

# Application: ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL

Achievement First External Reporting -   
2021-2022 Annual Report

## Summary

**ID:** 0000000201

**Status:** Annual Report Submission

## Entry 1 School Info and Cover Page

**Completed** - Jul 31 2022

### 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 2021-2022 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, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

---

**a. SCHOOL NAME**

(Select name from the drop down menu)

ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL 800000058356

**a1. Popular School Name**

AF Crown Heights

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

SUNY BOARD OF TRUSTEES

**d. DISTRICT / CSD OF LOCATION**

CSD #17 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

3/2005

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2005

**c. School Unionized**

Is your charter school unionized?

No

**h. SCHOOL WEB ADDRESS (URL)**

<https://www.achievementfirst.org/school/achievement-first-crown-heights-elementary-school/>

**i. Total Approved Charter Enrollment for 2021-2022 School Year (exclude Pre-K program enrollment)**

1324

**j. Total Enrollment on June 30, 2022 (exclude Pre-K program enrollment)**

1243

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served

K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

**I1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes

**I2. NAME OF CMO/EMO AND ADDRESS**

NAME OF CMO/EMO	Achievement First
PHYSICAL STREET ADDRESS	XXXXXXXXXX
CITY	XXXXXX
STATE	(No response)
ZIP CODE	XXXX
EMAIL ADDRESS	XXXXXXXXXXXXXXXXXXXX
CONTACT PERSON NAME	Xanthe Jory

**FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

	Yes, 3 sites
--	--------------

**ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL 800000058356**

**School Site 1 (Primary)**



## m1. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	790 East New York Avenue, Brooklyn, NY 11203	N/A	NYC CSD 17	K-4	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Sade Johnson	Principal			[REDACTED]
Operational Leader	Melissa Cantave	Director of School Operations			[REDACTED]
Compliance Contact	Xanthe Jory	Chief Operating Officer			[REDACTED]
Complaint Contact	Blakely Simoneau	General Counsel			[REDACTED]
DASA Coordinator	Melissa Cantave	Director of School Operations			[REDACTED]
Phone Contact for After Hours Emergencies	Tsehaia Brown	Vice President of School Operations	[REDACTED]		[REDACTED]

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

Co-located Space

**m1c. 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	N/A	No		No		Yes

**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, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**

**AF Crown Heights**

**School Site 2**

## m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	790 East New York Avenue, Brooklyn, NY 11203	N/A	NYC CSD 17	5-8	No

**m2a. Please provide the contact information for Site 2.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Victoria Pierre	Principal			[REDACTED]
Operational Leader	Natalie Joseph	Director of School Operations			[REDACTED]
Compliance Contact	Xanthe Jory	Chief Operating Officer			[REDACTED]
Complaint Contact	Blakely Simoneau	General Counsel			[REDACTED]
DASA Coordinator	Natalie Joseph	Director of School Operations			[REDACTED]
Phone Contact for After Hours Emergencies	Tsehaia Brown	Vice President of School Operations	[REDACTED]		[REDACTED]

**m2b. Is site 2 in public (co-located) space or in private space?**

Co-located Space

**m2c. 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 2	N/A	No		No		Yes

**ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL 800000058356****School Site 3****m3. SCHOOL SITES**

Please provide information on site 3 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 3	1485 Pacific Street, Brooklyn, NY 11216	N/A	NYC CSD 17	9-12	No

**m3a. Please provide the contact information for Site 3.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Damen Scott	Principal			[REDACTED]
Operational Leader	Elizabeth Harris	Director of School Operations			[REDACTED]
Compliance Contact	Xanthe Jory	Chief Operating Officer			[REDACTED]
Complaint Contact	Blakely Simoneau	General Counsel			[REDACTED]
DASA Coordinator	Elizabeth Harris	Director of School Operations			[REDACTED]
Phone Contact for After Hours Emergencies	Tsehaia Brown	Vice President of School Operations	[REDACTED]		[REDACTED]

**m3b. Is site 3 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, 2022.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

### Site 1 Certificate of Occupancy (COO)

[Brooklyn High COO.pdf](#)

**Filename:** Brooklyn High COO.pdf **Size:** 38.9 kB

### Site 3 Fire Inspection Report

[Brooklyn High Fire Report.pdf](#)

**Filename:** Brooklyn High Fire Report.pdf **Size:** 5.0 MB

## CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No



**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Xanthe Jory
Position	Chief Operating Officer
Phone/Extension	(No response)
Email	

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

## Responses Selected:

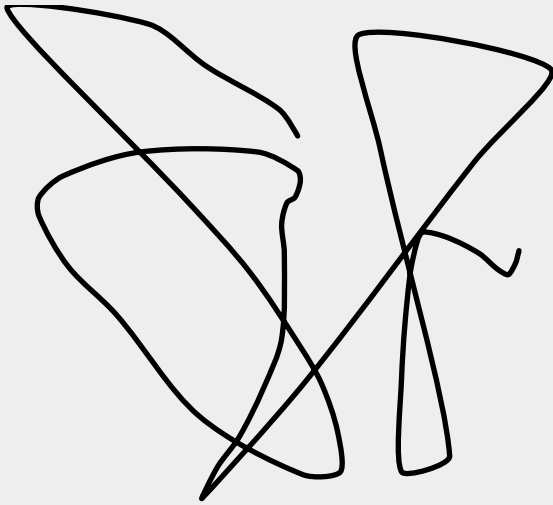
Yes

q. 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. Click **YES** to agree and then use the mouse on your PC or the stylus on your mobile device to sign your name).

