Application: BROOME ST ACADEMY CHARTER HIGH SCHOOL

Jen Pasek - jen@pasekconsulting.com
Annual Reports

Summary

ID: 0000000019
Status: Annual Report Submission
Last submitted: Nov 3 2020 10:32 AM (EST)

Entry 1 School Info and Cover Page

Completed - Sep 15 2020

Instructions

Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

Entry 1 School Information and Cover Page

(New schools that were not open for instruction for the 2019-20 school year are not required to complete or submit an annual report this year).

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (as of June 30, 2020) or you may not be assigned the correct tasks.

BASIC INFORMATION
### a. SCHOOL NAME

(Select name from the drop down menu)

<table>
<thead>
<tr>
<th>School Name</th>
<th>Broome Street Academy Charter High School 310200860992</th>
</tr>
</thead>
</table>

### a1. Popular School Name

BSA

### b. CHARTER AUTHORIZER (As of June 30th, 2020)

Please select the correct authorizer as of June 30, 2020 or you may not be assigned the correct tasks.

<table>
<thead>
<tr>
<th>Authorizer</th>
</tr>
</thead>
<tbody>
<tr>
<td>SUNY Board of Trustees</td>
</tr>
</tbody>
</table>

### c. DISTRICT / CSD OF LOCATION

<table>
<thead>
<tr>
<th>District</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>CSD # 2</td>
<td>Manhattan</td>
</tr>
</tbody>
</table>

### d. DATE OF INITIAL CHARTER

10/2010

### e. DATE FIRST OPENED FOR INSTRUCTION

8/2011
h. SCHOOL WEB ADDRESS (URL)

https://www.broomestreetacademy.org/

i. TOTAL MAX APPROVED ENROLLMENT FOR THE 2019-2020 SCHOOL YEAR (exclude Pre-K program enrollment)

360

j. TOTAL STUDENT ENROLLMENT ON JUNE 30, 2020 (exclude Pre-K program enrollment)

292

k. GRADES SERVED IN SCHOOL YEAR 2019-2020 (exclude Pre-K program students)

Check all that apply

| Grades Served | 9, 10, 11, 12 |

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION
**m. FACILITIES**

Will the school maintain or operate multiple sites in 2020-2021?

<table>
<thead>
<tr>
<th></th>
<th>No, just one site.</th>
</tr>
</thead>
</table>

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

<table>
<thead>
<tr>
<th>Physical Address</th>
<th>Phone Number</th>
<th>District/CSD</th>
<th>Grades to be Served at Site for coming year (K-5, 6-9, etc.)</th>
<th>Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site 1 121 Avenue of the Americas 5th Floor</td>
<td>212-453-0295</td>
<td>NYC CSD 2</td>
<td>9-12</td>
<td>12</td>
</tr>
</tbody>
</table>
m1a. Please provide the contact information for Site 1.

<table>
<thead>
<tr>
<th>Name</th>
<th>Work Phone</th>
<th>Alternate Phone</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Leader</td>
<td>Melissa Silberman</td>
<td>212-453-0295</td>
<td></td>
</tr>
<tr>
<td>Operational Leader</td>
<td>Keith Morton</td>
<td>212-453-0295</td>
<td></td>
</tr>
<tr>
<td>Compliance Contact</td>
<td>M. David Zurndorfer</td>
<td>212-969-3105</td>
<td></td>
</tr>
<tr>
<td>Complaint Contact</td>
<td>Melissa Silberman</td>
<td>212-453-0295</td>
<td></td>
</tr>
<tr>
<td>DASA Coordinator</td>
<td>Carl Allen</td>
<td>212-453-0295</td>
<td></td>
</tr>
<tr>
<td>Phone Contact for After Hours Emergencies</td>
<td>Melissa Silberman</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

m1b. Is site 1 in public (co-located) space or in private space?

Private Space
IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC.

Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2020.

Site 1 Certificate of Occupancy (COO)

Filename: BSA COO temp.pdf
Size: 43.0 kB

Site 1 Fire Inspection Report

CHARTER REVISIONS DURING THE 2019-2020 SCHOOL YEAR

n1. Were there any revisions to the school's charter during the 2019-2020 school year? (Please include approved or pending material and non-material charter revisions).

No

PLEASE NOTE CHARTER SCHOOLS WILL NO LONGER SUBMIT FINANCIAL STATEMENTS, ANNUAL BUDGETS, AND RELATED FISCAL DATA VIA THE ANNUAL REPORT. HOWEVER, NYSED BOARD OF REGENTS WOULD LIKE TO KNOW IF YOUR SCHOOL'S BOARD OF TRUSTEES HAS APPROVED A BUDGET FOR THE 2020-2021 FISCAL YEAR.

o. Has your school's Board of Trustee's approved a budget for the 2020-2021 FY?

