTES	Language
Saara	11/15/2014			
Gene	11/15/2014			
Michelle	11/15/2014 &3/17/15			
Melissa	11/15/14 & 2/28/15			
Callie	11/15/2014, 11/19/14			
Lianna	1/14/2015			
Dan	3/17/2015			
Darren	2/28/2015			
Molly	1/14/15, 2/28/15, 3/17/15			
Linda	11/15, 11/19/14, 1/14, 2/28, 3/17			
Jami	11/15, 1/14			
Charles	11/15, 11/19/14, 1/14, 2/28			
Corina	all			
Christine	11/15, 11/19/14, 1/14, 2/28			
Susan	1/14, 2/28, 3/17			
Miriam	all			
John	11/19/2014			
Rheanna	11/15/2014			

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A PUBLIC MIDDLE SCHOOL FOR THE 21ST CENTURY

Using exploration and inquiry to promote academic excellence for ALL students

A NEW KIND OF MIDDLE SCHOOL

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

BUGS helps ALL students flourish.

A WELCOMING COMMUNITY OF LEARNING

BUGS helps middle school students of all backgrounds and abilities reach their fullest potential. High performers, English Language Learners and special need students alike are supported through differentiated instruction. The diversity of our student body, like that of our Brooklyn community, is a valued part of our identity.

A BALANCED CURRICULUM THAT CULTIVATES HIGH ACADEMIC ACHIEVEMENT

- The BUGS curriculum helps students excel in science, math, and literacy, combining structured, project-based learning with data-driven instruction to promote student growth.
- The school day runs from 8 am–4 pm. Extended class periods, as well as a longer school day and year provide ample opportunities for deep investigation.
- Rich music, arts, and sports are fundamental parts of the programming.
- Students learn the importance of critical thinking and community involvement. By applying what they've learned to solve problems in their world, the students of today become the leaders of tomorrow.

AT BUGS, THE SCHOOL IS A LIVING LABORATORY OF SUSTAINABLE PRACTICES, WHERE STUDENTS:

- Plan and grow an edible garden on school grounds – and research food production, its environmental impact, and nutrition;
- Create compost and water harvesting systems – and study the biology of soil and the history of New York City's water supply;
- Monitor the building's use of energy – and study climate patterns, simple physics, and current developments in alternative energy options;
- Conduct ongoing field work in natural settings of New York City – such as Prospect Park, Jamaica Bay, and the Brooklyn Botanic Garden.

At BUGS, students learn to DO science rather than just learn ABOUT science

WHO WE ARE

The Brooklyn Urban Garden Charter School (BUGS) was founded by an all-volunteer team of educators and parents working together to create a community-based, inclusive middle school for all students. To learn more about BUGS and see the schedule for upcoming presentations, events and the student lottery, please visit our website at BUGSbrooklyn.org.

• BUGS is located at 500 19th Street • Windsor Terrace •
(in the Bishop Ford Catholic High School)

CONTACT US

(718) 280 - 9556
admissions@BUGSbrooklyn.org

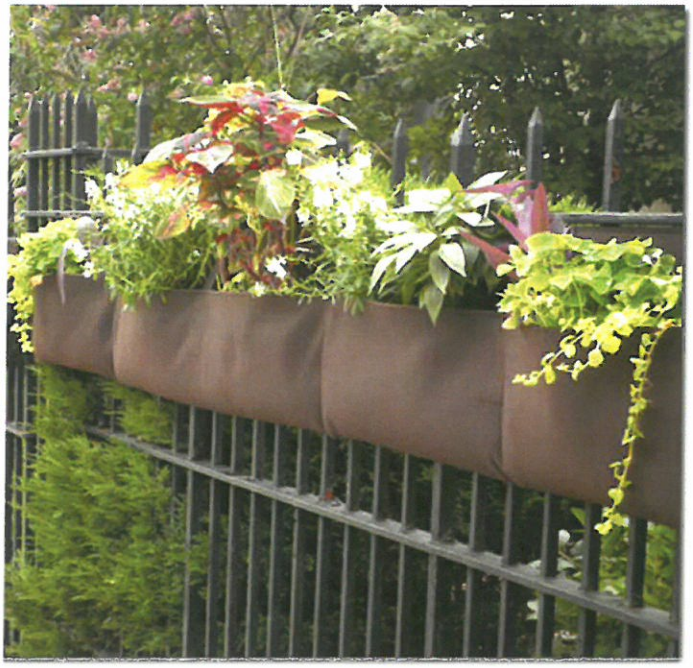
ACCEPTING 6TH GRADERS FOR THE FALL OF 2015

Students are selected through a random lottery conducted in April, 2014, with applications accepted throughout the winter months.

For more information and application instructions, see www.BUGSbrooklyn.org

www.BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL



UNA ESCUELA PUBLICA PARA EL SIGLO 21

Utilizando exploración e investigación para promover excelencia académica para CADA estudiante

UN NUEVO TIPO DE ESCUELA INTERMEDIA

La misión de BUGS es provenir una educación practica e interdisciplinaria a jóvenes de varios habilidades y antecedentes, con un foco en la resolución de problemas actuales en el mundo e investigación de la sustentabilidad del medio ambiente. Alumnos de BUGS sobresaldrán en los estándares básicos y se convertirán en miembros de la comunidad que piensan críticamente.

BUGS ayuda TODOS a florecer.

UNA COMUNIDAD ABIERTA DE APRENDIZAJE Y BIENVENIDA

BUGS ayuda a sus alumnos de diversos identidades y habilidades alcanzar su potencial completo. BUGS apoya sus alumnos de alto rendimiento, alumnos que estan aprendiendo ingles como segundo idioma, y los que necesitan servicios de educación especial a través de instrucción diferenciada. La diversidad de nuestro alumnado, como la comunidad de Brooklyn, es una parte valorizada de nuestra identidad.

UN CURRÍCULO EQUILIBRADO QUE CULTIVA ALTO ÉXITO ACADÉMICO

- El currículo de BUGS ayuda a los estudiantes tener éxito en ciencias, matemáticas, y literatura, combinando aprendizaje estructurada, basado en proyectos, y guiado por una instrucción basada en datos que promueve el crecimiento de cada estudiante.
- El día escolar empieza a las 8am y termina a las 4pm. Clases extendidas junto con el día y año escolar extendido presentan bastante oportunidades para investigaciones profundos.
- Música, artes y deportes son partes fundamentales a nuestro programa.
- Estudiantes aprenden la importancia de pensamiento crítico y participación en la comunidad. Aplicando lo que aprenden hoy en soluciones a problemas actuales, nuestros alumnos aprenden ser los lideres del mañana.

EN BUGS, LA ESCUELA ES UN LABORATORIO VIVIENTE DE SUSTENTABILIDAD EN DONDE ESTUDIANTES:

- Planean y cultivan un jardín de verduras en la escuela; investigan la producción de comida, el impacto que tiene en el medioambiente, y nutrición;
- Construyen sistemas para colectar agua y crear abono; estudiarán la biologia de la tierra y la historia del suministro de agua de la ciudad de Nueva York.
- Monitearizarán el uso de energía del edificio; estudiarán el cambio del clima, física simple, y el desarrollo de energía alternativa;
- Conducirán investigaciones regularmente en ambientes naturales como Prospect Park, Jamaica Bay, y el Brooklyn Botanic Garden.

En BUGS, nuestros alumnos aprenden a HACER ciencias, no solamente SOBRE las ciencias.

QUIENES SOMOS

BUGS fue fundada por un grupo voluntario de padres y educadores trabajando juntos para crear una opción de escuela intermedia de alta calidad para todos. Para aprender más sobre BUGS y ver el horario de sesiones informativas, eventos y el sorteo de solicitudes de admisión, visite nuestro sitio web BUGSbrooklyn.org

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• BUGS esta ubicada en 500 19th Street • Windsor Terrace •
(dentro del edificio de Bishop Ford Central Catholic High School)

CONTÁCTENOS
(718) 280-9556
ADMISSIONS@BUGSBROOKLYN.ORG

ESTAMOS ACEPTANDO ALUMNOS DEL 6° GRADO PARA OTOÑO 2015

Estudiantes están seleccionados por una lotería conducida en Abril, 2014. Aceptamos solicitudes de admisión hasta el final del invierno.

Para mas información e instrucciones de entregar solicitudes de admisión, visite www.BUGSbrooklyn.org

www.BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL

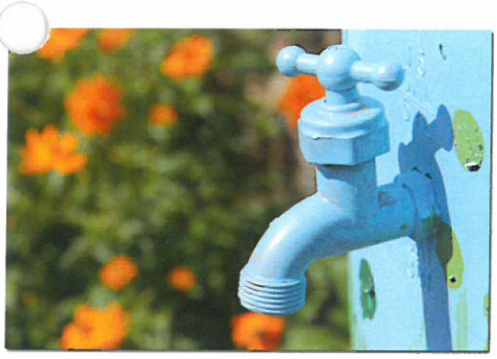
A PUBLIC MIDDLE SCHOOL FOR THE 21ST CENTURY

Использование исследования для развития навыков для достижения академических вершин для ВСЕХ студентов.

Новый тип средней школы

Миссия БГШЧГ является предоставление практического, междисциплинарного образования подросткам вне зависимости от их способностей и происхождения, с акцентом на решении практических задач и изучении экологической устойчивости. Студенты БГШЧГ будут преуспевать в основных учебных дисциплинах и будут заинтересованными членами местного сообщества, которые обладают критическим мышлением и превосходной подготоккой к средней школе и за ее пределами.

БГШЧГ помогает ВСЕМ своим студентам достичь вершин.



Инклюзивное сообщество обучения

БГШЧГ помогает учащимся средних классов средней школы, вне зависимости от их способностей и происхождения, по полной мере раскрыть свой потенциал. Учащиея с ограниченными способностями и те, кто нуждаются в изучении английского языка поддерживаются с помощью объединенных услуг на всех уровнях . Продифференцированный подход к обучению гарантирует, что наши успевающие студенты будут постоянно обеспечиваться более сложным материалом . Разнообразие нашего студенческого состава , как и нашего сообщества в Бруклине, является ценной частью нашей идентичности .

СБАЛАНСИРОВАННЫЙ УЧЕБНЫЙ ПЛАН, КОТОРЫЙ БУДЕТ РАЗВИВАТЬ НАВЫКИ ДЛЯ ДОСТИЖЕНИЯ АКАДЕМИЧЕСКИХ ВЕРШИН

- Учебная программа БГШЧГ помогает студентам преуспевать в науке , математике и грамоте , используя структурный метод обучения, основанный на проектах .
- Более длительные уроки, школьные дни, и учебный год предоставляют широкие возможности для глубокого изучения. Школьный день длится с 8 утра до 4 вечера .
- Изобилие музыки , искусства, и спорта является существенной частью программы.
- Студенты учатся важности критического мышления и участия в жизни сообщества Применяя свои знания в решении окружающих их проблем , студенты сегодняшнего дня становятся лидерами завтрашнего дня .

БГШЧГ САМА ШКОЛА ЯВЛЯЕТСЯ ЖИВОЙ ЛАБОРАТОРИЕЙ ДЛЯ УСТОЙЧИВОЙ ПРАКТИКИ , ГДЕ СТУДЕНТЫ :

- Будут планировать и сажать огород на территории школы , а также изучать пищевое производство и его воздействие на окружающую среду и питание ;
- Создавать системы сбора удобрения и воды и изучать биологию почвы и историю водоснабжения Нью-Йорка , и
- Наблюдать за нормой потребления энергии школой и исследовать климатические и элементарные физические явления в природе и текущие тенденции в развитии альтернативных источников энергии .

Студенты БГШЧГ будут проводить текущую работу в природных достопримечательностях Нью-Йорка, таких как Проспект Парк (Prospect Park) , Джамайка Бей (Jamaica Bay), и Бруклинский ботанический сад .

КТО МЫ

Бруклинкая Городская Школа Чартер Гарден (БГШЧГ) была основана местной группой добровольцев, состоящей из родителей и педагогов работающих вместе, чтобы создать инклюзивную, общинную, среднюю школу для всех студентов. Чтобы узнать побольше о БГШЧГ и посмотреть расписание предстоящих презентаций, мероприятий и студенческой лотереи , пожалуйста, посетите наш сайт по адресу BUGSbrooklyn.org .

● БГШЧГ (Бруклинкая Городская Школа Чартер Гарден) находиться в католической школе имени эпископа Форда ●

СВЯЗАТЬСЯ С НАМИ

(718) 280 - 9556

admissions@BUGSbrooklyn.org

ПРИНИМАЕМ УЧАЩИХСЯ ШЕСТОГО КЛАССА ОСЕНЬЮ 2014 ГОДА

Школники отбираются на лотерейной основе, проведенной в апреле 2015 года, анкеты принимаются в течение зимних месяцев.

В БГШЧГ,
студенты занимаются наукой,
а не просто учат ее.

www.BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A PUBLIC MIDDLE SCHOOL FOR THE 21ST CENTURY

Using exploration and inquiry to promote academic excellence for ALL students

一种全新的中学

BUGS的宗旨在于提供所有能力与背景的青少年实用的，综合性的教育，着力于教导学生如何解决现实生活中的问题以及培养学生可持续化发展的目光. 我们的学生将在主要学科上取得优异成绩的同时，成为一名会思考的社区成员，为以后升学和未来的人生打下扎实的基础.

BUGS会帮助所有学生成才.

一个包容的学习团体

BUGS帮助所有能力与背景的学生，让他们实现自身最大的潜能. 有特殊需要以及需要英文辅助的学生将在所有年级得到帮助. 成绩已经优异的学生将被更复杂的问题所挑战. 我们也深深的尊重学生集体的多元化.

一个会为您的孩子带来优异成绩并且平衡的课程

- **BUGS**将通过结构化，项目化的课程帮助学生在科学，数学，语文取得好成绩.
- 更长的课程时间（每堂课，每天，每年）将为学生提供一个深入学习的机会。学校课程每日时间为早晨8点至下午4点.
- 丰富的音乐，艺术，体育活动将充实学生们的课外生活.
- 学生们将学会思考，并且置身社区。运用课堂所学去解决现实难题，今天的学生将成为明天优秀的领导者.

在**BUGS**，学校本身就是一个关于可持续化发展的大课堂，学生在这里将会：

- 规划土地，种植蔬菜 – 研究食品的营养价值与生产，以及在食品生产对环境的影响.
- 制作回收和集水系统 – 学习土壤以及纽约市供水系统的历史.
- 监测建筑物的能源使用 – 学习环境的规律，简单的物理，以及绿色能源的最新进展.

在**BUGS**，学生们会学习实践科学，而不仅仅是学习科学.

BUGS的学生将会实地考察纽约市的户外场地，包括 **Prospect Park, Jamaica Bay, Brooklyn Botanic Garden.**

关于我们

The Brooklyn Urban Garden Charter School (BUGS) 是一支完全由志愿者，教师与家长组成的队伍所建立，旨在基于社区，为所有学生开设的初级中学. 如您需要进一步了解 **BUGS** 以及即将到来的展示，活动，和学生抽签，请访问我们的网站 **BUGSbrooklyn.org.**

• BUGS is located at 500 19th Street • Windsor Terrace •
BUGS位于Bishop Ford天主教高中

CONTACT US

(718) 280 - 9556

admissions@BUGSbrooklyn.org

ACCEPTING 6TH GRADERS FOR THE FALL OF 2015

Students are selected through a random lottery conducted in April, 2014, with applications accepted throughout the winter months.