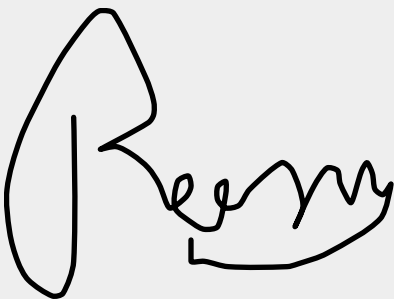
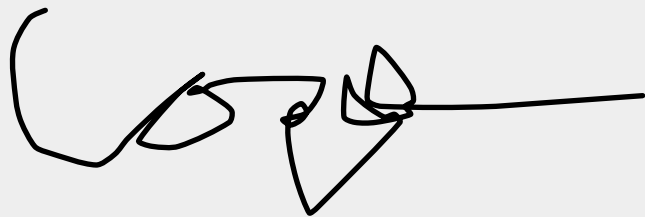
**Responses Selected:**

Yes

**Signature, Head of Charter School**

A stylized, handwritten signature in black ink, consisting of several overlapping loops and a long, sweeping horizontal stroke at the bottom.

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

A handwritten signature in black ink, featuring a large, bold initial 'P' followed by a series of connected, cursive letters.A handwritten signature in black ink, featuring a large, bold initial 'C' followed by a series of connected, cursive letters, ending with a long horizontal stroke.

## Date

Jul 29 2022



Thank you.

## Entry 3 Accountability Plan Progress Reports

Incomplete

### Instructions

#### **SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter**

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the SUNY Epicenter system by **September 15, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4 - Audited Financial Statements

Incomplete

#### **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## Entry 4a - Audited Financial Report Template (SUNY)

Incomplete

#### **Instructions - SUNY-Authorized Charter Schools ONLY**

SUNY-authorized schools must download the Excel spreadsheet entitled “Audited Financial Report Template” at <http://www.newyorkcharters.org/fiscal/>. After completing, schools must upload the document into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 5 - Fiscal Year 2022-2023 Budget

**Incomplete**

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school’s FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 6 - Board of Trustees Disclosure of Financial Interest Form

**Completed** - Jul 31 2022

Due on August 1, 2022, 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 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

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.



Filename: [REDACTED] Size: 525.2 kB



Filename: [REDACTED] Size: 526.2 kB



Filename: [REDACTED] Size: 524.2 kB



Filename: [REDACTED] Size: 523.7 kB



Filename: [REDACTED] Size: 524.2 kB



Filename: [REDACTED] Size: 525.4 kB



Filename: [REDACTED] Size: 324.0 kB



Filename: [REDACTED] Size: 523.2 kB



Filename: [REDACTED] Size: 523.1 kB



Filename: [REDACTED] Size: 523.0 kB



Filename: [REDACTED] Size: 522.7 kB



Filename: [REDACTED] Size: 524.3 kB



Filename: [REDACTED] Size: 326.7 kB



Filename: [REDACTED] Size: 525.3 kB



Filename: [REDACTED] Size: 524.6 kB



Filename: [REDACTED] Size: 523.2 kB



Filename: [REDACTED] Size: 524.7 kB



Filename: [REDACTED] Size: 524.3 kB



Filename: [REDACTED] Size: 525.9 kB

## Entry 7 BOT Membership Table

Completed - Jul 31 2022

### 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 7 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.

**ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL 800000058356**

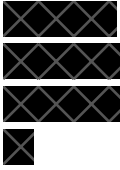
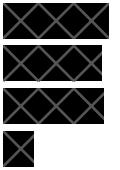
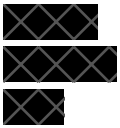
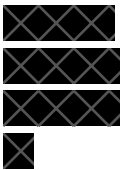
**Authorizer:**

Who is the authorizer of your charter school?

SUNY

**1. 2021-2022 Board Member Information (Enter info for each BOT member)**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Romy Coquillet	[REDACTED]	Chair	Executive, Academic, Facilities	Yes	2	7/01/2019	6/30/2022	9
2	Alison Richardson	[REDACTED]	Vice Chair	Executive, Academic	Yes	2	07/01/2021	6/30/2024	7
3	Jon Atkeson	[REDACTED]	Treasurer	Executive, Finance, Facilities	Yes	2	07/01/2019	6/30/2022	6
4	Andy Hubbard	[REDACTED]	Secretary	Executive, Facilities	Yes	1	07/01/2019	6/30/2022	6
5	Rhonda Barros	[REDACTED]	Trustee/Member	N/A	Yes	1	07/01/2021	6/30/2024	5 or less