Yes

<table>
<thead>
<tr>
<th>Name</th>
<th>Jen Pasek</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>Consultant</td>
</tr>
<tr>
<td>Phone/Extension</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
</tr>
</tbody>
</table>

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

Responses Selected:

| Yes |

Signature, Head of Charter School

[Signature Image]
Signature, President of the Board of Trustees

Date
(No response)

Thank you.

Entry 2 NYS School Report Card

Completed - Sep 15 2020

Instructions

SUNY-authorized charter schools only

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

Entry 2 NYS School Report Card Link

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 310200860992
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.)


Entry 3 Accountability Plan Progress Reports

Completed - Nov 3 2020

Instructions

SUNY-Authorized Charter Schools ONLY

SUNY-authorized charter schools must download an Accountability Plan Progress Report template. After completing, schools must upload the document into the by September 15, 2020.

2019-20-APPR BSA final

Filename: 2019-20-APPR_BSA_final.docx Size: 80.5 kB

Entry 7 Disclosure of Financial Interest Form

Completed - Sep 15 2020

Instructions - Multiple Uploads Permitted

Required of ALL Charter Schools by August 3

Each member of the charter school’s Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2019-2020 school year must complete a signed:

- Regents, NYCDOE, and Buffalo BOE Authorized Schools: Disclosure of Financial Interest Form
- SUNY- Authorized Charter Schools: Trustee Financial Disclosure Form

All completed forms must be collected and uploaded in .PDF format for each individual member. If a trustee is not able or available to complete the form by the deadline, the education corporation is responsible for doing so on behalf of the trustee. (Forms completed from past years will not be accepted).
Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

BSA Complete Disclosure File 201920

Filename: BSA_Complete_Disclosure_File_201920.pdf Size: 1.2 MB

Entry 8 BOT Membership Table

Completed - Sep 15 2020

Instructions

Required of All charter schools

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

Entry 8 BOT Table

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

BROOME STREET ACADEMY CHARTER HIGH SCHOOL 310200860992

1. 2019-2020 Board Member Information (Enter info for each BOT member)

<table>
<thead>
<tr>
<th>Trustee Name and Email Address</th>
<th>Position on the Board</th>
<th>Committee Affiliations</th>
<th>Voting Member Per By-Laws (Y/N)</th>
<th>Number of Terms Served</th>
<th>Start Date of Current Term (MM/DD/YYYY)</th>
<th>End Date of Current Term (MM/DD/YYYY)</th>
<th>Board Meetings Attended During 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Position</td>
<td>Department</td>
<td>Role</td>
<td>Days</td>
<td>Start Date</td>
<td>End Date</td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td>----------------</td>
<td>---------------------</td>
<td>----------</td>
<td>------</td>
<td>------------------</td>
<td>----------------</td>
</tr>
<tr>
<td>1</td>
<td>M. David Zurndorfer</td>
<td>Chair</td>
<td>Executive</td>
<td>Yes</td>
<td>6</td>
<td>09/02/2019</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>2</td>
<td>Monica De La Torre</td>
<td>Vice Chair</td>
<td>Executive Grievance</td>
<td>Yes</td>
<td>6</td>
<td>09/02/2019</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>3</td>
<td>Noah Leff</td>
<td>Treasurer</td>
<td>Executive Finance</td>
<td>Yes</td>
<td>6</td>
<td>09/02/2019</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>4</td>
<td>Catherine S Aquila</td>
<td>Secretary</td>
<td>Executive</td>
<td>Yes</td>
<td>2</td>
<td>09/02/2019</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>5</td>
<td>Marlene Nadel</td>
<td>Trustee/Member</td>
<td>Finance</td>
<td>Yes</td>
<td>6</td>
<td>09/02/2019</td>
<td>09/30/2021</td>
</tr>
<tr>
<td>6</td>
<td>Elaine Schott</td>
<td>Trustee/Member</td>
<td>Program Development</td>
<td>Yes</td>
<td>4</td>
<td>09/02/2018</td>
<td>09/30/2020</td>
</tr>
<tr>
<td>7</td>
<td>Herbert Elish</td>
<td>Trustee/Member</td>
<td>Finance Executive</td>
<td>Yes</td>
<td>4</td>
<td>01/17/2018</td>
<td>09/30/2020</td>
</tr>
</tbody>
</table>

Belusic-Vollor,
### 1a. Are there more than 9 members of the Board of Trustees?