For more information and application instructions, see www.BUGSbrooklyn.org

www.BUGSbrooklyn.org

BROOKLYN URBAN GARDEN CHARTER SCHOOL

MIDDLE SCHOOL FOR GRADES 6-8 bugsbrooklyn.org

FREQUENTLY ASKED QUESTIONS

What is the Brooklyn Urban Garden Charter School (BUGS)?
BUGS is an independent, public charter middle school (6th-8th grades) located in Brooklyn's Community School District 15 (CSD15). BUGS opened August 2013 with its first class of sixth grade students. The school will continue to add one grade each year until the fall of 2015 when it will reach its full capacity of approximately 300 students in grades 6-8.

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

Why was BUGS founded?
BUGS was founded as a grassroots effort to create expanded high-quality middle school opportunities in CSD15 for all students: high achievers, English Language Learners, and students with disabilities alike.

Where is BUGS located?
500 19th Street, between 10th Ave. and Prospect Park West.

Who founded BUGS?
BUGS was founded by a group of local parents, educators, and community volunteers, and is independent of any Charter Management Organization. Strong community-based organizational, parental, and volunteer support has been the backbone of the creation of BUGS.

What is a charter school?
Charter schools are free public schools and do not charge any tuition. Charter schools in New York have a performance contract or "charter" with the state that is evaluated for renewal every five years. In exchange for an increased level of independence, charter schools are held to high levels of accountability for students' academic performance. Charter schools have more flexibility in curriculum design, school schedule, and teacher development and retention than regular public schools. Like all public schools, charter schools must meet state standards, as well as state and federal laws regarding health, safety, civil rights and student assessment. Charter schools are open to all students and cannot discriminate against or limit the admission of any student due to race, national origin, gender, disability, religion, or intellectual ability or achievement.

How can my child apply?
By law, student applicants are offered admission through a random lottery. Admission is open to all NYC students with preference to students who live in CSD15. Students register for our lottery simply by completing a free application available on our website, and in hard copy. See the Admissions tab on our website for further application instructions. After the lottery, students are admitted or added to the waitlist on a first-come, first-served basis.

How long is the school day?
BUGS has designed a balanced and innovative school schedule that will maximize student learning time while also supporting student and teacher needs. The school day runs from 8:00 a.m. to 4:00 p.m. all days but Wednesdays, when students leave at 2:45 p.m.

My child has an IEP or 504 plan. Can you accommodate his or her needs?
Yes. We accommodate all children and their individual learning needs. We work with the Committee on Special Education to accommodate our students and their individual learning needs. We have partnered with the Cooke Center for Learning and Development (the largest private special education provider in New York City) to create a cutting edge, integrated program for students with disabilities. Hands-on learning will offer students with specific learning needs and styles the opportunity to learn in a way that suits them best.

Does your school provide services for English Language Learners?
Yes. Services are available to help English Language Learners achieve fluency and academic success. Our hands-on projects foster language acquisition through collaboration and communication with English-speaking peers.

Do you provide breakfast and lunch?
Yes. Students at our school are eligible for the same food services provided for all New York City public school students. We are currently exploring healthy food options aligned with our sustainability commitment.

What kind of transportation does BUGS offer?
There is no school bus service to BUGS, however, BUGS will provide Metrocards (assigned by the "Office of Pupil Transportation" OPT) to those students who live more than half mile away. Per OTP's policies, transportation assistance is provided to BUGS students according to the following guidelines:

- 1/2 a mile to less than 1 mile: Eligible for Half-Fare MetroCard, which can only be used on buses (not the subway)
- 1 mile or more: Eligible for Full-Fare MetroCard for all buses and trains
- IEPs: If a student has an IEP that requires busing, we will work with you and OPT to provide special transportation as needed.
- Please note that OPT changes Metrocard eligibility for 7th graders. Full-Fare Metrocards are given to 7th grade students who travel a distance of a 1/2 mile or more.

When can I apply?
We will be accepting applications beginning in early winter 2015. Our lottery will be held in April 2015. Please see www.BUGSbrooklyn.org for specific details.

Will my application affect my chances at Department of Education (DOE) schools?
No. Applications to charter schools are separate from the DOE application process.

Will you be having tours?
Yes! Our tours will begin in November 2014. Please see our website for details.

Will there be arts, language and sports programs?
BUGS believes that adolescents flourish in an environment that exposes them to multiple languages, art forms and physical activities. To that end each student will take regular arts and physical education classes and have the opportunity to select new arts and sports based "electives" each trimester.

Who are BUGS's educational and community partners?
We have partnered with several organizations to enrich our study of environmental sustainability. The Cloud Institute for Sustainability Education is our curriculum partner. Together with the Cloud Institute we have developed a three-year scope and sequence that connects rigorous content area activities to the Education for Sustainability Standards. We work with groups such as the Green-wood Historical Fund and the Gowanus Canal Conservancy to create opportunities for our students to engage in hands-on, interdisciplinary, place-based exploration of the local environment.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8 bugsbrooklyn.org

PREGUNTAS MÁS FRECUENTES

¿Que es el Brooklyn Urban Garden Charter School (BUGS)?
BUGS es una nueva escuela intermedia (grados 6º a 8º) autónoma (*charter*), que se encuentra en el Distrito Escolar Comunitario #15 de Brooklyn (CSD15). BUGS abrió en Agosto de 2013 con su primera clase de 135 estudiantes de sexto grado. La escuela continuará agregando un grado cada año hasta el otoño de 2015, cuando alcanzará su capacidad total de 350 estudiantes en grados 6-8.

¿Cuál es la misión de BUGS?
La misión de BUGS es provenir una educación practica y dinámica a adolecentes de capacidades y antecedentes diversos con un enfoque en el estudio interdisciplinario de un medio ambiente sostenible y con el objetivo de encontrar soluciones a problemas reales en el mundo. Alumnos de BUGS dominarán las materias académicas básicas y se convierten en ciudadanos involucrados en sus comunidades, que piensan analíticamente y tendrán suceso en la escuela preparatoria y más allá.

¿Por qué se fundó BUGS?
BUGS fue fundada como un esfuerzo comunitario para crear más opciones de escuela intermedia de alta calidad en Distrito Comunitario Escolar #15 para todos los estudiantes, incluyendo alumnos de alto rendimiento, estudiantes que están aprendiendo inglés y estudiantes con necesidades educativas especiales.

¿Dónde se encuentra BUGS?
500 19th Street, Brooklyn, NY (entre 10th Ave. y Prospect Park West)

¿Quién fundó BUGS?
BUGS fue fundada por un grupo de padres de la localidad, educadores, y voluntarios de la comunidad, y es independiente de cualquier organización de gestión de escuelas privadas-subvencionadas. La columna vertebral de la creación de BUGS ha sido el fuerte apoyo de organizaciones comunitarias, padres y voluntarios.

¿Qué es una escuela autónoma (*charter*)?
- Las escuelas autónomas son escuelas **públicas** gratuitas y no cobran ninguna cuota.
- Las escuelas autónomas en Nueva York tienen un contrato de representación o "charter" con el estado en que se evalúa para ser renovado cada cinco años. A cambio de un mayor nivel de independencia, a las escuelas autónomas se les exige un alto nivel de rendición de cuentas respecto del desempeño académico de los estudiantes. Las escuelas autónomas tienen más flexibilidad que las escuelas públicas regulares en cuanto al diseño curricular, el horario escolar, y el desarrollo y retención de maestros.
- Al igual que todas las escuelas públicas, las escuelas autónomas deben cumplir con estándares estatales, así como con las leyes estatales y federales sobre la salud, la seguridad, los derechos civiles y la evaluación de los alumnos.
- Escuelas charter están abiertas a todos los estudiantes y no pueden discriminar o negar admisión a ningún estudiante por motivos de raza, origen nacional, género, discapacidad, religión, o capacidad o logros intelectuales.

Como puedo entregar una solicitud de admisión para mi hijo?
Por ley, ofrecemos lugar a los solicitantes de admisión a través de una lotería al azar. Admisión está abierta a todos los estudiantes de la ciudad de Nueva York, con preferencia a los estudiantes que viven en el Distrito Comunitario Escolar #15. Los estudiantes se inscriben para nuestra lotería simplemente llenando una postulación gratuita que estará disponible en nuestra página web y en forma impresa a comienzos del año 2014.

¿Cuánto dura el año escolar?
BUGS ha diseñado un calendario escolar equilibrado e innovador que maximiza el tiempo de aprendizaje de los alumnos a la vez que apoya las necesidades del estudiante y el profesor. Tendremos un total de 190 días de clases, y cada día será 65 minutos mas largo que un día escolar típico de las escuelas publicas en Nueva York. El día escolar en BUGS empieza a las 8:00am y termina a las 4:00pm.

Mi hijo tiene un Plan de Educación Individual o plan 504. ¿Se pueden acomodar sus necesidades?
Sí. Nos ajustamos a todos los niños y sus necesidades individuales de aprendizaje. Trabajamos con el Comité de Educación Especial para proveer los servicios necesarios para las necesidades individuales de aprendizaje. Estamos asociados con el Centro de Cooke para el Aprendizaje y el Desarrollo (el mayor proveedor privado de educación especial en la ciudad de Nueva York) para crear programas integrados para los estudiantes con discapacidades, para que aprendan de manera individual y apropiada.

¿Tienen servicios para los estudiantes del idioma inglés en la escuela?
Sí. BUGS tiene servicios disponibles para ayudar a los estudiantes que están aprendiendo inglés desarrollar fluidez en el lenguaje y tener éxito académico. Entre otras estrategias, usaremos el famoso Protocolo de Inmersión Estructurada y Observación (*SIOP por sus siglas en ingles*). Nuestros proyectos aplicados fomentarán la adquisición del idioma a través de la colaboración y la comunicación con los compañeros de habla inglesa.

¿Ofrecen desayuno y almuerzo?
Sí. Los estudiantes en nuestra escuela son elegibles para recibir los mismos servicios de alimentación proporcionados a todos los estudiantes en las escuelas públicas de la ciudad. BUGS esta explorando opciones saludables que se alinean con nuestros morales.

¿Que tipo de transporte ofrecen?
No ofrecemos transporte particular a nuestra escuela. Ofrecemos tarjetas del Metro por la Oficinal de Transporte Estudiantil (OPT por sus siglas en ingles) a los estudiantes que viven mas de la mitad de una milla de distancia de la escuela. Por las reglas de OPT, transporte esta ofrecido a estudiantes de BUGS según la distancia a la escuela:

- ½ milla a menos de una milla: En sexto grado su estudiante es elegible para una tarjeta de medio precio. Esta tarjeta funciona en los autobuses solamente, no se puede usar en el tren. En séptimo grado la tarjeta de medio precio se ofrece si vive hasta 1.5 millas.
- 1 milla o mas de distancia: En sexto grado su estudiante es elegible para una tarjeta de precio completo. Esta tarjeta funciona en todos los trenes y autobuses. En séptimo grado la distancia tiene que ser de 1.5 millas o mas para obtener la tarjeta de precio completo.
- PEIs: Si su hijo tiene un PEI que requiere autobús particular, trabajamos juntos con usted para asegurar el transporte según sea necesario.

¿Cuando se solicita admisión a BUGS?
Solicitudes de admisión serán disponibles al inicio del invierno 2015. La lotería se llevara a cabo en Abril 2015. Visite nuestro sitio web para mas detalles. www.BUGSbrooklyn.org

Si entrego una solicitud de admisión a BUGS, como afectaría la probabilidad de ganar lugar en una escuela del Departamento de Educación?
No. El proceso de admisión a escuelas autónomas es distinto del proceso de admisión de las escuelas publicas de Departamento de Educación.

¿Cuando son las sesiones informativas de BUGS?
Si. Las sesiones informativas empezarán en Noviembre de 2014. Visite nuestro sitio web para detalles.

¿BUGS ofrece artes, idiomas y deportes?
BUGS cree que adolecentes crecen muy bien en un ambiente con experiencias con varios idiomas, artes, y actividades físicos. Entonces, cada estudiante tomara cursos de arte y educación físico y tendrán la oportunidad de elegir diferentes clubes de enriquecimiento cada semestre.

¿Quiénes son los socios de BUGS?
Nos hemos asociado con varias organizaciones para enriquecer el estudio de la sostenibilidad del medio ambiente. Vamos a trabajar con grupos como el Instituto Cloud para la Educación de la Sostenibilidad, el Fondo Histórico Greenwood, la Organización para la Preservación de la Naturaleza Canal Gowanus y The Old Stone House, para crear oportunidades para que nuestros estudiantes se puedan observar el medio ambiente local de modo aplicado, interdisciplinario y en terreno. También nos asociaremos con el Centro para el Aprendizaje y Desarrollo Cooke para crear un programa de vanguardia para los estudiantes con discapacidades.

Zakafest

A Haitian Celebration of Agriculture

Sunday, May 10th
Mother's Day

A FREE event for community members, families and children!

10AM - 2PM

rain or shine

GrowNYC Cortelyou Greenmarket

Cortelyou Road between Argyle & Rugby, Brooklyn

Market Hours: 8:00 am - 3:00 pm | EBT Hours: 8:00 am - 2:30 pm

Cooking demos with Chef Luis Ortega

Herb & plant raffle sponsored by BUGS

Gardening activities with Mr. Sashti

Most Interesting Plant Container Competition

Bring your most unique container to host a seasonal herb or plant. Make a Mother's Day Gift!

Schedule:

10:00 - 11:00
SIPs & Gardening Workshop sponsored by BUGS
11:00 - 11:30
Cooking demo with Chef Luis Ortega
11:30 - 12:00
Plant S... Creative Plant Holder activities
12:00
Sanba Za... performance / workshop
12:30 - 1:00
Creative plant holder winner announced
1:00 - Close
DJARARA performs

Sponsored by:

BROOKLYN URBAN GARDEN CHARTER SCHOOL

GARDEN · TEACH · RECYCLE · grow NYC · GREENMARKET

HCC

LAKOU KÈV

For more info: info@zakafest.com | kevin.mason@bugsbrooklyn.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

INNOVATIVE MIDDLE SCHOOL WITH 6TH GRADE OPENINGS FOR FALL 2015

ESCUELA INOVADORA INTERMEDIA ACEPTANDO APLICACIONES PARA 6º GRADO PARA OTOÑO 2015

The Brooklyn Urban Garden Charter School (BUGS) is pleased to announce **openings in our 6th grade class for Fall 2015.**

We offer a rigorous academic program focusing on:

- **Hands-on learning**
- **Math and Science**
- **Literacy**
- **Outdoor exploration**

All students welcome!

Support and challenge for high achievers, English Language Learners and Special Education alike.

For more information /
Para mas información:
www.BUGSbrooklyn.org
admissions@BUGSbrooklyn.org
(718) 280-9556

own

kick tires
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n in donations commit-
far towards its $100 mil-
oal, including $6.5 mil-
the bank. The city also
nced a 119-member host
nittee, and 10 co-chair-
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to help raise the dough.
inent committee mem-
nclude Leonard Litwin,
0-year-old developer re-
d to be the unnamed de-
er who prosecutors say
a law firm close to As-
y Speaker Sheldon Silver,
ing that Silver was receiv-
crative referral fees from
rm. Litwin has not been
ed with a crime.
party is expected to
a decision in the next
al weeks.

Photo by Elizabeth Graham

rner Gephaldt, Jack
g to find someone to

its Blog.
rendan Spiro said he
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ld stand up for things he
ks are worth saving.
This is New York. You
to get used to change,"

BUGS OPEN HOUSE

Saturday, February 28th
at 9:30 am* & 10:45 am*
-and-
Tuesday, March 17th
at 6:30 pm*
*RSVP Required

BROOKLYN URBAN GARDEN CHARTER SCHOOL

INNOVATIVE PUBLIC MIDDLE SCHOOL

Accepting 6th & 7th Graders for Fall 2015

• 500 19th Street, Windsor Terrace, Brooklyn •

For more information and to RSVP for open house tours:
e-mail admissions@BUGSbrooklyn.org • call 718-280-9556
www.BUGSbrooklyn.org

Non-Discrimination Statement: The Brooklyn Urban Garden Charter School does not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of race, creed, national origin, religion or ancestry, ethnicity, gender, disability, intellectual ability, achievement or aptitude or athletic ability. A charter school may not require any action by a student or family (such as admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.