6	Tamika Bradley		Parent Rep	Academic	Yes	1	07/01/2021	6/30/2022	8
7	Desiree Dalton		Parent Rep	Academic	Yes	1	05/19/2021	6/30/2022	9
8	Akeem Frett		Trustee/Member	Finance	Yes	1	07/01/2021	6/30/2024	7
9	Judith Jenkins		Trustee/Member		Yes	2	07/01/2021	6/30/2024	5 or less

**1a. Are there more than 9 members of the Board of Trustees?**

Yes



## 1b. Board Member Information

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
10	Christopher Lynch	[REDACTED]	Trustee/Member	Executive, Finance	Yes	2	07/01/2020	06/30/2023	9
11	Anup Menon	[REDACTED]	Trustee/Member	Executive	Yes	1	09/01/2021	6/30/2024	5 or less
12	Kevin Miquelon	[REDACTED]	Trustee/Member	Facilities	Yes	1	07/01/2019	6/30/2022	8
13	Will Robalino	[REDACTED]	Trustee/Member	Finance	Yes	2	07/01/2021	6/30/2024	7
14	Amy Arthur Samuels	[REDACTED]	Trustee/Member	Academic	Yes	2	07/01/2021	6/30/2024	7
15	Josh Vidro	[REDACTED]	Trustee/Member	Facilities	Yes	1	09/01/2021	6/30/2024	6

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

Yes

**1d. 2021-2022 Board Member Information**

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
16	Warren Young	[REDACTED]	Trustee/Member	Finance	Yes	2	7/01/2021	6/30/2024	9
17	Deborah Shanley	[REDACTED]	Chair	N/A	Yes	2	07/01/2018	12/30/2021	5 or less
18	Justin Cohen	[REDACTED]	Trustee/Member	N/A	Yes	2	07/01/2018	12/30/2021	5 or less
19	Theresa Hayes	[REDACTED]	Parent Rep	N/A	Yes	2	07/01/2021	06/30/2022	5 or less
20									
21									

## 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.

a. Total Number of BOT Members on June 30, 2022	17
b.Total Number of Members Added During 2021-2022	4
c. Total Number of Members who Departed during 2021-2022	2
d.Total Number of members, as set in Bylaws, Resolution or Minutes	17

### 3. Number of Board meetings held during 2021-2022

9

### 4. Number of Board meetings scheduled for 2022-2023

6

### Total number of Voting Members on June 30, 2022:

17

### Total number of Voting Members added during the 2021-2022 school year:

4

Total number of Voting Members who departed during the 2021-2022 school year:

2

Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:

19

Thank you.

## Entry 9 Enrollment & Retention

Completed - Jul 31 2022

### [Instructions for submitting Enrollment and Retention Efforts](#)

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2022-2023.

## Entry 9 Enrollment and Retention of Special Populations

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
	The schools partner with the Achievement First (AF) recruitment team to carry out a comprehensive recruitment strategy consisting of direct outreach, Refer A Friend campaigns, information sessions,	

Economically Disadvantaged	<p>school-based open houses, presentations at local education agencies and community based organizations, neighborhood canvassing at nearby high density housing and building locations, participating in the NYC Charter Center application, geo targeted mailings, and both online and outdoor advertising. These techniques have been successful in generating applications and in sharing the opportunity to apply with low-income families. In 2009, all AF schools implemented an at-risk preference for low-income families, and as a result the vast majority of all entering families have qualified for free or reduced price lunch. As a result of extensive presentations to community organizations that serve low-income families, including Head Start and NYCHA daycare centers, the applicant pool of free and reduced price applicants has been large, and the preference has been effective at substantially matching the district percentages of low-income students for the incoming classes.</p>	We plan to use the the same 2021-2022 plans in the 2022-2023 school year.
	<p>The AF student recruitment team is bilingual and has made extensive efforts to reach out to families who speak languages other than English. All outdoor signs are in both English and Spanish, as are all brochures and other marketing materials, including the AF website page for student enrollment. In 2021-22,</p>	

## English Language Learners

for instance, direct, bilingual recruiting materials reached more than 30,000 families throughout Brooklyn. Additionally, Spanish speaking members of the recruitment team have presented in Spanish at Head Start daycares and community organizations (e.g., The Coalition for Hispanic Family Services and Bushwick United), and multiple members of the “street teams” that recruited directly in the community were Spanish speakers. While these techniques may change year to year, these are representative of recent recruitment methods. The lottery also uses a weighted preference for English Language Learners (ELLs), which the schools doubled for the 2016-17 school year in an effort to both admit and enroll more ELLs.

The last two recruitment seasons included community outreach, canvassing, and event tabling to engage with potential families as well as a wide variety of tactics including, but not limited to: Distributed thousands of brochures and other materials in bilingual format (English/Spanish).

Attended the Include NYC fair on January 29, 2022 which had hundreds of families, including families of ELLs and other at-risk students, in attendance. As with other events, a bilingual community outreach associate was present.