Yes

### 1b. Current Board Member Information

<table>
<thead>
<tr>
<th>Trustee Name and Email Address</th>
<th>Position on the Board</th>
<th>Committee Affiliations</th>
<th>Voting Member Per By-Laws (Y/N)</th>
<th>Number of Terms Served</th>
<th>Start Date of Current Term (MM/DD/YYYY)</th>
<th>End Date of Current Term (MM/DD/YYYY)</th>
<th>Board Meetings Attended During 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Benjamin Felt</td>
<td>Trustee/Member</td>
<td>Finance Investment Development</td>
<td>Yes</td>
<td>2</td>
<td>09/02/2018</td>
<td>09/30/2020</td>
<td>11</td>
</tr>
<tr>
<td>2. Schargel, Gail</td>
<td>Trustee/Member</td>
<td>Program Investment Development</td>
<td>Yes</td>
<td>2</td>
<td>12/21/2019</td>
<td>09/30/2021</td>
<td>12</td>
</tr>
<tr>
<td>3. Durden Barfield, Stephanie</td>
<td>Trustee/Member</td>
<td>Program Investment Grievance</td>
<td>Yes</td>
<td>2</td>
<td>3/29/2019</td>
<td>09/30/2020</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Name</td>
<td>Role</td>
<td>Joined</td>
<td>Position</td>
<td>Left</td>
<td>Tenure</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>----------------------</td>
<td>---------------</td>
<td>--------</td>
<td>-----------</td>
<td>--------</td>
<td>--------</td>
<td>---</td>
</tr>
<tr>
<td>12</td>
<td>ember Finance Audit</td>
<td>Yes</td>
<td>1</td>
<td>8</td>
<td>20</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>13</td>
<td>Jaxheimer Agarwal, Katie</td>
<td>Trustee/Member</td>
<td>Yes</td>
<td>1</td>
<td>10/16/2019</td>
<td>09/30/2021</td>
<td>8</td>
</tr>
<tr>
<td>14</td>
<td>Pichardo, Joaquin Parent Rep</td>
<td>Yes</td>
<td>1</td>
<td>1/17/2020</td>
<td>9/30/2020</td>
<td>5 or less</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>Shapiro, Julie</td>
<td>Trustee/Member</td>
<td>None</td>
<td>Yes</td>
<td>2</td>
<td>09/20/2018</td>
<td>11/19/2020</td>
</tr>
</tbody>
</table>

1c. Are there more than 15 members of the Board of Trustees?

No
2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

<table>
<thead>
<tr>
<th>Description</th>
<th>Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Total Number of BOT Members on June 30, 2020</td>
<td>14</td>
</tr>
<tr>
<td>b. Total Number of Members Added During 2019-2020</td>
<td>2</td>
</tr>
<tr>
<td>c. Total Number of Members who Departed during 2019-2020</td>
<td>0</td>
</tr>
<tr>
<td>d. Total Number of members, as set in Bylaws, Resolution or Minutes</td>
<td>14</td>
</tr>
</tbody>
</table>

3. Number of Board meetings held during 2019-2020

12

4. Number of Board meetings scheduled for 2020-2021

12

Thank you.

Entry 10 Enrollment & Retention

Completed - Sep 15 2020

Instructions for submitting Enrollment and Retention Efforts

ALL charter schools must complete this section. Describe the efforts the charter school has made toward meeting targets in 2018-2019 to attract and retain enrollment of Students with Disabilities (SWDs), English Language Learners/Multilingual Learners (ELLs/MLLs), and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress
toward meeting its enrollment and retention targets in 2019-2020.

**Entry 10 Enrollment and Retention of Special Populations**

**Instructions for Reporting Enrollment and Retention Strategies**

Describe the efforts the charter school has made in 2019-2020 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners/Multilingual learners, and students who are economically disadvantaged. In addition, describe the school’s plans for meeting or making progress toward meeting its enrollment and retention targets in 2020-2021.