Cosmetic Services: Botox, Belotero, Juvederm, Voluma Radiesse, Sculptra, Laser Hair Removal, Laser Vein Removal

Medical Services: we accept GHI, HIP, 1199, AETNA, CIGNA, UNITED, OXFORD, HEALTHNET, MEDICARE, BLUE CROSS, MAGNACARE, ELDERPLAN, HORIZON and many others

Javier Zelaya, MD
254 Prospect Park West, Bklyn

Call Today
718.832.3313

T3C Second Invite To Friends Of BUGS (over 1,000 Community Contacts)

Campaign Preview | HTML Source | Plain-Text Email | Details

Update from BUGS! View this email in your browser

BROOKLYN URBAN GARDEN CHARTER SCHOOL

Dear Friends of BUGS-
We wanted to remind you of our celebration **tomorrow night**-- where we hope supporters like you can come and see us in action!

We also, wanted to share with you exciting press coverage of BUGS in the past few weeks:

- Our Quiet Time Program in the Huffington Post

http://www.huffingtonpost.com/2015/06/12/schools-meditation-quiet-time_n_7544582.html?1434108818, and

- Our BUGS in Tech Program in USA Today:

http://www.usatoday.com/story/tech/2015/05/29/google-hosts-new-york-city-geek-street-fair/28150713/

JOIN US June 23, 2015 TOMORROW BUGS Trimester Celebration: **5:30-7pm** student presentations & **7-9pm** PTA potluck. At BUGS, 500 19th street Brooklyn, NY 11215. BUGS students, families, staff and the larger community gather to celebrate student work, break bread, mingle and win exciting raffle items.

For those that missed it, here is our update of our past year at BUGS:

At BUGS this year, we grew by leaps and bounds… and roots and shoots. Here are some of the highlights:

- We welcomed our second class of 6th graders who flourished with their **garden** and **hands-on sustainability projects,** including a recent Earth Day march creating awareness of one of our most favorite and necessary bugs…the bees! 7th graders delved into **specialized high school preparations**, and some started building their portfolios for arts high schools. We have begun preparing our 8th grade academic focus on **global sustainability** and our **Regents Class** offerings.

On April 24th and 25th, **BUGS** sent its first **Model United Nations** delegates to St. Ann's School in Brooklyn Heights. We came away with one award from **Merry Parasol who won honorable mention**, and all the BUGS delegates had fun during this **great learning experience!**

- All students took charge of their learning by accessing **Teacher Office Hours** during their recess time for extra help- a unique feature to BUGS.
- Awards! We followed up our Golden Apple award from last year with the esteemed **Green Flag Award for our sustainability work**. Founding Principal Linda Rosenbury was also chosen to participate in the **CORO fellowship** program to collaborate with other schools. We won a **Facing History and Ourselves** grant for our social justice studies.

We forged eco-partnerships with the Gowanus Canal Conservancy, Jamaica Bay Refuge, Whole Foods, and the Harbor School, among others, to support our 7th graders' field studies on NYC waterways.

- Our **school culture** flourished with great support from our new Dean of Students, Mr. Charles, peer mediation programs, student council, and

Students, Mr. Charles, **peer mediation** programs, student council, and Guidance Counselor Ms. Anali's **Advisory** curriculum focused on students' social and emotional growth.

- Our parents, staff and students all contributed to making BUGS its best and creating a **strong school-home connection** through a growing PTA and special events like Family Fridays and Student-Led-Conferences.

It's been a great year, and we thank all of you for your interest and support in making BUGS grow. We hope to see you at some of our upcoming events!

Warmly,
Susan and all of the BUGS Team

Facebook Twitter Website

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Friends of BUGS

Our mailing address is:
Brooklyn Urban Garden Charter School
500 19th Street
Brooklyn, NY 11215

Add us to your address book

unsubscribe from this list update subscription preferences

MailChimp

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

NEW PUBLIC MIDDLE SCHOOL

Accepting Applications for 6th & 7th graders for Fall 2015

Rigorous, supportive middle school with a focus on:

•Hands on Learning•

•Math & Science•

•Literacy•

We prepare students for success in high school and beyond.

OPEN HOUSE TOURS:

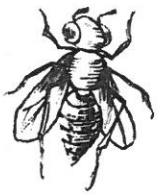
Saturday, February 28th at 9:30 & 10:45 am*

& Tuesday, March 17th at 6:30 pm*

*RSVP required.

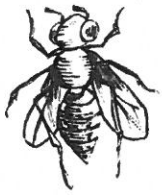
To learn more and to RSVP for Open Houses
visit www.BUGSbrooklyn.org
or call
718-280-9556

BUGS is located at **500 19th Street** in Windsor Terrace.
Easy access to the F, G and R trains as well as the B61, B67 & B69 buses.



BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8



新公立中学

接受 2015 年秋季 6、7 年级入学申请

我们是一所严谨治学、支持学生发展的中学，
我们的重点是：

•实践求学•

•数学与科学•

•读写能力•

我们旨在帮助学生做好准备，在高中和今后的每一个阶段取得成功。

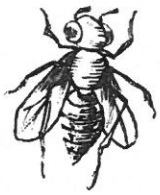
开放日参观：

2 月 28 日（周六）上午 9:30 和 10:45*
以及 3 月 17 日（周二）下午 6:30*

*需要回复

如需了解更多信息，或回复“开放日参观”邀请
请访问 www.BUGSbrooklyn.org 或致电 718-280-9556

BUGS 的地址是：500 19th Street, Windsor Terrace
乘坐 F、G 和 R 火车以及 B61、B67 和 B69 公交即可轻松前往



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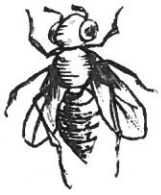
A MIDDLE SCHOOL FOR GRADES 6-8



Новая государственная основная общеобразовательная школа

Принимаем заявления на зачисление в 6-й и 7-й классы на 2015 учебный год

Школа со строгим соблюдением стандартов и благоприятными условиями, с упором на:

•Интерактивное обучение•

•Математику и точные науки•

•Уровень грамотности•

Мы готовим наших учеников к достижению успеха в школе и после ее окончания.

ДНИ ОТКРЫТЫХ ДВЕРЕЙ:

В субботу, 28 февраля, в 9:30 и 10:45 часов,

а также во вторник, 17 марта, в 18:30 часов*

*RSVP required. *Необходимо подтвердить свое участие.

Для получения дополнительной информации и подтверждения участия в дне открытых дверей посетите вебсайт www.BUGSbrooklyn.org или позвоните по телефону 718-280-9556

BUGS находится по адресу: 500 19th Street in Windsor Terrace.
Удобный доступ к линиям метро F, G и R, а также автобусам B61, B67 и B69.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

NUEVA ESCUELA INTERMEDIA

Estamos aceptando aplicaciones para estudiantes que ingresarán al 6° y 7° grado en el otoño del 2015

BUGS es una escuela intermedia rigurosa que ofrece mucho apoyo a sus estudiantes y que se enfoca en

•Aprendizaje práctico•

•Las ciencias y las matemáticas•

•Competencia en la lectura y la composición•

Preparamos a estudiantes para que tengan éxito en el colegio y el futuro.

Venga a conocer a nuestra escuela:
el sábado, 28 de febrero a las 9:30 a.m.
y 10:45 a.m. (2 sesiones)*
y el 17 de marzo a las 6:30 p.m.*

***Se requiere una reservación.**

Para conocer más sobre BUGS,
o para reservar un puesto en unas de nuestras 3 visitas,
por favor visite nuestra página en
www.BUGSbrooklyn.org o llame al 718-280-9556.

BUGS está ubicado en la 500 19th Street en Windsor Terrace. Nuestra escuela es fácilmente accesible a través de los trenes F, G y R así como los autobuses B61, B67 y B69.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

500 19th Street, Brooklyn NY 11215 | www.BUGSbrooklyn.org | (718) 280-9556 | admissions@BUGSbrooklyn.org

Section B: To be completed by Applicant

Note: *A separate application must be completed and submitted for each child applying for admission.*

Applicant Student Information:

1.* Name (First, Last):	
2.* Date of Birth (MM/DD/YYYY):	
3.* Gender (circle one):	Male / Female
4.* Home Address (street address, city, state, zip code):	
5.* School District (or New York City Community School District), if known:	
6. Current Grade	
7.* Grade Applying for in the **2015-2016** school year:	
8.* Does the applicant student have a sibling(s) who is currently enrolled in this charter school? (circle one). If yes, list at least one sibling's name, current grade and date of birth.	Yes / No

Parent/Guardian Information:

1.* Name (First, Last):	
2.* Relationship to Student:	
3. Home Address (street address, city, state, zip code):	
4. * Phone Number(s), if available:	
5. Email Address(es):	

Parent/Guardian Signature: _____ Date: _____

The items marked with an asterisk (*) are the only items that may be required in order to apply to this charter school. Any items not marked by an (*) are optional.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

500 19th Street, Brooklyn NY 11215 | www.BUGSbrooklyn.org | (718) 280-9556 | admissions@BUGSbrooklyn.org

Section A: To be completed by Charter School

Applicable School Year:	2015-2016 School Year
Name of Charter School:	Brooklyn Urban Garden Charter School (BUGS)
Contact Information for Charter School:	500 19th Street, Brooklyn NY 11215 (718) 280-9556 admissions@BUGSbrooklyn.org
Application Deadline:	April 1, 2015
Lottery Date and Location:	Mid to late April. Details to be announced on our website, www.BUGSbrooklyn.org. Lottery to be held at BUGS 500 19th Street, Brooklyn NY 11215.
Directions for Submission of Applications:	You can apply two ways: by paper application or online. 1) To apply using a paper application: • Mail or hand deliver paper applications to: **BUGS ADMISSIONS** **500 19th Street, Brooklyn NY 11215** • All mailed applications must be post marked no later than **April 1, 2015**. Hand deliveries must be received by 5pm. 2) To apply online: See the Admissions tab at our website BUGSbrooklyn.org to apply online via the NYC Charter School Center.

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

Non-Discrimination Statement: *A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*

BROOKLYN URBAN GARDEN CHARTER SCHOOL

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

Sección B: Llenar esta sección con la información del alumno aspirante:
Atención: Cada aspirante escolar debe tener su propia planilla de admisión

Información del Alumno Aspirante ***Applicant Student Information:***

1.: ***Nombre completo (Nombre, Apellido)** ** Name (First, Last)*	
2.*** Fecha de nacimiento (MM/DD/AAAA):** ** Date of Birth (MM/DD/YYYY):*	
3. *** Género (seleccione uno):** ** Gender (circle one):*	**Varón / Hembra** *Male / Female*
4. *** Dirección del hogar:** **número, calle, ciudad, zona postal** **Home Address (street address, city, state, zip code):*	
5.*** Distrito escolar (o el Distrito Escolar Comunitario de la Ciudad de Nueva York), si se conoce:** ** School District (or NYC Community School District), if known:*	
6. **Grado actual:** *Current grade*	
7. *** Grado de entrada escolar para año 2015-2016:** ** Grade Applying for in the 2015-2016 school year:*	
8.*** Indique si el alumno aspirante tiene hermanos asistiendo a esta escuela.** ** Does the applicant student have a sibling(s) who is currently enrolled in this charter school? (Circle one).* ***Si tiene, indique el nombre, el grado y la fecha de nacimiento.** *If yes, list at least one sibling's name, current grade and date of birth.*	**Sí / No** *Yes / No*

Información del Padre / Madre o Guardián *Parent/Guardian Information:*

1. ***Nombre completo (Nombre, Apellido)** ** Name (First, Last):*	
2.*** Parentesco con el Alumno:** **Relationship to Student:*	
3. ***Dirección del hogar:** **número, calle, ciudad, zona postal** *Home Address (street address, city, state, zip code):	
4. ***Número de teléfono** *Phone Number(s), if available:*	
5. **Dirección de correo electrónico** *Email Address(es):*	

Firma del Padre/Madre/Guardián: *Signature*:_____ **Fecha**: *Date:* _____

***La información marcada con un asterisco (*) indica que es esencial para esta aplicación a la escuela "charter". La información sin asterisco es opcional.**

BROOKLYN URBAN GARDEN CHARTER SCHOOL

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

Spanish Version

New York State Charter School Uniform Application Form

Departamento de Educación, Estado de Nueva York (NYSED)

Oficina de Escuelas "Charter" (Charter School Office) | Planilla General de Solicitud de Entrada

Sección A: Sección será llenada por oficiales escolares

Año Escolar de Matrícula:	2015-2016
Nombre de la Escuela "Charter"	Brooklyn Urban Garden Charter School (BUGS)
Información del Contacto Oficial de la Escuela "Charter":	Direccion de correo: **BUGS Admissions,** **500 19th Street, Brooklyn , NY 1121.** Sitio web: BUGSbrooklyn.org Email: admissions@BUGSbrooklyn.org Teléfono: 718-280-9556
Fecha de cierre de matrícula:	Aplicaciones tienen que estar enviadas por email para admissions@BUGSbrooklyn.org o por correo con sello postal requerido para la dirección arriba antes del **1 abril, 2015.**
Fecha y Lugar del Sorteo de Plazas:	Mediados de abril a finales de abril. Detalles serán anunciados en nuestra pagina web, www.BUGSbrooklyn.org. Lotería sera en la dirección 500 19th St., Brooklyn NY 11215
Información para Presentar la Planilla de Solicitud	Se puede aplicar de tres maneras: por correo, en persona, o por internet 1) Para aplicar por correo • Envíe aplicaciónes a: **BUGS ADMISSIONS** 500 19th Street **Brooklyn, NY 11215.** • Aplicaciones enviadas de tal manera tienen que ser con sello postal requerido antes del **1 abril, 2015.** 2) Para aplicar en persona: traiga su aplicación a la dirección arriba antes de las 5pm, el 1 abril, 2015. 3) Para aplicar por el internet: • Visita nuestro sitio web. Allí se encuentra el link de la aplicación por NYC Charter School Center.

BUGS es una escuela intermedia muy dinámica y dedicada a la participación ciudadana y estudio interdisciplinario de un medio ambiente sostenible. Los estudiantes dominarán las materias académicas básicas con la ciudad de Nueva York como su aula viviente. Mediante la creación de soluciones aplicadas para los desafíos del mundo real, los alumnos desarrollarán la capacidad crítica de resolver problemas y de colaboración que requieren para el éxito en la escuela preparatoria, la universidad y el trabajo del siglo 21.

Declaración de No-Discriminación: Una escuela autónoma "charter" no discriminará contra ni limitará la admisión de cualquier estudiante bajo cualquier base ilegal en lo que se incluyen pertenencia étnica, origen nacional, género, incapacidad, capacidad intelectual, medidas de logro o de aptitud, capacidad atlética, raza, creencia, origen nacional, religión o ascendencia. Una escuela "charter" no puede exigir acción alguna por parte de un estudiante o de su familia (tal como exámenes de entrada, entrevistas, ensayos por escrito, asistencia a sesiones informativas, etc.) para que un aspirante reciba o presente una solicitud de entrada para la admisión a esa escuela.

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

NEW PUBLIC MIDDLE SCHOOL Still Accepting Applications for 6th Graders for Fall 2014!

Rigorous, supportive middle school with a focus on:
•Hands-on Learning
•Math & Science
•Literacy
We prepare students for success in high school and beyond.

To learn more and apply, please see
www.bugsbrooklyn.org
-or-
call 718-280-9556

BUGS is located at 500 19th Street
inside the Bishop Ford High School building in Windsor Terrace.
Easy access to the F, G and R trains as well as the B61, B67 & B69 buses.