Over the course of a given lottery

We plan to use the the same 2021-2022 plans in the 2022-2023 school year.

cycle, AF drops off and mails Spanish applications to numerous local daycare centers (e.g., approximately 400 community organizations/daycare centers across many sections of Brooklyn). In February and March 2022, AF hosted several Spanish-language information sessions where the majority of families in attendance primarily spoke languages other than English. AF provides translators at orientation and community engagement events at AF schools.

For our non-fluent Spanish speaking recruitment team members, we also utilized Google Translate when we encountered Spanish-only speaking families. Non-Spanish speaking staff members are also paired with a colleague fluent in Spanish that they can call on to support communication with prospective families.

The refer-a-friend program is shared with families in English and Spanish in the hope of generating word of mouth interest.

Schools hang recruitment banners outside their facilities in English and Spanish.

For families that were never selected off of waitlists in previous years and had indicated they were not English speaking families, AF reaches out in subsequent years with native language speakers (i.e., Spanish-speaking) in order to inform the families about the ability to re-

	apply to AF schools.	
Students with Disabilities	<p>Efforts to recruit students with disabilities have focused primarily on making clear in promotional materials and presentations that AF is highly effective for students with disabilities, and that we offer services in accordance with Individualized Education Programs (IEPs). In addition, the recruitment team reaches out annually to day care centers that are identified by the NYC Department of Education as serving students with disabilities and participates in an Include NYC fair that focuses on providing resources to families with students with disabilities. The AF student recruitment team has partnered with the network special services team to ensure that marketing materials capture the range of services available. AF has reached out specifically to community members who previously agreed to partner with the community outreach team to conduct a family focus group on how AF schools could best meet their needs. During this focus group, the mother of a student with a disability said that her greatest struggle was finding a public school option that held the highest academic standards for her child despite his disability. The school is just such an option, committed to getting every scholar who walks through our doors to and through college. We believe that sending this message to families with</p>	<p>We plan to use the the same 2021-2022 plans in the 2022-2023 school year.</p>



	<p>students who have special needs will be a powerful recruiting technique, and will help us meet the enrollment target for this population. The lottery also uses a weighted preference for students with disabilities.</p>	
--	--	--

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
	<p>Retention of students at AF schools is a network-wide priority and one of the key performance indicators identified for schools as part of the network’s strategic imperatives. As a network, AF has set an accountability measure of 5%. In addition, each individual school has set an improvement goal for attrition set at no less than 0.5% improvement year over year. While reliable mobility statistics for New York City are difficult to ascertain, we believe that a mobility rate of 5% is significantly below the average annual turnover of urban students. We believe that retention of students within at-risk populations depends primarily on the academic progress these students are making. As such, the most important retention efforts for at-risk populations will be great instruction, and regular review of data that ensures that students in these populations are receiving the supports and</p>	

Economically Disadvantaged	<p>services they need in order to be successful. Data—including academic performance, attendance, and behavior data—are disaggregated and shared with the school leadership team, so that early warning signs can be identified and appropriate interventions identified. AF school leaders and regional superintendents regularly share student retention strategies.</p> <p>An example of a best practice that AF schools utilize is early identification and intervention with families considering leaving. This approach uses historical data on attrition to identify risk factors that predict future attrition. AF schools use this information to develop specific family engagement and support strategies for scholars who are at risk of leaving. Experience across the network has shown that strong relationships and thoughtful discussions with families are often what make the difference when having a difficult discussion with family members. AF regional superintendents specifically coach principals on how to have effective conversations with families regarding topics such as retention in grade. Tailored family specific strategies will be developed to ensure that we do everything possible to keep these students with us.</p>	We plan to use the the same 2021-2022 plans in the 2022-2023 school year.
	Retention of students at AF schools is a network-wide priority and one of the key performance	

## English Language Learners

indicators identified for schools as part of the network's strategic imperatives. As a network, AF has set an accountability measure of 5%. In addition, each individual school has set an improvement goal for attrition set at no less than 0.5% improvement year over year. While reliable mobility statistics for New York City are difficult to ascertain, we believe that a mobility rate of 5% is significantly below the average annual turnover of urban students. We believe that retention of students within at-risk populations depends primarily on the academic progress these students are making. As such, the most important retention efforts for at-risk populations will be great instruction, and regular review of data that ensures that students in these populations are receiving the supports and services they need in order to be successful. Data—including academic performance, attendance, and behavior data—are disaggregated and shared with the school leadership team, so that early warning signs can be identified and appropriate interventions identified. AF school leaders and regional superintendents regularly share student retention strategies.

We believe that the factors above also apply to ELLs. Because parents of ELLs often do not speak English fluently themselves, the nuanced

We plan to use the the same 2021-2022 plans in the 2022-2023 school year.

conversations about academic performance can be more difficult. The English as a Second Language (ESL) teacher or intervention coordinator (depending on the number of ELL students enrolled) will be primarily responsible for proactively developing relationships and trust with families of ELLs as soon as the student is identified as limited English proficient, regardless of academic performance. We believe that these proactive relationship building practices will establish the trust necessary to identify families early who are at risk for leaving, and to intervene effectively to persuade them to stay with us. AF also translates and uses translators as necessary for school policies, student-specific information, and communications with families.