**BROOME STREET ACADEMY CHARTER HIGH SCHOOL 310200860992**

**Recruitment/Attraction Efforts Toward Meeting Targets**

<table>
<thead>
<tr>
<th></th>
<th>Describe Recruitment Efforts in 2019-2020</th>
</tr>
</thead>
<tbody>
<tr>
<td>Economically Disadvantaged</td>
<td>BSA is dedicated to serving students in the most vulnerable populations in the City, who are at the most risk for academic failure. Our lottery policy includes a 50% set-aside preference for students who indicate that they are homeless, transitionally housed, unaccompanied youth, in foster care, or otherwise involved in the child welfare system.</td>
</tr>
<tr>
<td>BSA’s recruitment efforts are targeted to areas and at schools that serve high percentages of students who are ED, SWD, and ELLs, and community-based organizations with a focus on serving homeless youth (see the full list on the following page).</td>
<td></td>
</tr>
<tr>
<td>BSA consistently meets our enrollment targets for ED students. BSA will use the strategies implemented in 2019-20, with adjustments as needed to respond to enrollment trends and any changes in the conditions for returning to the</td>
<td></td>
</tr>
<tr>
<td>We conduct in-person recruitment visits to sites throughout the City, and maintain a list of middle schools that we visit annually, hosting breakfasts, and attending high school fairs hosted by the middle schools. Visits are conducted by BSA staff, including teachers, the Director of Admissions, and the Priority Populations Outreach Specialist and, occasionally, include staff from The Door.</td>
<td></td>
</tr>
<tr>
<td>---</td>
<td></td>
</tr>
<tr>
<td>To recruit ELLs, we conduct outreach in communities and Family Welcome Centers in Queens, Manhattan, and Brooklyn where families speak languages other than English or Spanish, including Arabic, Mandarin, and Cantonese. In addition, members of the BSA team canvas in neighborhoods on the Lower East Side and in Brooklyn that have large concentrations of ELLs. We also run advertisements in El Diario, a Spanish-language newspaper. As the majority of our ELL population are Spanish-speaking, we offer materials translated in Spanish. The paper application is available in English, Spanish, Mandarin, and Arabic and SchoolMint offers a Spanish version for the online application.</td>
<td></td>
</tr>
<tr>
<td>BSA continues to increase our enrollment of ELLs and was within several points of our district and the city in 2019-20. We will use the strategies implemented in 2019-20, with adjustments as needed to respond to enrollment trends and any changes in the conditions for returning to the physical school building.</td>
<td></td>
</tr>
<tr>
<td>As noted in the two response boxes above, our recruitment efforts are concentrated on a list of middle schools, High School Fairs, and Family Welcome Centers throughout the City. This</td>
<td></td>
</tr>
</tbody>
</table>
Students with Disabilities

A comprehensive approach to recruitment has resulted in BSA consistently enrolling more SWD than both our district and the City. At the annual citywide High School Fairs and at Family Welcome Centers we distribute marketing materials that clearly state that all learners are welcome. The long version of our marketing flyer lists the features of the school, including ICT classrooms, supports from social workers, and guidance counselors.

BSA consistently exceeds our enrollment targets for SWD. We will use the strategies implemented in 2019-20, with adjustments as needed to respond to enrollment trends and any changes in the conditions for returning to the physical school building.

Retention Efforts Toward Meeting Targets

<table>
<thead>
<tr>
<th>Describe Retention Efforts in 2019-2020</th>
<th>Describe Retention Plans in 2020-2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>Our entire program is designed to support students who are ED or in vulnerable categories. Strategies to support these students include: Providing three meals a day prepared by a chef at no cost to any BSA students. We continue to modify and improve recipes to ensure that students enjoy the offerings. As a school food authority, we are able to provide high-quality meals and most of our students choose to eat on campus. Offering extracurricular activities such as sports and clubs. Students also have the option to participate in after-school activities at The Door, our partner organization. These activities include dance, music, visual arts, tutoring, enrichment</td>
<td></td>
</tr>
</tbody>
</table>
Economically Disadvantaged students (including arts and crafts, movie nights, photography club, a recording studio, and a pottery studio) and community service, and are open to both Broome Street Academy students and other Door members ages 12-21. After-school Door programming extends until 8pm every weekday, with extended hours until 10pm on Wednesdays. In 2019-20, 85% of BSA students engaged in enrichment activities at The Door before or after the school day.

In addition, through BSA’s partnership with The Door, these students have access (at no cost) to all wraparound services offered at The Door, including: Medical, dental, and vision services through The Door’s Adolescent Health Center; Counseling provided by The Door’s therapists and psychiatrists through the Mental Health Clinic; Legal services; Other academic supports including free SAT prep, tutoring, and peer education; and Work-readiness programs (e.g., Service Works and This Way Ahead), where students have the opportunity to gain work-related skills through service-learning and acquire life and work skills via internships.

BSA will continue to implement the retention strategies listed for 2019-20. For all students, in 2020-21, we will be focused on maintaining frequent communication to ensure that students are engaged in a remote or hybrid learning model. We are providing all students with a Chromebook in 2020-21 to ensure access to our remote and hybrid programs. We are also preparing to address the mental health needs for students who will be impacted by the trauma of the COVID-19 pandemic.

Through BSA’s inclusive approach to supporting ELLs, our ELL teacher provides push-in support in classrooms. In addition, the ELL teacher offers
after-school programming. At the high school level, after-school small-group work is a critical part of intervention for ELLs. The strong staff-student relationships fostered by the cohort model lead to higher attendance for after-school programs. While in prior years BSA has offered a stand-alone ELL class, we shifted to a fully inclusive approach starting in 2018-19. With this approach, students spend more time in core classes and are offered additional support during lunch and after-school programs.