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NUEVA ESCUELA INTERMEDIA
Aceptando Aplicaciones para Sexto Grado para el Otoño 2014

Escuela intermedia rigurosa y dinamica con un enfoque en:
•El Aprendizaje Practico
•Matemáticas y Ciencia
•Alfabetización
Preparamos a los estudiantes para el éxito en la escuela secundaria y más allá

Para obtener mas información, visite nuestra pagina de internet
www.bugsbrooklyn.org
o llámenos al
718-280-9556

Bugs está ubicado en en el edificio de la secundaria Bishop Ford,
500 19th Street, en la comunidad Windsor Terrace.
Acceso via los trenes F, G, y R. También hay acceso via los autobuses B61, B67 y B69.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

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BUGS Middle School
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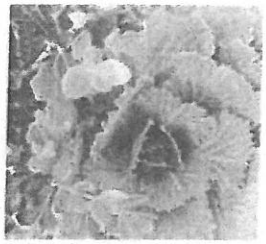

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www.BUGSbrooklyn.org
718 - 280 - 9556

...stamos aceptando solicitudes
...2 de Abril de 2013 a las 5:00 PM,
...estudiantes que comienzan los grados 5° y 6°

Open Houses: 18 y 25 de Marzo
Sesiones informativas: 28 de Marzo

...368.6450 • www.amanicharter.org/apply

La escuela Bronx Charter School for Better Learning está aceptando solicitudes para el Kindergarten a quinto grado para el año escolar 2013-2014.

No se demore, la fecha límite para aplicar es el 3 de abril.

923-B61816

The Bronx Charter School for Better Learning
10th Anniversary

Para obtener más información sobre la escuela, visita
www.bronxbetterlearning.org
Llámanos al 718-655-6660.

3740 Baychester Avenue - Annex, Bronx, New York 10466

...ficultades en el grado 9º o 10º?

...de URBAN DOVE TEAM CHARTER SCHOOL.

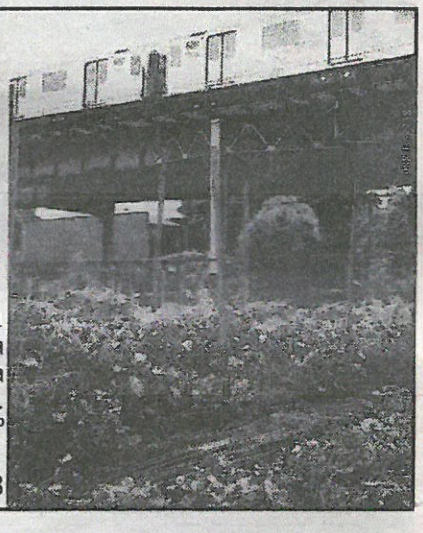
...y capacitar a los estudiantes a través de un ... salud y física, junto con el fuerte apoyo

...deben tener 16 años de edad en ... y tener menos de 8 créditos.

...gina web: **www.udteam.org**
...rreo electrónico: applications@udteam.org

922-B58763

BROOKLYN URBAN GARDEN CHARTER SCHOOL



Una escuela pública intermedia para el siglo 21
Utilizamos la exploración e investigación para promover la excelencia académica de todos los estudiantes.
Para las próximas solicitudes del grado 6°
Visite: bugsbrooklyn.org
info@BUGSbrooklyn.org • 212. 437. 8318

...OADS
...R HIGH SCHOOLS

...AS POSIBILIDADES

...olicitudes ya disponibles!

...a preguntas o más información sobre ... próximos enventos de ROADS, visite ...w.roadsschools.org o llame ...12-561-5383

...icite hasta las 5:00 pm, ... 1º de abril 2013

...S Ch... School I
...klyn)
...Herkimer Street
...yn, NY 11233
...ne) 718-280-9819
...yn@roadsschools.org

ROADS Charter School II (Bronx)
1010 Rev. Ave. James A Polite Ave
Bronx, NY 10459
(telefono) 718-861-7515
Roadsbronx@roadsschools.org

EAST HARLEM SCHOLARS ACADEMIES
EHTP Schools

Nuestras escuelas públicas charter de K-12 están aceptando solicitudes para los grados K-3.
Aplica antes del 1ero de abril del 2013.

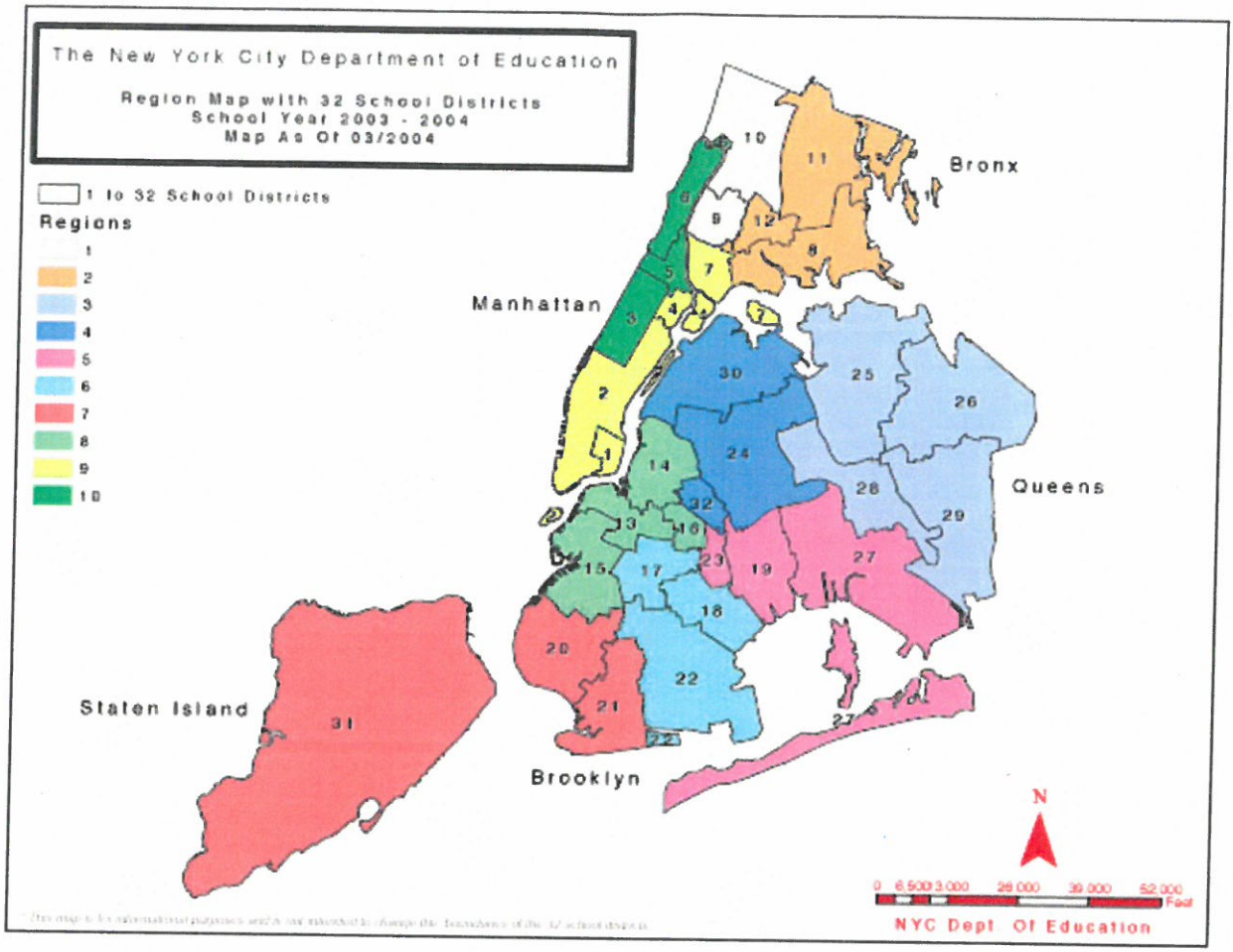
Acompáñanos a explorar la escuela y conocer a nuestro equipo. Estamos localizados en la calle 106 entre las Avenidas Park y Madison.

21 de enero, 9 a.m. - 10 a.m.
14 de febrero, 10 a.m. - 11 a.m.
19 de marzo, 6 p.m. - 7 p.m.
22 de marzo, 11 a.m. - 12 p.m.

Para más información o solicitud visite: **www.eastharlemscholars.org**
o llámenos al (212) 348-2848.

Desde la Comunidad. Rumbo a la Universidad.

923-B61855


The New York City Department of Education
Region Map with 32 School Districts
School Year 2003 - 2004
Map As Of 03/2004
1 to 32 School Districts
Regions
1
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Queens
Staten Island
Brooklyn
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Feet
NYC Dept Of Education

Application Process Still Open For BUGS, The Local Charter School Now Into Its Second Year

0

BY MARY BAKIJA ON MARCH 27, 2015 EDUCATION

Students celebrate winning the Golden Apple and Golden Shovel Awards for the school's sustainability work. Photo courtesy of BUGS.

The Brooklyn Urban Garden School (BUGS) opened in the fall of 2013 with its first 6th grade class, and has since grown in the former Bishop Ford High School space at 500 19th Street to include the 7th grade — and this fall will the the first year with an 8th grade, as well.

In that time, the sustainability-focused, community-based charter school has adapted to the needs of its students while staying true to its mission: "to provide a hands-on, interdisciplinary education to young adolescents of all abilities and backgrounds, with a focus on real-world problem solving and the exploration of environmental sustainability."

With the deadline to apply to the 6th or 7th grades at BUGS for the 2015-2016 school year approaching on April 1, families who may be considering it certainly have some things to igh: Is the longer school day (8am-4pm, except Wednesdays) going to work for your child? Is

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CLASSIFIEDS

Would your child like to contribute to science and help other kids?

Park Slope Tutoring - FREE trial session - Summer 2015

Library Special Events June - September 2015

Teen Tech time: PS4 Gaming

ARTIST LOOKING For People / Actors From Mexico City !

-See more
-Post a classified!

the environmental focus the right fit? And are you willing to put up with some of the wrinkles of the school's newness in exchange for the benefits of smaller class sizes, more teachers (there are two in most classes), daily recess, and so on?

For Craig Raphael, parent to a 12-year-old BUGS student, it's been such a positive experience that he's hoping to send his younger son to the school, as well.

"From talking to parents of 7th graders, I think the first trimester last year, it had some growing pains as it was getting its footing, but now has a strong positive culture and community," he tells us, also pointing toward his honest review shared on Inside Schools. "I suspect next year, after it has a list of high schools where graduates are accepted to, it will become a star."

To get an idea about what to expect at BUGS, we checked in with Susan Tenner, the school's executive director and co-founder (and also a South Slope neighbor), who shared some thoughts about why she wanted to start the school, what makes this charter different from some others out there, and more.

Photo courtesy of BUGS.

SSN: Tell us a bit about how the school got started, and how you got involved with it.

Susan Tenner: BUGS is the result of a five-year effort of a group of community members who joined together to create an additional, high-quality, public middle school option in District 15. The founding team was composed of local parents, educators, and professionals who are independent of any Charter Management Organization and who bring a wealth of expertise in education, fiscal oversight, and policy. Many members of the founding team went on to join the BUGS Board of Directors.

I personally got involved around 2009 when civil rights and education attorney Miriam

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ARCHIVES

June 2015

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

« May

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NEWS FROM PARK SLOPE STOOP

Brooklyn Burgers & Beer Is Now Open

Photo Of The Day: Cherries

Brooklyn Central Pizzeria Has Closed

Park Slope Weekday Events Spotlight: June 29-Ju

Nunberg approached me about creating the school and joining the planning team. Miriam's vision of a garden-centered school and strong commitment to student rights and equal access to quality education drew me in. We both had experience in education that we brought to the ...ool's vision — she being a former Special Education teacher who used gardening as a teaching tool, and me having experience with experiential environmental education. We, and other educators in the founding team, had witnessed first-hand the power of hands-on learning to motivate adolescents at this tender stage in development.

Creating and operating BUGS has been a thrilling and challenging experience for me personally. I threw myself into the project with passion and brought my administrative and project management skills to work with Miriam and the team to create the charter application, and ultimately the school. I like bringing the vision to life, balancing reality and vision, assembling and building the team, connecting and creating community, and applying a large breadth of skills, relationships, and strategic thinking to get it done.

Miriam and I always remarked that creating the school was in some way a parallel process to the kind of civic-minded inter-disciplinary project we ask our students to engage in. As we created the school in a collaborative team that considered the curricular, operational, financial, and political realms, so our students need to work on their projects in collaborative teams that consider environmental issues from all perspectives — as scientists, economists, social scientists, mathematicians, writers, and speakers.

BUGS is authorized by the New York State Board of Regents and is overseen by the New York State Education Department. BUGS was honored to be awarded a charter after a competitive and highly selective application process. A summary of our charter may be found here.

Photo via BUGS

How does a community-based charter like BUGS work?

As stated above, we were founded by a group of community members to meet a community need. We commissioned a study with the Center for the Study of Brooklyn at Brooklyn College

Free Summer Meals Begin Today And Here's Where Your Kids Can Get Them

Too Many Subway Service Disruptions To Digest On A Monday Morning

This Week In Park Slope: A Rise In Robberies, New Parking App, Best Bagels And More

Brooklyn News Roundup

Chocolatier Offers Grandmother's House For Winning Chocolate Recipe

Local Artist Jonathan Blum Celebrates 50th Birthday With Retrospective

People

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Popular

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TOM
More seats in schools--that's #1--but you might want to practice family planning. More trains? This site is too close to the Central Business District("The Inner Ring") to concern the MTA. Ask MOVE...

Construction Is Beginning On 635 4th Avenue · 1 day ago

TOM
There was a robbery at the Mayor's house in PS?

Police Report An Increase In Robberies In The Area · 4 days ago

TOM
It just hasn't launched anywhere important.

New Parking App, SpotPog, Launches In Brooklyn · 5 days ago

Brooklynsheep
Thanks for pointing that out. I remember when Park Slope was a haven for multiracial families....about 10-15 years ago.

The New York Times Discovers The Neighborhood...

and saw the dearth of middle school seats for the upcoming babyboom, and the racial disparity of school performance in the district.

Once the team honed in on our model over the course of a couple of years, we decided we were ready to apply for the charter. We hadn't initially set out to start a charter school. We considered the DOE route — but the charter route was more expeditious in meeting this need and provided the flexibility and autonomy to truly live our innovative school model.

We applied for the charter and it was awarded one in 2011 after a very rigorous selection process. The team had put in many volunteer hours and scraped our pennies together to create a Friends of BUGS non-profit entity and we worked on the application.

Once chartered, we were chosen to "incubate" at the New York City Charter School Center, where we relished the civilized office atmosphere, in-house expertise and resources, after meeting around kitchen tables for years. We planned every aspect of the school from board creation, to mission, vision, policies, procedures, curriculum frameworks, hiring, and community partnerships.

We are an independent private non-profit, overseen by a board of trustees, and authorized by the state. We are not part of a larger charter network, so we have the greatest autonomy and accountability to live out our vision and meet the needs of our local community first and foremost. The challenge is that we are more financially tight because we do not have the economy of scale and administrative offices that networks provide, and our school is small. We love the small, family-like atmosphere of the school and wanted to create a school where every child is known and does not fall through the cracks at this tender stage of adolescent development, but the operational reality is that we must run more efficiently as a small school with a small budget.

Our impassioned teachers and support staff all bring a can-do commitment to creating the school and making it the best it can be. Their drive and commitment to the kids, is the real engine that makes BUGS so vibrant and unique. Everyone knows they are creating something new and special, and we must balance tried and true practices with innovative ideas and risk taking. That is what we ask of our students!