Retention of students at AF schools is a network-wide priority and one of the key performance indicators identified for schools as part of the network's strategic imperatives. As a network, AF has set an accountability measure of 5%. In addition, each individual school has set an improvement goal for attrition set at no less than 0.5% improvement year over year. While reliable mobility statistics for New York City are difficult to ascertain, we believe that a mobility rate of 5% is significantly below the average annual turnover of urban students. We believe that

## Students with Disabilities

retention of students within at-risk populations depends primarily on the academic progress these students are making. As such, the most important retention efforts for at-risk populations will be great instruction, and regular review of data that ensures that students in these populations are receiving the supports and services they need in order to be successful. Data—including academic performance, attendance, and behavior data—are disaggregated and shared with the school leadership team, so that early warning signs can be identified and appropriate interventions identified. AF school leaders and regional superintendents regularly share student retention strategies.

We believe that strong Tier 2 and Tier 3 interventions, complemented by strong family relationships, are the most effective approaches to prevent the attrition of students with disabilities. In addition to the attrition risk factors described above, we believe there are at least two additional factors for families of students with disabilities. First, families of students with disabilities are more likely to leave if they believe that we hold lower expectations for their children than for their regular education peers. Second, these families are at risk for leaving if they do not understand the services being provided for their children, or if

We plan to use the the same 2021-2022 plans in the 2022-2023 school year.

they perceive that more extensive services might be available at another school. As described above, our communication with families about the high expectations we hold for every child, and the differentiated supports we provide to make sure each child meets these expectations, will begin with our student recruitment process. These messages will be reinforced in family chats (which are requested of all incoming families), family conferences, and all other communication with families of students with disabilities. Additionally, the network support data team and regional director of special services will provide disaggregated academic and behavioral data for students with disabilities directly to the principals on a monthly basis, to flag any student for whom additional support is needed. Our experience has been that when students with disabilities make strong academic progress, their families' bond with the school strengthens and they are more likely to stay with us.

## **Entry 10 - Teacher and Administrator Attrition**

**Completed** - Jul 31 2022

### **Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation**

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee\\_fingerprintoct19.pdf](http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf) or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

---

## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

---

### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 13 School Calendar**

**Completed** - Jul 31 2022

[Instructions for submitting School Calendar](#)

### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also 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. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes**



only.

## [NY HS 22-23](#)

Filename: NY\_HS\_22-23\_ib0Y754.pdf Size: 209.4 kB

## [NY ES-MS 22-23](#)

Filename: NY\_ES-MS\_22-23\_azd7aEm.pdf Size: 211.8 kB

# Entry 14 Links to Critical Documents on School Website

Completed - Jul 31 2022

## Instructions

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[\[1\]](#) Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

# Form for Entry 14 Links to Critical Documents on School Website

School Name: **ACHIEVEMENT FIRST CROWN HEIGHTS CHARTER SCHOOL**

---

**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://www.achievementfirst.org/schools/new-york/">https://www.achievementfirst.org/schools/new-york/</a> (Reports are located by charter under "Additional Information, Notices, and Policies")
2. Board meeting notices, agendas and documents	<a href="https://www.achievementfirst.org/about-us/our-board-members/">https://www.achievementfirst.org/about-us/our-board-members/</a>
3. New York State School Report Card	<a href="https://www.achievementfirst.org/schools/new-york/">https://www.achievementfirst.org/schools/new-york/</a> (Reports are located by charter under "Additional Information, Notices, and Policies")
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.achievementfirst.org/schools/new-york/">https://www.achievementfirst.org/schools/new-york/</a> (The current plan is available under "Additional Information, Notices, and Policies." An updated safety plan will be available here by 8/15/22)
6. Authorizer-approved FOIL Policy	<a href="https://www.achievementfirst.org/wp-content/uploads/2018/03/FOIA-FOIL-Policy.pdf">https://www.achievementfirst.org/wp-content/uploads/2018/03/FOIA-FOIL-Policy.pdf</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.achievementfirst.org/wp-content/uploads/2022/07/FOIA-Notice-NY-22-23.docx.pdf">https://www.achievementfirst.org/wp-content/uploads/2022/07/FOIA-Notice-NY-22-23.docx.pdf</a>

**Thank you.**



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Christopher Lynch

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**

XXXXXXXXXX

**Business Address:**

XXXXXXXXXXXXXXXXXXXX

**E-mail Address:**


XXXXXXXXXXXXXXXXXXXX

**Home Telephone:**

XXXXXXXXXX

**Home Address:**

XXXXXXXXXXXXXXXXXXXX

DocuSigned by:  
  
72CCBC47B59D456...

7/25/22

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Amy Samuels

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Relatives on Husband's side. Student



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**




**Home Telephone:**



**Home Address:**



DocuSigned by:  
  
C3C1949E6D6D4FA...

Amy Samuels

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Andrew Hubbard

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Finance Committee member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**

N/A

**Business Address:**

N/A

**E-mail Address:**

[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

DocuSigned by:

*Andrew L Hubbard*

7/25/2022

BDC4F630A96D40D...

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Anup C Menon

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**




**Home Telephone:**



**Home Address:**



DocuSigned by:  
  
8C6D69DEB933427...