Caregiver communication is also a part of our support for ELLs. When ELLs are admitted, we work with caregivers to understand the areas in which students will need support when they begin the school year. As Spanish is the predominant language spoken by ELLs and/or caregivers at BSA, we also ensure that our weekly email updates, telephone outreach texts, and robocalls, are translated into Spanish. We have several staff members on site who assist with translating during caregiver meetings or other events.

BSA uses an inclusive approach and cohort model to support SWD. Our capacity to design, implement, and measure the success of supports for SWD has been increased through two important shifts in our organizational structure. In 2019-20, we hired 4 new special education teachers to support ELLs and other students with special needs.

BSA will continue to implement the retention strategies listed for 2019-20. For all students, in 2020-21, we will be focused on maintaining frequent communication to ensure that students are engaged in a remote or hybrid learning model. We are providing all students with a Chromebook in 2020-21 to ensure access to our remote and hybrid programs. We are also preparing to address the mental health needs for students who will be impacted by the trauma of the COVID-19 pandemic. For our ELLs, we will continue to ensure that our ELL teacher is available to support students virtually during our hybrid and remote programs.

BSA will continue to implement the retention strategies listed for 2019-20.
Students with Disabilities

- Education-certified teachers and increased our part-time Math Tutor to a full-time role. The Math Tutor provides one-on-one math tutoring for students with IEPs.

- As part of the implementation of our cohort model, we monitor the progress of our students throughout the year and design appropriate interventions if growth toward academic goals is not being accomplished. Our Academic Deans meet weekly to review student data and identify the needs of our SWD.

- Sometimes, data trends indicate a need for a structural shift. For example, prior years’ Algebra Regents outcomes informed our decision to introduce a two-year course for Algebra in 2019-20. This supports students who need more time in Algebra for a variety of reasons and helps them pass the Regents Algebra exam at a point at which they are fully prepared to take the exam.

- Caregiver communication is an important element in our approach to supporting SWD. We proactively update caregivers on their students’ progress and ensure ongoing engagement through periodic and meaningful contacts throughout the school year.

- Effective implementation of a co-teaching model and requires substantial time. To support teachers in this process, the Director of Special Education will be transitioning to the position of Dean of Diversity, Equity, and Inclusion in 2020-21. This Dean will observe co-planning sessions on a weekly basis. In addition, co-teaching pairs will be required to submit lesson plans to the Director of Special Education weekly.

- For all students, in 2020-21, we will be focused on maintaining frequent communication to ensure that students are engaged in a remote or hybrid learning model. We are providing all students with a Chromebook in 2020-21 to ensure access to our remote and hybrid programs. We are also preparing to address the mental health needs for students who will be impacted by the trauma of the COVID-19 pandemic. For SWDs, we will continue to provide the same level of support through ICT classrooms while virtual, as well as responsive one-on-one outreach and support to ensure that SWDs can successfully learn in our remote and hybrid programs.

Entry 14 School Calendar

Completed - Sep 15 2020
Instructions for submitting School Calendar

**Required of ALL Charter Schools**

Given these uncertain and changing times, charter schools may or may not have a school calendar ready to upload by the submission deadline this year of August 3, 2020. If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 3rd submission. Charter schools will be able to upload an updated school calendar into the portal at any time but no later than **September 15, 2020**.

School calendars must meet the [minimum instructional requirements](#) adopted by the Board of Regents in 2018.

**Board of Regents-authorized charter schools are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month.**

**BSA 2020-2021 School Calendar**

**Filename:** BSA_2020-2021_School_Calendar.pdf **Size:** 330.1 kB

**Entry 16 COVID 19 Related Information**

**Completed** - Sep 15 2020

**Instructions**

**Required of ALL charter schools**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the [Remote Monitoring and Oversight Plan Spring 2020](#) remote for best practices regarding end of year assessments in a remote learning environment.

**Entry 16 COVID 19 Related Information**

**School Name:** BROOME ST ACADEMY CHARTER HIGH SCHOOL
**TABLE 1: 2019-2020 Enrollment, Attendance and Participation Between March-June 2020**

Please provide the number of students attending instruction on the last day instruction was provided within physical school facilities and the number of students participating in virtual programming on the last day such programming was offered for the 2019-2020 school year.