We are very proud of the school's diversity and the advantage it affords our students to learn and grow together. As a charter school we admit students purely by random lottery, with a mandated priority for students living in Community District 15. This randomness, after a breadth of outreach efforts, has a created a diverse group of learners — academically, socially, racially, and economically. We work to bridge and celebrate these differences in our schools' culture programs and our small advisory groups where students meet almost daily with their advisors on social emotional growth, and academic focus and organizational skills.

How does the school pay for the space it's housed in?

Charter schools get paid per student enrolled in their school on a bi-monthly basis. This "per pupil funding" is less than regular DOE schools get per student, but we supplement it with

Again · 5 days ago

onemorefoldedsunset
If anyone's interested in more on the history of t Seafarer's Union, a wonderful commenter led m discover an early Stanley Kubrick film on the previous Union premises, now home to the Al Noor...

Construction Is Beginning On 635 4th Avenue · 6 days ago

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#SOUTHSLOPE ON INSTAGRAM

LATEST NEWS FROM KENSINGTON & WINDSOR TERRACE

Lend Your Hand At Compost For Brooklyn This Summer

Things To Do In Kensington & Windsor Terrace This Week

Have Documents You Need To Get Rid Of? Bring Them To Community Board 12's 'Shred It Day' This Wednesday, July 1

fundraising and strive to run more efficiently. This per pupil funding is the basis of our budget and is used to pay for everything it takes to run the school: from rent to student supplies, salaries, trainings, insurances, furnishings, technology, books, and copy paper....

Photo via BUGS

If you've got more questions about BUGS, feel free to call the school at 718-280-9556. Incoming 6th and 7th grade students throughout Brooklyn are welcome to apply for the fall semester — applications can be completed online, or may be submitted on paper, but they must be in or postmarked by April 1.

2 8

Free Summer Meals Begin Today — And Here's Where Your Kids Can Get Them

Manhattan-Bound F (For Fooey!) Platform At Ditmas Avenue Closed Until The Fall

Brooklyn News Roundup

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Join A Volunteer Group Dog Walk This Saturday

NEXT ARTICLE
South Slope Open House Roundup

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BROOKLYN URBAN GARDEN SCHOOL

Susan Tenner <susan.tenner@bugsbrooklyn.org>

Nov. is all about tours, 11/1/14

nyc school help <joyce@nycschoolhelp.com> Sat, Nov 1, 2014 at 2:20 PM
To: susan.tenner@bugsbrooklyn.org

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nyc school help newsletter
for brooklyn parents

Nov. is all about tours, 11/1/14

All dates, deadlines, times and places need to be confirmed with the sponsoring organization or school. This newsletter is a listing of interesting sounding programs that come across my desk. It is not necessarily an endorsement of the programs. All listings are unpaid.
NYCSchoolHelp.com

What is up with me?

Wall to wall consults. If you are trying to reach me, email is the best way, but even then I may take a couple of days to get back to you.

Upcoming Talks

I will be booking a new Public School talk in Dec. (and preschool talks in Jan. and HS talks in March)
When I schedule, I will list it in the newsletter and on the website.

Private Preschool (and Elementary) Seats and Open Houses

Blue School in South St. Seaport **Open Houses** will be held for 2's - 5th grade on 11/12, 6-7:30. Open House for MS 11/29 6-7:30 Weekly tours on Tuesdays and Thursdays. Sign up for tours and Open houses at www.blueschool.org.

Choo Choo Train Project progressive preschool in Carroll Gardens for children 2.5-5 yrs. For more info contact Ms. Ela 718-797-9050.

Congregation Beth Elohim Early Childhood Center in Park Slope will begin accepting **application for the 2015/2016 school year on 11/5 @ 9am**. Tours are being held now through December. For more go to the website or contact Jaci at jisrael@cbebk.org

The German School Brooklyn is holding information sessions for **Kindergarten - 3rd grade** for the 2015/2016 school year. RSVP for the tours.

Greene Hill School in Fort Greene is holding school tours for the lower school and middle school on Tues. and Wed. this fall.

Old First Nursery School in the North Slope has **open houses** on 11/6 @ 5:30pm, 1/10 @ 10am and **school tours** on 11/7 @ 9am, 12/5 @ 9am. RSVP. They also have a couple seats for **3 or 4 yr olds available now.**

Park Slope North Child Development Center (Helen Owen Carey) in the North Slope currently has openings for 2's. Check out the website for more information.

Prospect Kids Academy has some openings in their 2's and 3's program.

Rivendell School has an opening for a **3-5 year old**. Contact Shelly Wolf Scott at shelly.wolf.scott@rivendellnyc.org.

Seedlings in Brooklyn Heights currently has space in **PreK, older two's and three's classes**. Contact Tracy Pechette at seedlingslearning@gmail.com for more information.

Who's On First in Carroll Gardens has an opening for a student **MWF during the morning session**. If you are interested, contact Nicole at nicole@whosonfirstkids.com for information.

If you are a preschool or elementary school director, and want me to list open seats in your program for fall 2014. Please send a note to joyce@nycschoolhelp.com

Public Elementary Schools

Several schools in D15 in Windsor Terrace/Kensington/Sunset Park are being rezoned (154, 130, 230, 131). Here is the DoE's proposal.

Public Meeting about the rezoning vote:
Wed. 11/12/14 6-8:30pm @ PS 230 1 Albemarle Rd.

2014-2015 Public School Calendar

PS 8 in Brooklyn Heights is warning parents that the kindergarten class may be capped this year. No need to panic yet, but wise to check out other options as a backup.

- **If you want email updates from the DoE about Kindergarten admissions, PreK admissions, G&T, Charter Schools, late breaking news,** subscribe to the DoE's email alerts here.
- **Application process (Kindergarten Connect)** won't be out until January.
- **Prek is even LATER.** None of the dates are posted and they won't be for months, so keep your pants on. You can tour schools now so you know how to rank them later.

Gifted & Talented

The RFT (request for testing) is live for sign up.
Deadline to sign up is 11/7/14. Don't wait to sign up! It is not first come first served, but since I seem to always be late with newsletters this year, I may not be able to warn you about it next month.

G&T handbooks are here.

Tours

I am doing my best to be comprehensive, but you should ALWAYS **double check the tour dates and times** with the schools, in case there are changes.
Schools and Parent Coordinators: I am happy to list your tours! Please get me the information for the Dec. newsletter.

District 13

PS 8: 12/3, 1/14, 3/4 from 9 - 11am.

PS 9: 11/21, 12/12, 1/16, 2/27, 3/20, 5/1. All tours begin at 9am. Sign up for a tour

PS 11: 11/7, 12/11, 1/9, 1/27. All tours are 8:45-10:30am. Sign up for a tour.

PS 20: 11/13 @ 8;30am. Sign up for a tour

Community Roots Charter School: 1/15, 1/29, 2/5, 2/26, 3/12, 3/26 @ 8:45. Register for a tour.

District 14

PS 17: 11/3, 12/8, 1/5, 2/2, 3/2, 4/6, 5/4 @ 9 AM. No need to RSVP.

PS 18 PreK and K tours will be given by appointment. Contact parent coordinator, Blanca Ramirez at (718) 387-3241.

PS 34: 11/5, 12/3, 1/7, 2/4, 3/4, 4/1, 5/6 @ 8:30am. No RSVP needed.

PS 31: 11/20; 12/18; 1/15; 2/12; 3/19; 5/21 @ 8:30 AM. No RSVP needed.

PS 110: 11/3, 12/1, 1/12, 2/2, 3/2, 4/13, 5,4; 9: 15am. No RSVP needed.

PS 147: 11/14 at 9am. Their **DL Japanese program** is in place for fall of 2015!

PS 196: Call Maria Rodriguez to schedule a tour at 718-497-0139 x 2191

The Arbor School : 11/7, 12/5, 1/9, 2,6; 9am. No RSVP needed.

District 15

Hellenic Classical Charter School: 12/4 @ 6pm, 2/5 @ 6pm, 3/7 @ 10am.

PS 10: 11/14, 12/12, 1/9 , 2/13 , 3/13, 4/17, 5/8 all tours at 9am

PS 15: Open Houses are generally offered every Thursday morning (call to check exact time) in **February**. To RSVP or coordinate a tour outside scheduled Open House times, call Judith Reis, Parent Coordinator, at (347) 563-5380.

PS 32: **Kindergarten** School Tour 1/7 @ 9am.
Pre-K School Tour, 1/ 14 @ 9am.
G&T School Tour, 1/ 15 @ 9am.
ASD NEST School Tour, 2/ 5 @ 9am. You must **RSVP** for all tours.

PS 39: 1/22, 2/25. Tours begin at 9am. No registration needed to attend.

PS 118: 12/18, 1/8, 2/5 @ 9am.

PS 124: 11/20, 12/18, 2/22. Tours begin at 9:30. Register here.

PS 146 Brooklyn New School: 11/13, 12/4, 12/11, 1/9, 1/22, 2/26, 3/4, 3/26 @ 9:00am. 2/4 @ 6pm. No registration required.

PS 154: 10/20 @ 9:30. Register with dwattenbarger@schools.nyc.gov

PS 295: 12/11, 1/15, 2/12, 3/5 @ 9am.

PS 321: 1/8, 1/27 @ 9am.

District 17

PS 705: 11/12, 10/10, 1/7, 2/11. All tours @ 9am.

PS 770 New American Academy: 1/14 @ 5:30pm, 1/16 @ 10am, 1/24 @ 10:30, 1/27 @ 10am, 1/28 @ 5:30pm, 2/4 @ 4pm, 2/6 @ 5:30pm, 2/11 @ 10am, 2/13 @ 10am.

Middle School

Got something to say about the middle school process?
take a survey from the DoE

Sign up for the Schoolbook **Parents' Guide to Middle School Admissions**

Inside Schools picks: **Not the Usual Suspects**

MS 51 in D15 is in the process of changing their admissions threshold: the total number of points needed in the four core subjects will likely be **12**, not 13. A child with all 3's will qualify. So would a child with two 3's, a 2 and a 4. This is just for the initial round of screening. If your child qualifies based on those four subject grades, and you have listed MS 51 #1 or #2 on your application, MS 51 will then request your child's 4th and 5th grade report cards, and that will determine admissions. Still no interviews. As always confirm with your school for the most current information.

Greene Hill School has openings in the 6th grade class for next year. Contact Laurie Baum, Middle School Director for more information at lbaum@greenehillschool.org. **Dates for school tours can be found here.**

BUGS (Brooklyn Urban Garden Charter School)
open houses scheduled here. Their applications will be available in early winter and lottery will be in early April.

High School

Calendar

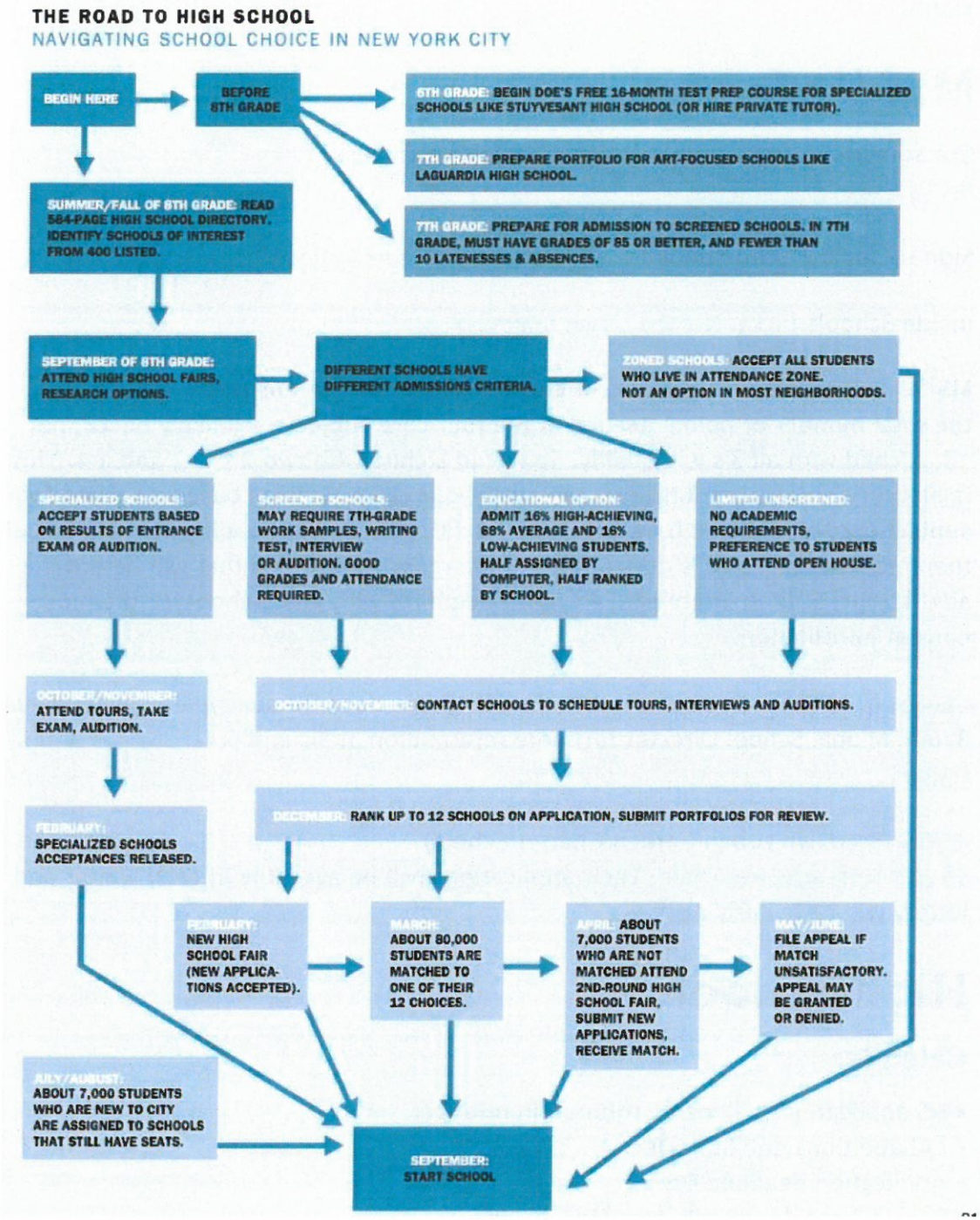
- HS applications will be distributed in **mid Oct.**
- LA! auditions end Sun. **Dec. 7**
- Application deadline **Dec. 2**
- Round 1 results distributed: **March TBD**

Inside Schools **Top 10 Myths About Applying to HS**

Daily News lists **Top 60 NYC High Schools**

The Honorable Mentions

How they ranked the schools Remember this is another handy screening vehicle, but REALLY, using any stats alone will miss great schools!



Does anyone know who made this great info graphic? I would love to give them credit.

Tutoring for PS, MS, HS Choice (or college)

I don't review tutors but the awesome Parents of NY Teens does!

Please review your fav tutors there!

A.W.E. (Art Workshop Experience) in Dumbo has summer and fall workshops for kids of different ages and portfolio prep for kids applying to high school. For more info contact Marney Fuller 917-302-8586

Bee Tutored, a local boutique tutoring service supports students: in all academic subjects, with planning and organization, Foreign Language instruction, NYS ELA/Math prep, G&T prep, ISEE SSAT SHSAT SAT prep, college app and essay assistance
Contact them for more info: 917-482-4880

Brooklyn Voice and Piano run by Marje Wagner helps students prep for auditions to LaGuardia, Frank Sinatra, Murrow and PPAS. Contact her at marjewagner@gmail.com or (917) 863-7438.

Check out Portfolio U
Get help with NYC portfolio and art auditions

Eleanor Traubman, Bank St. Alumna
K-5 tutoring and homework help
for more information: etraubman@gmail.com creativetimes.blogspot.com

Renee Auriema helps families navigate the **college admissions** process. Contact her at rauriema@gmail.com or 718.852.7182 for information.