7/29/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Alison Richardson

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair

Chair of Academic Committee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**

None

**E-mail Address:**

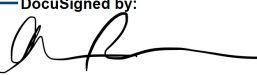


**Home Telephone:**



**Home Address:**



DocuSigned by:  
  
TC34B9D7630647F ...

7/26/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Deborah Ann Shanley

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Brooklyn Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**



**Home Telephone:**



**Home Address:**



DocuSigned by:  
*Deborah Shanley*  
174220BCD63449C...

7/25/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

---

**Name of Charter School Education Corporation:**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

**Yes      No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes          No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes          No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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

**Business Telephone:**



**Business Address:**

\_\_\_\_\_

**E-mail Address:**



**Home Telephone:**



**Home Address:**



\_\_\_\_\_  
**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Akeem Frett

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**




**Home Telephone:**



**Home Address:**



DocuSigned by:  
  
47147316A0A04F2...

7/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Jonathan Atkeson

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board of Trustees, Treasurer.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



Date \_\_\_\_\_

Page 5 of 5

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Joshua Vidro

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**

XXXXXXXXXX

**Business Address:**

XXXXXXXXXXXXXXXXXXXX

**E-mail Address:**

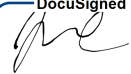
XXXXXXXXXXXX

**Home Telephone:**

XXXXXXXXXX

**Home Address:**

XXXXXXXXXXXXXXXXXXXX

DocuSigned by:  
  
D410DE6B2F1C410...

7/21/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Justin Cohen

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee / Board Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



Achievement First Brooklyn Charter Schools

-

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

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

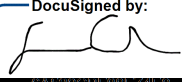
[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

DocuSigned by:



July 25, 2022

6A529CBF6dE74E9...

[REDACTED]

[REDACTED]

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Desiree Dalton

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).  
parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Mother of 2 students enrolled at Achievement First Brooklyn High School. My children do not benefit from my participation

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**



**Home Telephone:**



**Home Address:**



DocuSigned by:  
*Desire Dalton*  
D615C6E9667643A...

7/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

---

**Name of Charter School Education Corporation:**

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☒ **Yes**      ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes**      ☐ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

**Yes            No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

**Yes            No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

**None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

**None**

<b>Organization conducting business with the school(s)</b>	<b>Nature of business conducted</b>	<b>Approximate value of the business conducted</b>	<b>Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest</b>	<b>Steps taken to avoid conflict of interest</b>

-

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


**Business Telephone:**

\_\_\_\_\_


**Business Address:**

\_\_\_\_\_

**E-mail Address:**

 \_\_\_\_\_

**Home Telephone:**

 \_\_\_\_\_

**Home Address:**

 \_\_\_\_\_

\_\_\_\_\_  
**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Romy E. Coquillet

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**



**Home Telephone:**



**Home Address:**



DocuSigned by:  
*Romy E. Coquille*  
FB09D04927454E7...

07/20/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Kevin Miquelon

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member, Real Estate Subcommittee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**




**Home Telephone:**



**Home Address:**



DocuSigned by:  
  
49C1FAB0C2C24A2...

07/27/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Tamika Bradley

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent representative

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☒ Yes ☐ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

Raynal Caruth is my nephew. He's been in Achievement First since kindergarten.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you



7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**

None

**Business Address:**

None

**E-mail Address:**

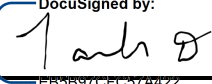
[REDACTED]

**Home Telephone:**

[REDACTED]

**Home Address:**

[REDACTED]

DocuSigned by:  
  
EB9B97CFC97A42Z...

Tamika Bradley 07/19/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Rhonda Barros

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Member

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**

n/a

**E-mail Address:**



**Home Telephone:**

n/a

**Home Address:**

n/a

DocuSigned by:  
*Rhonda Barros*  
13C64D13AF2B4EA...

7/27/22

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Warren Young

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).
- none

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**



**E-mail Address:**



**Home Telephone:**



**Home Address:**



DocuSigned by:  
*Warren Young*  
720b6f900491462...

07/21/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

Will Robalino

---

**Name of Charter School Education Corporation:**

Achievement First Brooklyn Charter Schools

---

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Finance committee member.

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

If **Yes**, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

7. Identify each individual, business, corporation, union association, firm, partnership, franchise holding company, joint-stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school(s) operated by the education corporation **and** in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member(s) or person(s) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or doing business with the school(s) through a management or services agreement, please identify only the name of the organization, your position in the organization, and the relationship between such organization and the school(s). If there was no financial interest, check **None**.

☒ **None**

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest



Achievement First Brooklyn Charter Schools

-

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

**Business Telephone:**



**Business Address:**

N/A

**E-mail Address:**

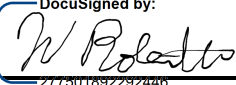


**Home Telephone:**

NA

**Home Address:**



DocuSigned by:  
  
217501692292446...