<table>
<thead>
<tr>
<th>Number of students enrolled in school on the last day instruction was provided within physical school facilities</th>
<th>Number of students attending instruction on the last day instruction was provided within physical school facilities</th>
<th>Number of students participating in virtual programming on the last day such programming was offered for the 2019-20 school year</th>
</tr>
</thead>
<tbody>
<tr>
<td>293</td>
<td>159</td>
<td>172</td>
</tr>
</tbody>
</table>

**Table 2: 2019-2020 Assessments and Grade Participation**

If applicable, please provide the name and publisher of all end of year assessments provided by grade level as well as the number of participating students. Board of Regents-authorized charter schools are encouraged to refer to Appendix B of the Remote Monitoring and Oversight Plan Spring 2020 remote for best practices regarding end of year assessments in a remote learning environment.

<table>
<thead>
<tr>
<th>Assessment Title</th>
<th>Grade K</th>
<th>Grade 1</th>
<th>Grade 2</th>
<th>Grade 3</th>
<th>Grade 4</th>
<th>Grade 5</th>
<th>Grade 6</th>
<th>Grade 7</th>
<th>Grade 8</th>
<th>Grade 9</th>
<th>Grade 10</th>
<th>Grade 11</th>
<th>Grade 12</th>
<th>Number of Participating Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>Edgenuity</td>
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</tr>
<tr>
<td>Core ELA Assessments</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Edgenuity Core Math Assessments</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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<tr>
<td>Edgenuity Core Science Assessments</td>
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<td>✔</td>
<td>✔</td>
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</tr>
<tr>
<td>Edgenuity Core History Assessments</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
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</tr>
</tbody>
</table>
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Broome Street Academy Charter High School

2. Trustee’s name (print): M. David Zurndorfer

3. Position(s) on board, if any: President

4. Home address: 

5. Business Address: 

6. Daytime phone: 

7. E-mail: 

8. Is Trustee an employee of the education corporation? ____Yes.  ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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</tr>
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<tbody>
<tr>
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<td>none</td>
<td>none</td>
</tr>
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</table>

Please write “None” if applicable. Do not leave this space blank.
10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

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<th>Nature of Business Conducted</th>
<th>Approximate Value of the Business Conducted</th>
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<th>Steps Taken to Avoid Conflict of Interest</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Door</td>
<td>Lease space and provision of various services</td>
<td>$1,000,000</td>
<td>I am a member of the Door’s board</td>
<td>I do not vote on any matter that involves business with the Door</td>
</tr>
</tbody>
</table>

Signature: [Signature]

Date: 7/20/2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation:______________________________
   Broome Street Academy

2. Trustee’s name (print):________________________________________
   Monica de la Torre

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):__________
   Vice President

4. Home address:________________________________________________________
   None

5. Business Address:_______________________________________________________

6. Daytime phone:_________________________________________________________

7. E-mail:_______________________________________________________________

8. Is Trustee an employee of the education corporation? _____Yes.  ____No.  If you checked yes,
   please provide a description of the position you hold, your salary and your start date.

   ______________________________________

9. Identify each interest/transaction (and provide the requested information) that you or any of
   your immediate family members have held or engaged in with the education corporation during
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Form Revised November 16, 2015

Monica del Toro

7/29/2020

Date
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: _________________________________
   Broome Street Academy

2. Trustee’s name (print): ____________________________________________
   Noah Leff

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): _______________
   Treasurer

4. Home address: ______________________________________________________

5. Business Address: __________________________________________________

6. Daytime phone: _____________________________________________________

7. E-mail: _____________________________________________________________

8. Is Trustee an employee of the education corporation? _____Yes.  ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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<td>None</td>
</tr>
</tbody>
</table>

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

Signature: [Signature]

Date: 6/30/2020

Form Revised November 16, 2015
# DISCLOSURE OF FINANCIAL INTEREST

## BY A NOT-FOR-PROFIT CHARTER SCHOOL 

### EDUCATION CORPORATION TRUSTEE

1. **Name of education corporation:** ______________________________
   
   **Catherine Aquila**

2. **Trustee’s name (print):** __________________________________________

3. **Position(s) on board, if any:** (e.g., chair, treasurer, committee chair, etc.): __________________
   
   Secretary & Development Committee Chair

4. **Home address:** ____________________________________________________
   
   None

5. **Business Address:** ________________________________________________

6. **Daytime phone:** ____________________________________________________

7. **E-mail:** ____________________________________________________________

8. **Is Trustee an employee of the education corporation?** ____Yes.  ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   ________________________________________________________________

9. **Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.**

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<tbody>
<tr>
<td>None</td>
<td>None</td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
<td>Please write “None” if applicable. Do not leave this space blank.</td>
</tr>
</tbody>
</table>

---

**FOR INSTITUTE USE ONLY**

**FILING FOR SCHOOL YEAR:** __________

**DATE RECEIVED:** __________

---

**Page 1 of 2**
10. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the education corporation and in which such entity, during the preceding school year (July 1 – June 30), you and/or your immediate family member(s) had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the education corporation that is doing business with the education corporation through a management or services agreement, you need not list every transaction between such entity and the education corporation that is pursuant to such agreement; rather, please identify only the name of the entity, your position in the entity as well as the relationship between such entity and the education corporation. If there was no financial interest, please write “None.”