For Parents and Students of All Ages

Nominate your school for the 2014 Blackboard Award. For information and to nominate a school go to www.blackboardawards.com.

Websites and articles

From Renee Dinnerstein:
The Journey
Down the Rabbit Hole?

Beautiful collection of maps.

An end to cellphone ban in NYC schools.

Packer to purchase a new building to house Prek and Kindergarten but it doesn't mean additional seats.

Disgruntled Brooklyn Parents Want to Know: Do You Hate the Middle School Search

as Much as They Do?

Sarah Birnbaum of New York Special Needs will be holding a talk for parents of children turning 3 in 2015. This talk will discuss therapies, preschool settings and transition to CPSE as well as other topics. 11/4 @ 6:30pm @ The SMILE Center. RSVP @ info@smileny.org.

Do you need a little school help or a lot?

If you want to meet fill out my contact form. Then send me an email to give me a little more info and set up an appointment.

I am happy to talk about anything that is giving you a headache.

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BROOKLYN URBAN GARDEN CHARTER SCHOOL

Susan Tenner <susan.tenner@bugsbrooklyn.org>

3/14/15 the promise of spring

nyc school help <joyce@nycschoolhelp.com> Sun, Mar 15, 2015 at 6:51 PM
To: susan.tenner@bugsbrooklyn.org

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nyc school help newsletter
for brooklyn parents

3/14/15 the promise of spring

All dates, deadlines, times and places need to be confirmed with the sponsoring organization or school. This newsletter is a listing of interesting sounding programs that come across my desk. It is not necessarily an endorsement of the programs. All listings are unpaid.
NYCSchoolHelp.com

Pi Day

what is up with me

Spring cleaning. I am talking to lots of people who are moving and others who are getting a jump on the fall.

i have been blogging

- fight the good fight and act before April 1
- i am only going to say this one more time
- an updated blog about MS 839

Private Preschool (and Elementary) Seats and Open Houses

Brooklyn Apple Academy is now accepting applications for **6 -9 year olds** for the fall with part time options available.

Brooklyn Preschool of Science is opening a second location in Park Slope. You can apply to that and the Cobble Hill location online.

Brooklyn Schoolhouse will be ready for visitors in May and opening spots for next school year. Information can be found at the website and this facebook page.

Greene Hill School, an independent progressive school in Fort Greene, Brooklyn with a sliding scale tuition is accepting applications on a rolling basis for grades three through seven. **Lower school tours are on 3/18 @ 9:15** and **Middle School tours are 3/18 at 10:15.** For questions

Kings Bay Y @ North Williamsburg has a **preschool program for ages 2-5.** for more information contact: info@northwilliamsburgY.org.

Kings Bay Y @ Windsor Terrace is opening a **Russian and Hebrew immersion programs for 2 -3 year olds.** For information

Park Slope Schoolhouse has a spot available in their 3's class. Contact them for more information.

Red Hook Playgroup has opening for **September 2015 for children ages 2.6 -4.8.** Interested parents can contact them by phone at 718-797-4186 or email at admin@redhookplaygroup.org.

Seedlings Preschool has openings for **afternoon classes** and is registering for **summer camp** now. Contact Tracy Pechette for information seedlingslearning@gmail.com.

St. Joseph the Worker is holding **tours** on all school days. Contact the office for more information 718.768.7629

Trilok in Fort Greene has some spots in their 2015 term for **2's** as well as spots for fall 2015. They also have **Spring camp** in March. They will hold summer camp for children ages 2 -15. For more information: contact Julia Murray.

Williamsburg Montessori School takes students from 3 months to 6 years but will be expanding to a **Montessori Lower Elementary program starting with 6-9 year olds** in the fall. For more information contact Anne Hoaldridge-Dopkins

Who's On First Kids has two openings for Tues/Thurs spot in the afternoon 12-2:45 from now until June. Contact Nicole for more information Nicole@whosonfirstkids.com.

If you are a preschool or elementary school director, and want me to list open seats in your program for fall 2014. Please send a note to joyce@nycschoolhelp.com

Public Elementary Schools

2015-2016 Public School Calendar!

Kindergarten Calendar

Early April placement offers distributed
Late April pre-registration
Some time after that G&T scores will be reported
And then qualified students will rank their choices
And then placements will be made
And then you get to decide between your regular placement and G&T
And then gen ed wait lists will move.

If you want email updates from the DoE about Kindergarten admissions, PreK admissions, G&T, Charter Schools, late breaking news, subscribe to the DoE's email alerts here.

As always we are in the dark about when G&T scores will come out.
If you are curious, there are lots of interesting numbers about G&T here.

International Charter School of NY has announced their location in downtown Brooklyn: Willoughby St. in the former Brooklyn Friends HS building.
They are taking applications for their kindergarten and first grade lotteries

Prek 2015-16

- **March 16- April 24** apply for public prek and CBECC programs on one application (this is not first come first served)
- **Early June**- notification of placement
- **Mid June** - pre-registration

DoE Prek Information Sessions in all boroughs
Brooklyn: Tues. 3/17 6-7:30pm
Clara Barton HS ,901 Classon Avenue

Inside Schools low down on the prek process
Inside Schools: What to look for in a prek class, read this - WATCH THIS

Tours

I am doing my best to be comprehensive, but you should ALWAYS **double check the tour dates and times** with the schools, in case there are changes.

Many schools have new websites or don't have the SEO to show up in a google search. To find their info, go on the school page for each at insideschools.org and they link to the schools websites. While you are there, watch the video, "What to look for in a school".

Schools and Parent Coordinators: I am happy to list your tours! Please get me the information for the Jan. newsletter.

District 13

PS 9: 3/20, 5/1. All tours begin at 9am. Sign up for a tour

PS 46 is a Magnet school with a Spanish Dual Language program. There will be more tours scheduled during the prek app period.

PS 133 all tours are booked. For questions contact the Parent Coordinator, Mr. Dickerson
They are also looking for native French and Spanish speakers for their 3rd and 4th grade classes.

PS 282 (congratulations to the Chess champs!!)
G&T: 3/25
All grades: 4/17
Middle School 5/7
all tours start at 9am, meet in the lobby at 8:45am.
RSVP here

Community Roots Charter School: 3/26 @ 8:45. Register for a tour.

Brooklyn Prospect Elementary School Admission lottery will be held in April.

International Charter School of New York is looking for **Kindergarteners and 1st graders** to join them next September. More information here. They have gotten their new location in the old Brooklyn Friends HS space.

District 14

PS 17: 4/6, 5/4 @ 9 AM. No need to RSVP, but contact to make sure that these dates are accurate.

PS 31: 3/18; 5/21 @ 8:30 AM. No RSVP needed.

PS 34: 4/1, 5/6 @ 8:30am. No RSVP needed.

PS 110: 4/13, 5/4; 9: 15am. No RSVP needed.

PS 147: Their DL Japanese program is in place for fall of 2015 with two classrooms!
Open House: 3/27 @ 9am
Information on PS 147's Dual Language Japanese program

District 15

PS 10: 4/17, 5/8 all tours at 9am

PS 15: Contact Mrs. Reis at 718-330-9280 ext. 1037

PS 32: PreK 3/26 @ 9am

PS 38 contact the Parent Coordinator, Mr. Hassan 718-330-9305 for more information

PS 58
Prek Tour: 3/19 @ 9:15am
No RSVP

PS 124 3/18, 3/23, 4/20 @ 8:30am.

PS 146 Brooklyn New School: 3/26 @ 9:00am. No registration required.

PS 261
3/26, 4/30, 5/7 all @ 8:30am No RSVP

Pre-K 280 This is the new early childhood center in the Bishop Ford Building that is being administered by PS 10 : 4/15, 5/13 @ 9:15. RSVP required.

Sunset Park Avenues PS 516 **Pre K tours**: 3/26 @ 9am. RSVP to Chane Enden at CEnden@schools.nyc.gov. Please call the school with any questions: 718-369-8330.

District 17

PS 770 New American Academy: 3/16 @5pm, 3/18 @ 10am, 3/23 @ 10am, 3/30 @5pm, 4/1 @10am
RSVP to (718) 968-6520

Middle School

Check out my **updated blog** about District 15's new MS 839

International Studies in Cobble Hill has a new DL French middle school program

BUGS (Brooklyn Urban Garden Charter School)
open houses scheduled here. Their applications will be available in early winter and lottery will be in early April.

Brooklyn Prospect Charter School (D15) Windsor Terrace Campus open houses **1/12 and 3/2 both at 6-7:30pm**
The D13 Brooklyn Prospect Middle School should be reporting their location shortly.

High School

Round 1 responses and Round 2 applications due to your guidance counselors by **March 20, 2015**
Best Bets for the Second Round. Brooklyn College Academy should also be on this list.

You need a placement before you can appeal.

The School Boards figures out the Specialized HS cut off scores each year.

For Parents and Students of All Ages

Forums and meetings about opting out of the tests can be found:

- Change the Stakes: because a good education can't be measured by a test score
- NYC OPT OUT
- The DoE's FAQ about opting out.

Brooklyn Conservatory of Music is holding
House Party: Songs and Stories from America's Neighborhoods , Featuring the music of Grammy Winner **Dan Zanes** for Kids Ages 12 months - 4 years old and Music and Movement classes in August. Go to the website for more information.

New York City Encounters with Reggio Emilia is holding a new **exhibit with some late evening hours**. For more information about the exhibit, look here.

Xaverian High School admits women!

Anya Kamenetz, NPR reporter and writer of "The Test: Why our schools are obsessed with standardized testing - but you don't have to be" is doing a presentation at the Court St. Barnes and Noble on April 18 as part of Educator Appreciation Day

Tutors

Bee Tutored is offering a **FREE 2.5 hour simulated SHSAT exam** on 4/25 @ 10am.

To register, sign up here

Eleanor Traubman, Bank Street alumna, is available for literacy tutoring. Facebook.com/brooklyntutor. Contact: ETraubman@gmail.com

Kai Kleinbard specializes in **executive functions tutoring/coaching**; in addition, Kai teaches the **Alexander Technique** to youth. For more information

Kaplan's 5 Borough SHSAT Practice Day
March 21 @ 10am, sign up here

Marje Wagner helps with **audition prep for the performing arts high schools.** For more information go to www.brooklynvoiceandpiano.com

Praxis Tutors, Eric Schlosser, has a free practice SHSAT test on March 28 at the Park Slope Library and a class starting in mid April

Websites and articles

Brooklyn Teachers Ask Parents to Help Save Their Jobs

When a Teachers Job Depends on a Child's Test by the New Yorker

What do kids need? A good set of blocks!

Follow the wonderful "Being 12" series on WNYC

Read Renee Dinnerstein:
Do Mesas have spikes?
Nature and Nuture: the best of Prek-K

It is what you do with what you are given. Not where you go.

Do you need a little school help or a lot?

If you want to meet fill out my contact form. Then send me an email to give me a little more info and set up an appointment.

I am happy to talk about anything that is giving you a headache.

©2015 nyc school help | 459 12th St. #3C Brooklyn, NY 11215

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Appendix I: Teacher and Administrator Attrition

Created: 07/24/2015
Last updated: 07/29/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 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
	10	14	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
	11	6	4

Thank you

Appendix J: Uncertified Teachers

Created: 07/24/2015
Last updated: 07/29/2015

"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: 331500861011 BROOKLYN URBAN GARDEN CS

Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 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	0
(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	2
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
Total	2.0

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

13

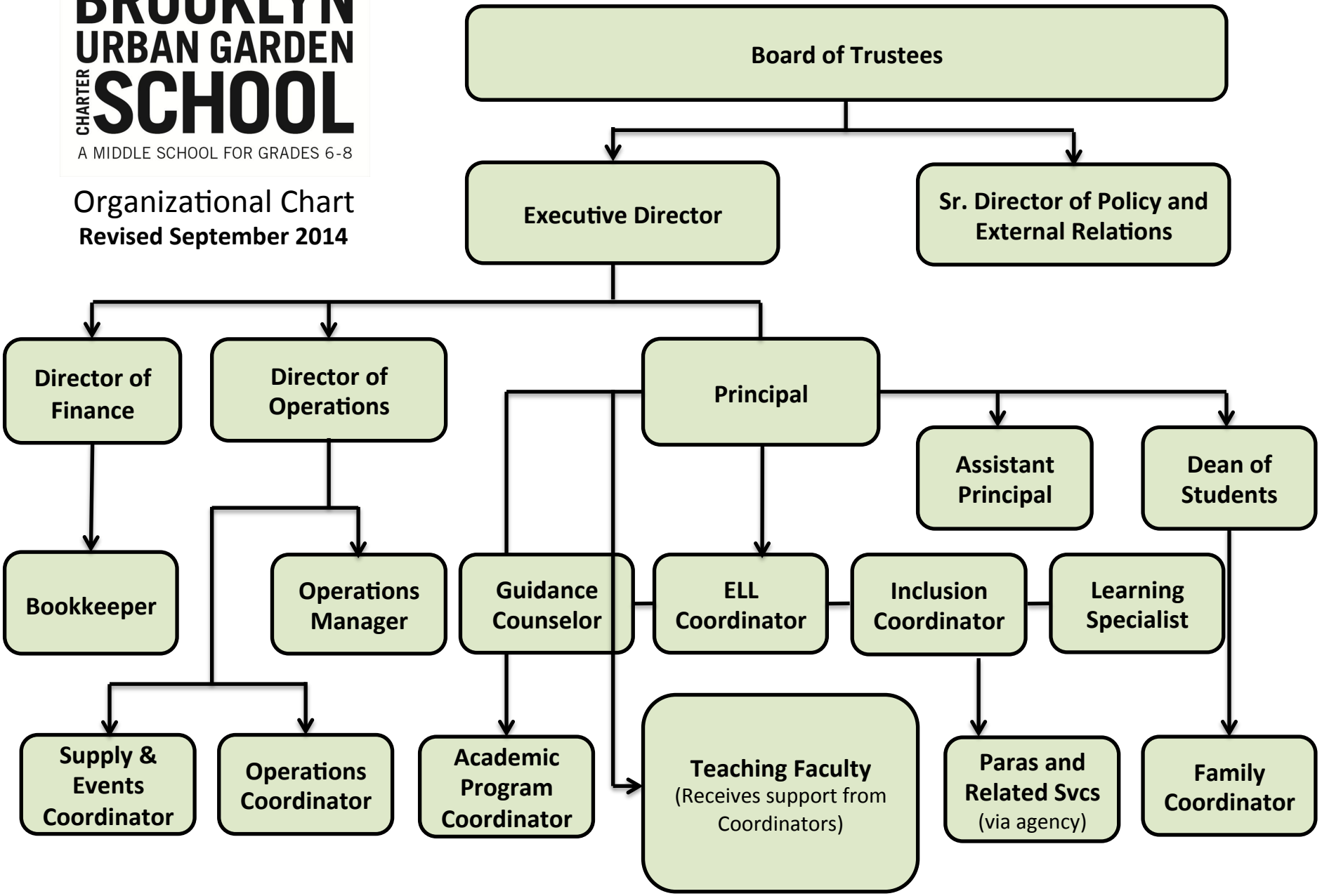
Thank you.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

Organizational Chart

Revised September 2014



Brooklyn Urban Garden Charter School
Annual Report
Appendix L
Mission and Key Design Elements

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

Key Design Elements:
1. Inquiry-Based Study of the Science of Sustainability: BUGS will be a middle school focused on the science of sustainability, which incorporates the natural sciences, math, economics, history, social sciences, and the humanities to examine the intersection of human and ecological systems. This interdisciplinary field has the capacity to develop new knowledge and ways of thinking needed for students to become actively aware of the larger world, ask significant and relevant questions, wrestle with big ideas, deepen understanding of core subjects, and develop necessary 21st century skills.