7/25/22

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

182 Scholar Days

2022-23 School Year Calendar

JULY

18-22 New Leader Training  
22-29 New Team Training  
25 First Day for Returning Leaders  
26-27 All Leader Training

AUGUST

1-8 New Team Training  
9 Teachers Return Date  
10-12 All Team Training  
24 First day of school for Grades 9 (early dismissal)  
25 First day of school for all scholars (early dismissal) / Quarter 1 Begins  
29 NYSITELL Opens

SEPTEMBER

5 Labor Day (AF closed)  
26 NYSITELL Closes  
26-27 Rosh Hashanah (District closed / AF schools open)

OCTOBER

5 Yom Kippur (District closed / AF schools open)  
12 PSAT  
10 Indigenous Peoples' Day (District closed / AF closed)  
31 Quarter 2 Begins

NOVEMBER

8 Election Day (District closed / AF closed)  
11 Veterans Day (District closed / AF closed)  
24-25 Thanksgiving Break (District closed / AF closed)

DECEMBER

19-30 Winter Break (AF closed)

New Team Training  
BOY Training (ATT & School Site)  
Holidays (No school for scholars)  
District Holidays (AF Open)

Returning Teacher Start Date  
State Testing Date

Trimester/Quarter Dates  
School Based PD/ Data Days  
Early Dismissal

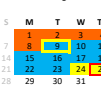
NY HS 2022-2023 School Calendar

July 2022



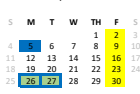
0 Student Days

August 2022



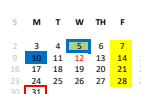
5 Student Days

September 2022



21 days

October 2022



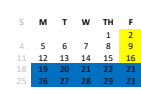
20 days

November 2022



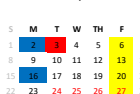
18 days

December 2022



12 days

January 2023



20 days

February 2023



15 days

March 2023



23 days

April 2023



14 days

May 2023



22 days

June 2023



16 days

JANUARY

2 Winter Break (AF closed)  
3 Proposed School Based PD Day (No school for scholars)  
6 Three King's Day (District open / AF schools open)  
16 Martin Luther King Jr. Day (District closed / AF closed)  
24-27 Regents Administration  
30 District PD day for Upper Grades (6-12) Only (AF schools open) / Quarter 3 Begins

FEBRUARY

20-24 February Break (District closed / AF closed)

MARCH

APRIL

3 Quarter 4 Begins  
6 First Day of Passover (District closed / AF open)  
7-14 Spring Break (includes Good Friday) (AF closed)  
17 NYSISLAT Speaking Opens  
21 Eid al-Fitr Observed (District closed / AF open)

MAY

1-12 AP Testing Window  
12 Last Day of Senior Instruction  
15 NYSISLAT Listening, Reading, Writing Opens  
26 NYSISLAT Speaking, Listening, Reading, Writing Closes  
29 Memorial Day (AF closed)

JUNE

8 Anniversary Day (District PD Day / AF open)  
9 Clerical Day / District PD Day for Lower Grades Only (AF schools open)  
14-22 Regents Administration  
19 Juneteenth (District closed / AF closed)  
23 Regents Rating Day  
23 Last Day of School for scholars (early dismissal)

Days-of-School Counts

Month	Student	Teacher
August	5	17
September	21	21
October	20	20
November	18	18
December	12	12
January	20	20
February	15	15
March	23	23
April	14	14
May	22	22
June	16	16
PD Days	-4	
TOTAL	182	198
TOTAL	182	198

District vs. AF Comparisons

District	First Day	Last Day
District	September 8	June 27
AF	August 25	June 23
District Days Off	Dates	AF OFF?
Labor Day	9/5/2022	Yes
Yom Kippur	10/5/2022	Yes
Columbus Day/Indigenous Peoples' Day	10/10/2022	Yes
Veterans Day	11/11/2022	Yes
Thanksgiving	11/24/2022-11/25/2022	Yes
Winter Holiday	12/19/2022-1/2/2023	Yes
MLK Day	1/16/2023	Yes
Midwinter Recess	2/20/2023-2/24/2023	Yes
Spring Break (includes Good Friday)	4/7/2023-4/14/2023	Yes
Memorial Day	5/29/2023	Yes
Juneteenth	6/19/2023	Yes
Report Card Cycles		Report Card Nights
Quarter 1 Begins	8/25	
Quarter 2 Begins	10/31	
Quarter 3 Begins	1/30	
Quarter 4 Begins	4/3	

182 Scholar Days

2022-23 School Year Calendar

**JULY**  
18-22 New Leader Training  
22-29 New Team Training  
25 First Day for Returning Leaders  
26-27 All Leader Training

**AUGUST**  
1-8 New Team Training  
9 Teachers Return Date  
10-12 All Team Training  
24 First day of school for Grades K-5 (early dismissal)  
25 First day of school for all scholars (early dismissal)  
29 NYSITELL Opens

**SEPTEMBER**  
5 Labor Day (AF closed)  
26 NYSITELL Closes  
26-27 Rosh Hashanah (District closed / AF schools open)

**OCTOBER**  
5 Yom Kippur (District closed / AF schools open)  
10 Indigenous Peoples' Day (District closed / AF closed)