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<tbody>
<tr>
<td>None</td>
<td>Please write “None” if applicable.</td>
<td>Do not leave this space blank.</td>
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</tr>
</tbody>
</table>

DocuSigned by: [Signature]  
Catherine S. Aquila  
7/4/2020  
Date

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: _________________________________
   Broome Street Academy High School

2. Trustee’s name (print): _________________________________________
   Marlene Nadel

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
   N/A
   _________________________________

4. Home address: ________________________________________________
   N/A

5. Business Address: _____________________________________________

6. Daytime phone: ________________________________________________

7. E-mail: _______________________________________________________

8. Is Trustee an employee of the education corporation? ______Yes.   
   ______No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
   _________________________________

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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<tr>
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<td>none</td>
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</tr>
</tbody>
</table>

Form Revised November 16, 2015

Signature

7/16/2020

Date

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: ________________________________

2. Trustee’s name (print): ________________________________________________

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):_________________
   Member

4. Home address: __________________________________________________________

5. Business Address: ________________________________________________________

6. Daytime phone: _________________________________________________________

7. E-mail: ________________________________________________________________

8. Is Trustee an employee of the education corporation?  ____Yes.  ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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<td>write “None” if applicable.</td>
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<td>None</td>
</tr>
</tbody>
</table>

None

None

None

None

None

None

None


7/20/2020

Date


Form Revised November 16, 2015
**DISCLOSURE OF FINANCIAL INTEREST**  
**BY A NOT-FOR-PROFIT CHARTER SCHOOL EDUCATION CORPORATION TRUSTEE**

1. **Name of education corporation:** Broome Street Academy  
2. **Trades’s name (print):** Gail Scharge
3. **Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):** Board member
4. **Home address:**
5. **Business Address:**
6. **Daytime phone:**
7. **E-mail:**
8. **Is Trustee an employee of the education corporation?**  
   - Yes.  
   - No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Page 1 of 2
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Signature: ____________________________  Date: 7/9/2020

Form Revised November 16, 2015
1. Name of education corporation: Broome Street Academy

2. Trustee’s name (print): Jeffrey Katzin

3. Position(s) on board, if any: Member

4. Home address:

5. Business Address:

6. Daytime phone:

7. E-mail:

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signature: 

[Signature]

Date: 7/8/2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: ________________________________

2. Trustee’s name (print): ________________________________

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): ______________

4. Home address: ________________________________

5. Business Address: ________________________________

6. Daytime phone: ________________________________

7. E-mail: ________________________________

8. Is Trustee an employee of the education corporation?  ____Yes.  ____No.  If you checked yes, please provide a description of the position you hold, your salary and your start date.

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Form Revised November 16, 2015

Signature

Stephanie Durden Barfield

Date

7/8/2020
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: ________________________________

   Broome Street Academy

2. Trustee’s name (print): ________________________________

   Herbert Elish

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): ________________

   None

4. Home address: __________________________________________

5. Business Address: _______________________________________

6. Daytime phone: _________________________________________

7. E-mail: ________________________________________________

8. Is Trustee an employee of the education corporation? __Yes.  ____No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

   _______________________________________________________

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signature: Herbert Elish

Date: 7/7/2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Broome Street Academy Charter High School

2. Trustee’s name (print): Benjamin Felt

3. Position(s) on board, if any: Trustee, Chair of Investment Committee

4. Home address:

5. Business Address:

6. Daytime phone:

7. E-mail:

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signature: [Benjamin Felt]  
Date: 7/4/2020

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: Broome Street Academy Charter High School

2. Trustee’s name (print): Julie L. Shapiro

3. Position(s) on board, if any: n/a

4. Home address: 

5. Business Address: 

6. Daytime phone: 

7. E-mail: 

8. Is Trustee an employee of the education corporation? Yes. No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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Form Revised November 16, 2015

Julie Shapiro

Signature: ____________________________

Date: 7/1/2020

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DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: ________________________________

2. Trustee’s name (print): ______________________________________

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):
   Academic Program Chair
   ________________________________________________________________

4. Home address: ____________________________

5. Business Address: ____________________________

6. Daytime phone: ____________________________

7. E-mail: ____________________________

8. Is Trustee an employee of the education corporation? ______Yes.  ______No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
   ________________________________________________________________

9. Identify each interest/transaction (and provide the requested information) that you or any of
   your immediate family members have held or engaged in with the education corporation during
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Form Revised November 16, 2015