2. Extended Time for Learning: Longer blocks of class time, a longer school day and a longer school year will provide additional time to: maximize learning opportunities; implement innovative, cross- disciplinary approaches to curriculum, instruction, and assessment; and provide rigorous supports for ELL, special education, and struggling students.

3. A Positive and Inclusive School Climate: BUGS will create a safe, welcoming, and respectful school climate that supports equity and access for all learners. Through its advisory program, school-wide discipline program, positive behavior supports, and research-based interventions, BUGS will foster a college-bound, career-ready student body that respects and values the diversity of others in their community and around the world.

4. A Professional Learning Community: A learning-focused, collaborative culture will be based on trust, shared instructional leadership, and mutual accountability. Daily common planning time and on-going professional development will enhance teachers‘ collective focus on student learning.

5. Authentic Assessments and Individualization: Instruction is driven by ongoing, authentic assessment and analysis of academic and behavioral data, which support students‘ individual needs and is facilitated by trained and supported teachers.

6. Use of Technology: Computer-based instruction will allow for intensive, targeted remediation in basic skills, individualized learning and assessments, and the development of 21st century skills in visual, media and technological literacy.

I. SCHOOL INFORMATION AND COVER PAGE

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

Page 1

1. SCHOOL NAME

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

331500861011 BROOKLYN URBAN GARDEN CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 15

4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	500 19th Street, Brooklyn NY 11215	718-280-9556	000-000-0000	[redacted]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Miriam Nunberg
Title	Co-Executive Director
Emergency Phone Number (###-###-####)	[redacted]

5. SCHOOL WEB ADDRESS (URL)

http://www.bugsbrooklyn.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2013-08-01 00:00:00

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

(as reported on BEDS Day)

140

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

- 6

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	500 19th Street, Brooklyn NY 11215	718280-9556	CSD 15	6,7	No	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Miriam Nunberg and Susan Tenner	718-280-9556		[redacted]
Operational Leader	Christine Kang	718-280-9556		[redacted]
Compliance Contact	Miriam Nunberg	718-280-9556		[redacted]
Complaint Contact	Susan Tenner	718-280-9556		[redacted]

13. Are the School sites co-located?

No

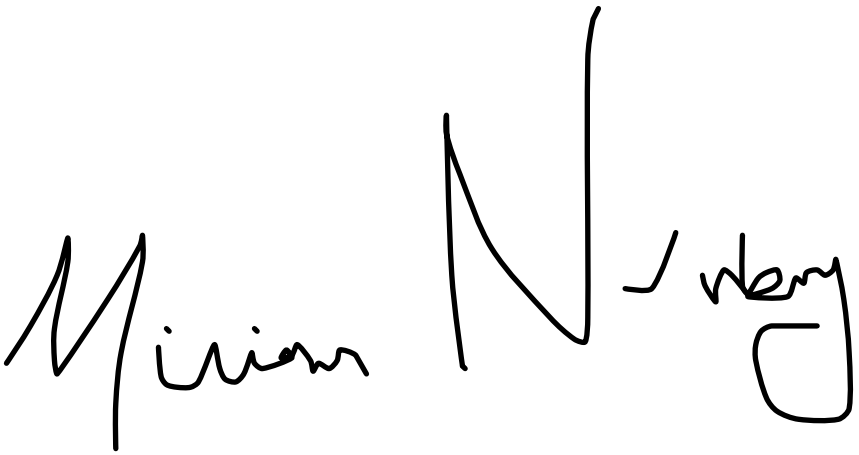
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and use the mouse on your PC or the stylist on your mobile device to sign your name).

- Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees

Thank you.

Appendix A: Progress Toward Goals

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

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

1. NEW YORK STATE REPORT CARD

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

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

(No response)

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

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

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

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

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

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

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

Appendix B: Total Expenditures and Administrative Expenditures per Child

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

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

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

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

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

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

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

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

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

Thank you.

Financial A

School Name:
Date:
School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
District of Location:
Authorizer:
Years of Operation:
Facility:
Grades Currently Served:
Planned Grades at Full Capacity:
Enrollment:
Max Enrollment:
Year of Most Recent Data
School Fiscal Contact Phone:
School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:
Latest Audit Period (through June 30):
Do Not Use this Box

Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Brooklyn Urban Garden Charter School

July 31, 2014

Susan Tenner
[redacted]
Kings County
SED
2013-14
Private
Six
Six- Eight
140
300
2014
718.280.9556

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

Brooklyn Urban Garden Charter School

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

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

FILL IN GRAY CELLS

Brooklyn Urban Garden Charter School

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

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

BROOKLYN URBAN GARDEN CHARTER SCHOOL

FINANCIAL STATEMENTS AND AUDITOR'S REPORTS

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

BROOKLYN URBAN GARDEN CHARTER SCHOOL

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LOEB & TROPER LLP

Independent Auditor's Report on Financial Statements and Supplementary Information

Board of Trustees
Brooklyn Urban Garden Charter School

Report on the Financial Statements

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

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

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

Opinion

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

Other Matter

Supplementary Information

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

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 30, 2014 on our consideration of BUGS's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Brooklyn Urban Garden Charter School's internal control over financial reporting and compliance.

Loeb & Troper LLP

October 30, 2014

EXHIBIT A

BROOKLYN URBAN GARDEN CHARTER SCHOOL

BALANCE SHEET

JUNE 30, 2014

ASSETS

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

LIABILITIES AND NET ASSETS

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

See independent auditor's report.

The accompanying notes are an integral part of these statements.

EXHIBIT B

BROOKLYN URBAN GARDEN CHARTER SCHOOL

STATEMENT OF ACTIVITIES

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

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

See independent auditor's report.

The accompanying notes are an integral part of these statements.

EXHIBIT C

BROOKLYN URBAN GARDEN CHARTER SCHOOL

STATEMENT OF CASH FLOWS

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

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

See independent auditor's report.

The accompanying notes are an integral part of these statements.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

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

NOTE 1 - NATURE OF ORGANIZATION

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

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

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

Use of estimates - The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

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

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

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

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

-continued-

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

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

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

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

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

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

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

NOTE 2 - SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

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

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

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

NOTE 3 - FIXED ASSETS

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

NOTE 4 - OCCUPANCY

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

-continued-

BROOKLYN URBAN GARDEN CHARTER SCHOOL

NOTES TO FINANCIAL STATEMENTS

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

NOTE 5 - LOAN PAYABLE

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

NOTE 6 - NET ASSETS

Temporarily restricted net assets are available for the following purposes:

Food Program	$ 39,162

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

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

NOTE 7 - IN-KIND CONTRIBUTIONS

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

NOTE 8 - CONTINGENCIES AND CONCENTRATIONS

Certain grants and contracts may be subject to audit by the funding sources. Such audits might result in disallowances of costs submitted for reimbursement. Management is of the opinion that such cost disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

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

BROOKLYN URBAN GARDEN CHARTER SCHOOL

SCHEDULE 1

STATEMENT OF FUNCTIONAL EXPENSES

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

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

See independent auditor's report.

The accompanying notes are an integral part of these statements.

LOEB & TROPER LLP

Report on Internal Control
Over Financial Reporting and on
Compliance and Other Matters Based on an
Audit of Financial Statements Performed in
Accordance with Government Auditing Standards

Independent Auditor's Report

Board of Trustees
Brooklyn Urban Garden Charter School

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Brooklyn Urban Garden Charter School, which comprise the balance sheet as of June 30, 2014, and the related statements of activities, and cash flows from September 13, 2011 (inception) through June 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 30, 2014.

Internal Control Over Financial Reporting

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

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

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

Compliance and Other Matters

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

Purpose of This Report

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

Loeb & Troper LLP

October 30, 2014

BROOKLYN URBAN GARDEN CHARTER SCHOOL

MANAGEMENT LETTER

JUNE 30, 2014

LOEB & TROPER LLP

LOEB & TROPER LLP

Board of Trustees
Brooklyn Urban Garden Charter School

In planning and performing our audit of the financial statements of Brooklyn Urban Garden Charter School (BUGS) as of and for the year ended June 30, 2014 in accordance with auditing standards generally accepted in the United States of America, we considered BUGS' internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of BUGS' internal control. Accordingly, we do not express an opinion on the effectiveness of BUGS' internal control.

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

Our consideration of internal control was for the limited purpose described in the first paragraph and was not designed to identify all deficiencies in internal control that might be material weaknesses. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified. We would like to make the following observations and recommendations for consideration by management.

Sign-in/Out Sheets

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

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

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

Loeb & Troper LLP

October 30, 2014

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

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

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

October 7, 2014

Dear Monica,

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

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

Sincerely,

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

BROOKLYN URBAN GARDEN CHARTER SCHOOL

AGREED-UPON PROCEDURES

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

LOEB & TROPER LLP

LOEB & TROPER LLP

Independent Accountant's
Report on Applying Agreed-Upon Procedures

Board of Trustees
Brooklyn Urban Garden Charter School

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

The procedures we performed and our results are as follows:

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

Result: CSP Grant revenue does equal the grant expenditures.

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

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

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

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

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

c. Using the above selected items, we:

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

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

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

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

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

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

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

Result:

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

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

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

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

Loeb & Troper LLP

October 30, 2014

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

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

October 30, 2014

Response to the auditors finding indicated for the procedure #4

Management agrees with the finding.

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

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

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

Brool

Contact Name:
Contact Email:
Contact Phone:

Operational Year 2:

Budget & Cash Flow

klyn Urban Garden Charter School

Susan Tenner

[redacted]

July 1, 2014 to June 30, 2015

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

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

		PROGRAM SERVICES			SUPPORT
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING
REVENUES					
REVENUES FROM STATE SOURCES					
Per Pupil Revenue	CY				
School District			253,497	-	-
School District - ALL OTHER			-	-	-
TOTAL Per Pupil Revenue (Average Districts Per Pupil Funding)			253,497	-	-
Special Education Revenue			280,692	-	-
Grants					
Annulus			-	-	-
CCD (Department of Youth and Community Developmt.)			-	-	-
Other			-	-	-
Other			-	-	-
TOTAL REVENUE FROM STATE SOURCES		2,915,213	534,189	-	-
REVENUE FROM FEDERAL FUNDING					
IDEA Special Needs		-	30,000	-	-
Title		55,000	-	-	-
Title Funding - Other		6,000	-	-	
School Food Service (Free Lunch)		42,000		-	-
Grants					
			-	-	-
				-	-
Other		-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES		195,000	30,000	-	-
LOCAL and OTHER REVENUE					
Contributions and Donations		-	-	-	75,000
Fundraising		-	-	-	-
Erate Reimbursement		-	-	-	-
Earnings on Investments		-	-	-	-
Interest Income		-	-	-	-
Food Service (Income from meals)		-		-	34,000
Textbook		-	-	-	-
OTHER		-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES		-	-	-	109,000
TOTAL REVENUE		3,110,213	564,189	-	109,000
EXPENSES					
ADMINISTRATIVE STAFF PERSONNEL COSTS	No. of Positions				
Executive Management	2.00	74,250	4,050	-	13,500
Instructional	2.00	202,400	17,600	-	-
Dean	4.00	136,022	80,114		
CFO	-	-	-	-	-
Operations	2.00				
Admin	3.00	-	-	-	-
TOTAL ADMINISTRATIVE STAFF	13.00	412,672	101,764	-	13,500
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	8.00	494,914	43,036	-	-

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

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

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

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

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

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

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

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

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

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

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

230	
-	
230	
16,450	
16,270	

BROOKLN URBAN GARDEN C

PROJECTED CASH FLOW FOR YEA

July 1, 2014 to June 3

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

REVENUE

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

REVENUES FROM STATE SOURCES

Per Pupil Revenue (CY Per Pupil Rate)							
School District 15: New Dawn Charter High School	-	-	528,118.33	-	528,118.33	-	528,118.33
School District - ALL OTHER	-	-	-	-	-	-	-
TOTAL Per Pupil Revenue (Average Districts	-	-	528,118	-	528,118	-	528,118
Special Education Revenue	-	-	46,782	-	46,782	-	46,782
Grants							
Stimulus	-	-	-	-	-	-	-
DYCD (Department of Youth and Community Developmt.)	-						
Other	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL REVENUE FROM STATE SOURCES	574,900	-	574,900	-	574,900	-	574,900

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

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

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

...itted in ...PPR ...for that district in the cells below. If a higher PPR is assumed indicate that % increase in the ASSUMPTION column.

REVENUE FROM FEDERAL FUNDING

IDEA Special Needs							
Title I	4,583.33	4,583	4,583	4,583	4,583	4,583	4,583
Title Funding - Other	500.00	500.00	500.00	500.00	500.00	500.00	500.00
School Food Service (Free Lunch)	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00	3,500.00
Grants							
Charter School Program (CSP) Planning & Implementation	7,666.67	7,666.67	7,666.67	7,666.67	7,666.67	7,666.67	7,666.67
Other	-	-	-	-	-	-	-
Other	-	-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES	16,250	16,250	16,250	16,250	16,250	16,250	16,250

LOCAL and OTHER REVENUE

Contributions and Donations	6,250	6,250	6,250	6,250	6,250	6,250	6,250
Fundraising	-	-	-	-	-	-	-
Erate Reimbursement	-	-	-	-	-	-	-
Earnings on Investments	-	-	-	-	-	-	-
Interest Income	-	-	-	-	-	-	-
Food Service (Income from meals)	2,833	2,833	2,833	2,833	2,833	2,833	2,833
Text Book	-	-	-	-	-	-	-
OTHER	-	-	-	-	-	-	-
TOTAL REVENUE FROM LOCAL and OTHER SOURCES	9,083	9,083	9,083	9,083	9,083	9,083	9,083
TOTAL REVENUE	**600,234**	**25,333**	**600,234**	**25,333**	**600,234**	**25,333**	**600,234**

EXPENSES

	No. of Positions							
ADMINISTRATIVE STAFF PERSONNEL CO								
Executiv	2	11,250	11,250	11,250	11,250	11,250	11,250	11,250
Instructi	2	18,333	18,333	18,333	18,333	18,333	18,333	18,333
Dean	4	18,011	18,011	18,011	18,011	18,011	18,011	18,011
CFO / D	-	-						
Operatic	2	11,833	11,833	11,833	11,833	11,833	11,833	11,833
Admis	3	9,166.67	9,167	9,167	9,167	9,167	9,167	9,167
TOTAL ADM	13.00	68,595	68,595	68,595	68,595	68,595	68,595	68,595
INSTRUCTI								
Teacher	8		22,415	44,829	44,829	44,829	44,829	44,829
Teacher	3		10,166	20,333	20,333	20,333	20,333	20,333
Substitu	1		833	1,667	1,667	1,667	1,667	1,667
Teachin	-		-	-	-	-	-	-
Specialt	5		10,205	20,409	20,409	20,409	20,409	20,409
Aides	1		625	1,250	1,250	1,250	1,250	1,250
Therapis	1		2,667	5,333	5,333	5,333	5,333	5,333
Other	-	-	-	-	-	-	-	-
TOTAL INS	19.00	-	46,911	93,821	93,821	93,821	93,821	93,821
NON-INSTR								
Nurse	-	-	-	-	-	-	-	-
Librarian	-	-	-	-	-	-	-	-
Custodian	1	833	833	833	833	833	833	833
Security	-	-	-		-	-	-	-
Other	1	3,433	3,433	3,433	3,433	3,433	3,433	3,433
TOTAL NO ONAL	2.00	4,267	4,267	4,267	4,267	4,267	4,267	4,267

CSI:

CSI:

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

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

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

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

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

- Foreign Languages
- Photography
- Ceramics

CSI:
Cafeteria
Other

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

CSI:
Health and Dental
Social Security
Medicare
Unemployment
Other

CSI:
Janitorial
Consultants
- Assessment
- Technology
- Other

CSI:
Development
Conferences

CSI:
Curriculum

CSI:
Instructional
Non-Instructional
Athletic
Music
Office Equipment

CSI:
Hardware
Software
Internet
Wiring
Other

CSI:

CSI:
Printing
Postage
Copying

CSI:
Conferences

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

CSI:

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

CSI:
Electric
Gas
Other

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

A note can be added under assumptions describing the breakout.

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

CHARTER SCHOOL
R ONE OF OPERATIONS
30, 2015

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

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

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

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

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

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

Audited Financial Statement Checklist

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

Page 1

Charter School Name:

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

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

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

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

Thank you.

Appendix E: Disclosure of Financial Interest Form

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

Page 1

331500861011 BROOKLYN URBAN GARDEN CS

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

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

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

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

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

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

Yes

Thank you.

Appendix F: BOT Membership Table

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

Page 1

331500861011 BROOKLYN URBAN GARDEN CS

1. Current Board Member Information

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

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

0

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

2

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

15

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

12

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

13

Thank you.

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

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

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

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

Others Present: Susan Tenner, Miriam Nunberg, Linda Rosenbury

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

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

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

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

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

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

Minutes

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

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

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

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

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

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

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

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

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

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

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

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

II. Finance Committee Report

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

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

III. Education and Accountability Report

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

IV. Officer Nominations

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

V. Executive Director Report

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

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

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

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

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

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

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

VI. Public Comment

There was no public comment.

Meeting was adjourned at 8:47 pm

sharing of best practices with all sectors. Farina emphasized improvement of

access to SPED and ELL's.

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

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

V. Public Comments- There were no public comments.

The meeting was adjourned at 8:20pm.

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

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

Minutes

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

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

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

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

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

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

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

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

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

6. Executive Director's Report

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

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

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

7. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

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

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

Minutes

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

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

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

1. Welcome and Call to Order
Elena Day called the meeting to order.

2. Approval of Minutes (2-24-14, 2-8-14 & 1-30-14)
Shannon made a motion to approve the minutes. Mark seconded. All minutes were approved.

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

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

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

5. Education and Accountability Committee

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

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

6. Executive Director's Report

Susan reported on the following items with Linda:

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

Dashboard review: Dashboard is under construction.

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

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

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

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

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

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

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

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

7. Public Comment

There were no public comments.

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

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

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

Minutes

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

1. Welcome and Call to Order
Holly Kilpatrick called the meeting to order at 6:36.

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

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

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

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

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

5. Governance and Nominating Committee

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

6. Finance

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

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

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

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

8. Facility update

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

7. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

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

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

Minutes

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

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

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

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

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

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

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

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

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

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

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

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

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

5. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

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

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

Minutes

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

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

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

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

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

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

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

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

4. Education and Accountability Report

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

5. Executive Director Report

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

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

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

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

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

6. Governance and Nominating Report

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

5. Public Comment

There was no public comment.

Meeting was adjourned at 8:30

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

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

Minutes

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

Members Absent: Angela Ortiz

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

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

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

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

3. Governance and Nominating Committee

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

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

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

4. Fundraising

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

5. Ed and Accountability

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

6. Executive Directors Report

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

7. Executive Session

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

8. Water damage.

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

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

Meeting was adjourned at 8:30

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

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

Minutes

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

Members Absent: Teri West

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

1. Welcome and Call to Order

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

3. Consent agenda

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

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

Consent agenda:

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

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

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

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

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

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

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

Board Committee Reports:

3. Finance committee report

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

4. Ed/Accountability committee report

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

5. HR Task force

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

6. School goal setting

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

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

7. ED report

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

8. Review of Committee Work

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

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

Meeting was adjourned at 8:30

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

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

Minutes

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

Members Absent: Teri West

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

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

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

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

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

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

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

4. Finance Committee Report

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

5. Education and Accountability Committee Report

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

6. Governance/Nominating Committee Report

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

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

Meeting was adjourned at 8:30

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

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

Minutes

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

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

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

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

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

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

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

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

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

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

4. Executive Directors Report

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

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

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

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

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

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

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

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

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

5. Education and Accountability Committee Report

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

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

Meeting was adjourned at 8:30

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

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

Minutes

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

Members Not Present: Beth Frazier, Tom Gold

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

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

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

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

4. Board Approval of Mission

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

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

5. Finance Committee Report

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

6. Education and Accountability Report

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

6. Governance and Nominating Committee

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

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

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

7. Fundraising Taskforce

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

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

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

8. Executive Director's Reports

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

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

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

Meeting was adjourned at 8:30

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

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

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

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

I.

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

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

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

II. Program Overview- Linda Rosenbury presented.

A. Class Structure 101:

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

B. Curriculum

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

Service Learning Projects

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

C. Field Study

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

D. Quiet Time:

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

E. Culture & Discipline overview:

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

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

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

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

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BROOKLYN URBAN GARDEN CHARTER SCHOOL
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Lunch Break-

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

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

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

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

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

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

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

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

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

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

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

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

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

Members Absent: None

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

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

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

II. Annual Meeting Business **Holly Kilpatrick**

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

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

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

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

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

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

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

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

III. Education and Accountability Report **Teri West**

Teri West reported on Committee progress in Curriculum development.

IV. Facilities Task Force Report **Miriam Nunberg**

Lease signing expected within a week.
Christine Kang has contractors prepared to begin work on 6-21-13.

V. Executive Director's Report **Miriam Nunberg**

All staff except the Math teacher hired.
David Lynch Foundation has provided a grant for Quiet Time training.
BUGS received a $50,000 private donation for quality food program.
Greenwood Historical Society has committed to hosting gardening program and activities for staff and students.
Linda Rosenbury communicating with the Natural Resources Defense Council about potential board members or partnerships.

VI. Principal Report **Linda Rosenbury**

Linda is supporting parent leadership in developing an Afterschool program.

VII. Public Comments

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

VII. Adjourn

Holly Kilpatrick adjourned the meeting at 8:25.

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

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

Recruitment Efforts:

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

Programmatic Supports for ELLs

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

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

Programmatic Supports for Students with IEPs

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

Programmatic Supports for Students Who Receive Free and Reduced Price Lunch

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

Appendix I: Teacher and Administrator Attrition

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

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

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

2013-14 Teacher Attrition Table

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

2013-14 Administrator Position Attrition Table

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

Thank you

Appendix J: Uncertified Teachers

Created Thursday, July 31, 2014

Page 1

Charter School Name: 331500861011 BROOKLYN URBAN GARDEN CS

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

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

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

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

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

9

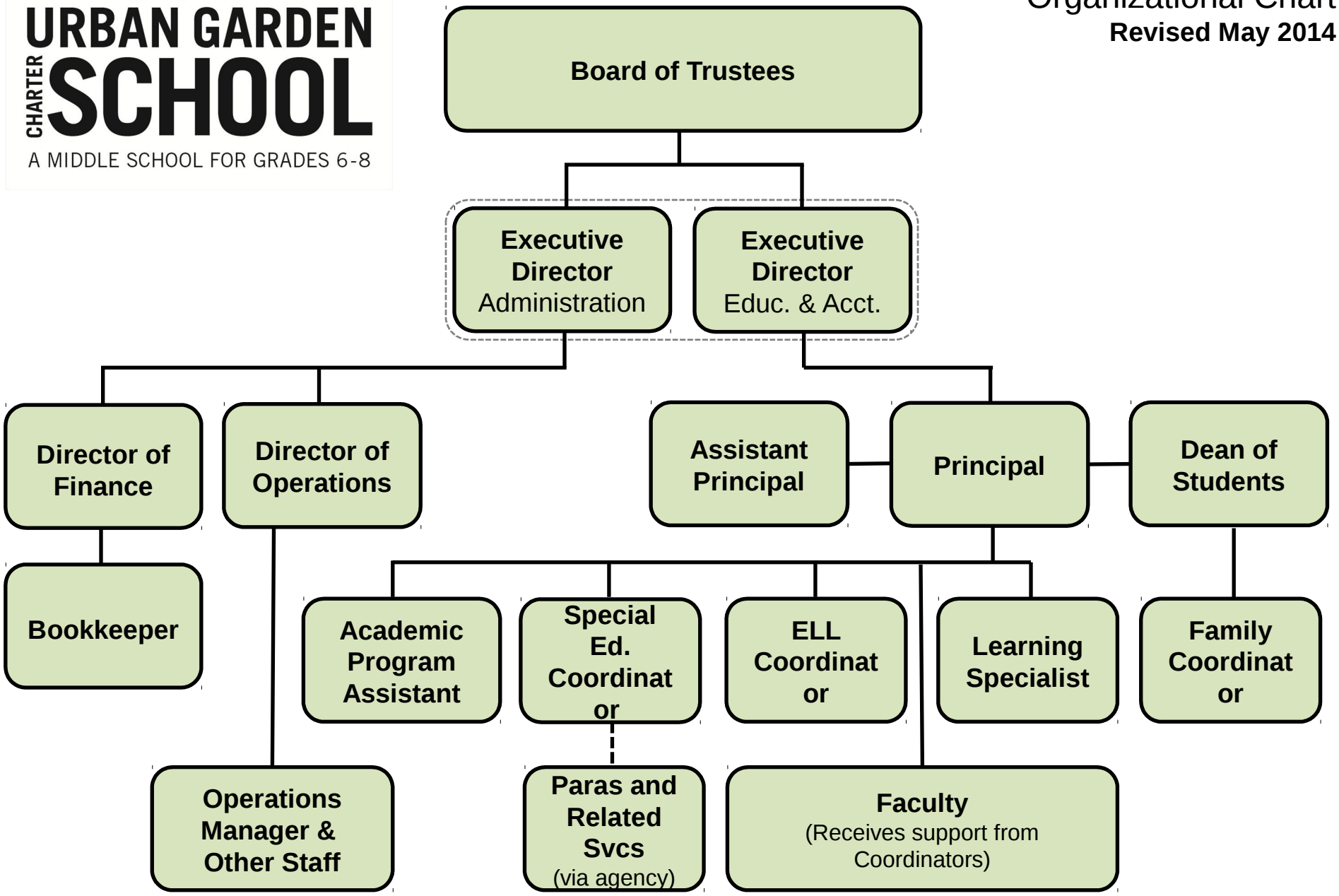
Thank you.

BROOKLYN URBAN GARDEN CHARTER SCHOOL

A MIDDLE SCHOOL FOR GRADES 6-8

Brooklyn Urban Garden Charter School (BUGS) Organizational Chart

Revised May 2014



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

Created Wednesday, August 19, 2015

https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/97fdb53e2eb47e8c92

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	Holly	Kilpatrick

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Chair/President
- Secretary

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

No

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

No

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 Thursday, August 20, 2015

https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/3415b5ac2926674e1f

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	Brooks	Tanner

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Vice Chair/Vice President
- Treasurer

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

No

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

No

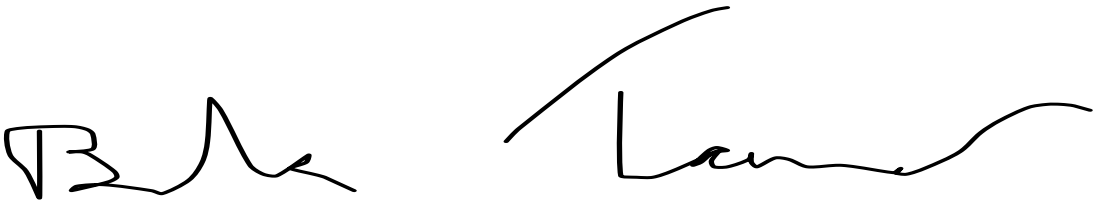
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 Tuesday, August 25, 2015

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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	Elena	Day

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 URBAN GARDEN CS (REGENTS) 331300861011

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

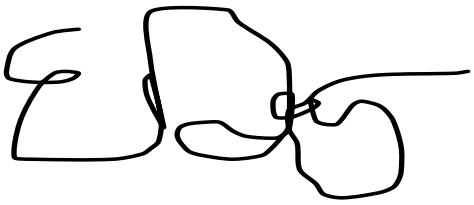
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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 Tuesday, September 01, 2015

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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	Teri	West

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Other, please specify...: 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

Thank you.

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

Created Sunday, September 13, 2015
Updated Monday, September 14, 2015
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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	Angela	Ortiz

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Secretary

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

No

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

No

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 Thursday, October 15, 2015

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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	Thomas	Gold

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Other, please specify...: Subcommittee 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

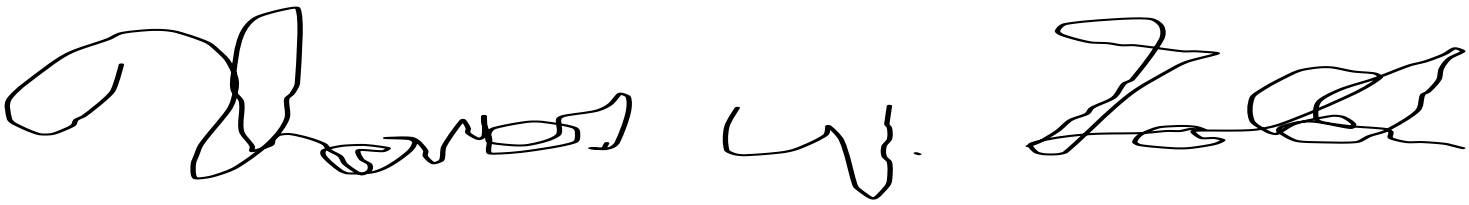
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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



Thank you.

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

Created Thursday, October 15, 2015

https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/8f2b7a1a00bdc41c26

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	Mark	Lauterbach

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 URBAN GARDEN CS (REGENTS) 331300861011

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

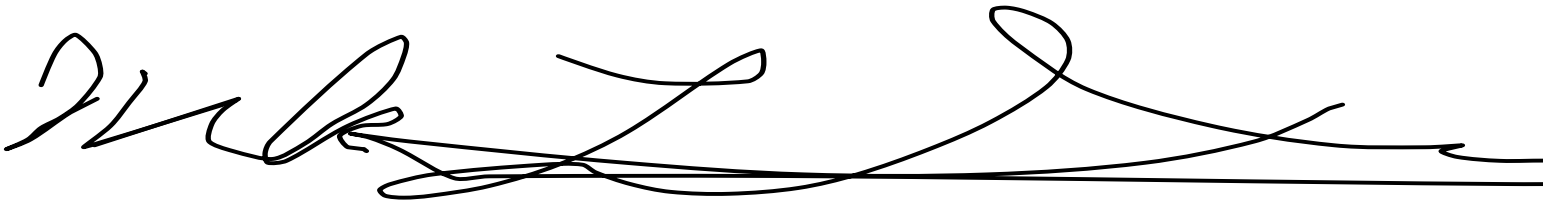
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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



Thank you.

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

Created Tuesday, October 27, 2015

https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/6ad59e9d5b4e8f8c05

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	desi	parasol

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 URBAN GARDEN CS (REGENTS) 331300861011

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

(check all that apply)

- Parent Representative

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

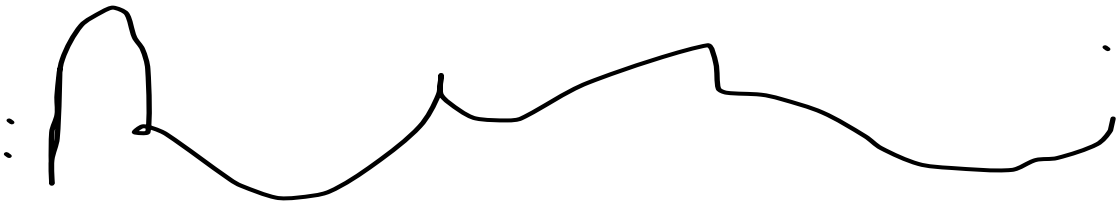
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

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.