Signature

Date

7/1/2020

Vanda Belusie-Vollor

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DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: ________________________________
   Broome Street Academy

2. Trustee’s name (print): ________________________________
   Kathryn Jaxheimer Agarwal

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.): ________________________________
   Trustee

4. Home address: ________________________________________________________________________________

5. Business Address: ______________________________________________________________________________

6. Daytime phone: ________________________________________________________________________________

7. E-mail: _______________________________________________________________________________________

8. Is Trustee an employee of the education corporation? ____ Yes.  ____ No. If you checked yes, please provide a description of the position you hold, your salary and your start date.
   ________________________________________________________________________________________________

9. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members have held or engaged in with the education corporation during the prior school year. If there has been no such financial interest or transaction, please write “None.” Please note that if you answered yes to Question 8, you need not disclose again your employment status, salary, etc.

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Signature

Date

Form Revised November 16, 2015
DISCLOSURE OF FINANCIAL INTEREST
BY A NOT-FOR-PROFIT CHARTER SCHOOL
EDUCATION CORPORATION TRUSTEE

1. Name of education corporation: **CROOME STREET ACADEMY**

2. Trustee's name (print): **JOAQUIN PICHARDO**

3. Position(s) on board, if any: (e.g., chair, treasurer, committee chair, etc.):

4. Home address: 

5. Business Address: 

6. Daytime phone: 

7. E-mail: 

8. Is Trustee an employee of the education corporation?  Yes.  No. If you checked yes, please provide a description of the position you hold, your salary and your start date.

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

Signature

06/24/2020

Date

Form Revised November 16, 2015

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<th>Month</th>
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<tr>
<td><strong>August ’20</strong></td>
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**Key**
- Green: First day of school
- Red: Last day of school
- Gray: School Closed

**178 Instructional Days**

**Holidays and Special Days**
- Sept 18 Rosh Hashanah
- Sept 28 Yom Kippur
- Oct 12 Indigenous Peoples’ Day
- Nov 26-27 Thanksgiving
- Dec 24-Jan 1 Winter Recess
- Jan 18 Dr. Martin Luther King Jr. Day
- Feb 12 Lunar New Year
- Feb 15-19 Midwinter Recess
- Oct 12 Indigenous Peoples’ Day
- Nov 26-27 Thanksgiving
- Dec 24-Jan 1 Winter Recess
- Jan 18 Dr. Martin Luther King Jr. Day
- Feb 12 Lunar New Year
- Feb 15-19 Midwinter Recess
- Mar 18 St. Patrick’s Day
- Apr 2-9 Spring Recess
- May 3-5 Memorial Day
- May 13 Eid al-Fitr
- May 27 Memorial Day

**Calendar Layout**
- **month**
  - **2020-2021 School Calendar**
  - **Broome Street Academy Charter High School**

**Dates**
- **July ’20**
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- **August ’20**
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- **September ’20**
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- **October ’20**
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- **November ’20**
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- **December ’20**
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- **January ’21**
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- **February ’21**
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- **March ’21**
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- **April ’21**
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- **May ’21**
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- **June ’21**
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Certificate of Occupancy

CO Number: 122363502T005

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

A. Borough: Manhattan
   Address: 555 BROOME STREET
   Building Identification Number (BIN): 1083493
   Block Number: 00477
   Lot Number(s): 7501
   Certificate Type: Temporary
   Effective Date: 05/13/2019
   Expiration Date: 08/11/2019

   This building is subject to this Building Code: 2008 Code

   For zoning lot metes & bounds, please see BISWeb.

   Multiple Dwelling Law Classification: None
   No. of stories: 6
   Height in feet: 73
   No. of dwelling units: 0

C. Fire Protection Equipment:
   None associated with this filing.

D. Type and number of open spaces:
   None associated with this filing.

E. This Certificate is issued with the following legal limitations:
   None

Outstanding requirements for obtaining Final Certificate of Occupancy:

There are 12 outstanding requirements. Please refer to BISWeb for further detail.

Borough Comments: None

[Signatures]

Borough Commissioner

Commissioner

DOCUMENT CONTINUES ON NEXT PAGE
## Certificate of Occupancy

**CO Number:** 122363502T005

### Permissible Use and Occupancy

All Building Code occupancy group designations below are 2008 designations.

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<th>Floor From To</th>
<th>Maximum persons permitted</th>
<th>Live load lbs per sq. ft.</th>
<th>Building Code occupancy group</th>
<th>Dwelling or Rooming Units</th>
<th>Zoning use group</th>
<th>Description of use</th>
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**END OF SECTION**

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Borough Commissioner

Commissioner

**END OF DOCUMENT**