**NOVEMBER**  
8 Election Day (District closed / AF closed)  
11 Veterans Day (District closed / AF closed)  
24-25 Thanksgiving Break (District closed / AF closed)

**DECEMBER**  
19-30 Winter Break (AF closed)

New Team Training  
BOY Training (ATT & School Site)  
Holidays (No school for scholars)  
District Holidays (AF Open)

Returning Teacher Start Date  
State Testing Date

NY ES/MS 2022-2023 School Calendar

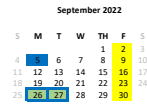
Trimester/Quarter Dates  
School Based PD/ Data Days  
Early Dismissal



0 Student Days



5 Student Days



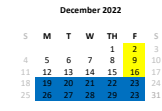
21 days



20 days



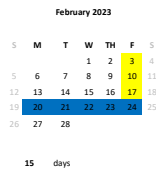
18 days



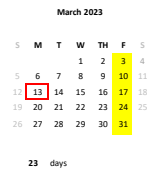
12 days



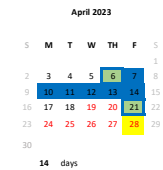
20 days



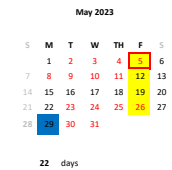
15 days



23 days



14 days



22 days



16 days

JANUARY

2 Winter Break (AF closed)  
3 Proposed School Based PD Day (No school for scholars)  
6 Three King's Day (District open / AF schools open)  
16 Martin Luther King Jr. Day (District closed / AF closed)  
30 District PD Day for Upper Grades (6-12) Only (AF schools open)

FEBRUARY

20-24 February Break (District closed / AF closed)

MARCH

13 NYSAA Opens

APRIL

6 First Day of Passover (District closed / AF open)  
7-14 Spring Break (includes Good Friday) (AF closed)  
17 NYSLSAT Speaking Opens  
19-20 ELA State Test  
21 Eid al-Fitr Observed (District closed / AF open)  
24-28 ELA State Test Make-ups

MAY

2-3 Math State Test  
4-11 Math State Test Makeups  
15 NYSLSAT Listening, Reading, Writing Opens  
26 NYSLSAT Speaking, Listening, Reading, Writing Closes  
23-31 Grade 8 Science Performance Test  
29 Memorial Day (AF closed)

JUNE

1-2 Grade 8 Science Performance Test  
5 Grade 8 Science Written  
6-8 Grade 8 Science Written Make ups  
8 Anniversary Day (District PD Day / AF open)  
9 Clerical Day / District PD Day for Lower Grades Only (AF schools open)  
9 NYSAA Closes  
14-22 Regents Administration (8th Grade Algebra Only - TBD)  
19 Juneteenth (District closed / AF closed)  
23 Regents Rating Day  
23 Last Day of School for scholars (early dismissal)

Days-of-School Counts		
Month	Student	Teacher
August	5	17
September	21	21
October	20	20
November	18	18
December	12	12
January	20	20
February	15	15
March	23	23
April	14	14
May	22	22
June	16	16
PD Days	-4	
TOTAL	182	198
TOTAL		
182 198		
District vs. AF Comparisons		
District	First Day	Last Day
District	September 8	June 27
AF	August 25	June 23
District Days Off		
District Days Off	Dates	AF OFF?
Labor Day	9/5/2022	Yes
Yom Kippur	10/5/2022	Yes
Columbus Day/Indigenous Peoples' Day	10/10/2022	Yes
Veterans Day	11/11/2022	Yes
Thanksgiving	11/24/2022-11/25/2022	Yes
Winter Holiday	12/19/2022-1/2/2023	Yes
MLK Day	1/16/2023	Yes
Midwinter Recess	2/20/2023-2/24/2023	Yes
Spring Break (includes Good Friday)	4/7/2023-4/14/2023	Yes
Memorial Day	5/29/2023	Yes
Juneteenth	6/19/2023	Yes
Report Card Cycles		Report Card Nights
Report Card Cycles	8/25	
Trimester 1 Begins	10/7	
Trimester 1 Midpoint	11/14	
Trimester 2 Begins	1/20	
Trimester 2 Midpoint	3/13	
Trimester 3 Begins	5/5	

# Certificate of Occupancy

**CO Number:** 310134468F

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.*

<b>A.</b> <b>Borough:</b> Brooklyn <b>Address:</b> 1485 PACIFIC STREET <b>Building Identification Number (BIN):</b> 3397030	<b>Block Number:</b> 01203 <b>Lot Number(s):</b> 44 <b>Building Type:</b> New	<b>Certificate Type:</b> Final <b>Effective Date:</b> 08/09/2011
<i>For zoning lot metes &amp; bounds, please see BISWeb.</i>		
<b>B.</b> <b>Construction classification:</b> 1-C (1968 Code) <b>Building Occupancy Group classification:</b> G (1968 Code) <b>Multiple Dwelling Law Classification:</b> None		
<b>No. of stories:</b> 6 <b>Height in feet:</b> 75 <b>No. of dwelling units:</b> 0		
<b>C.</b> <b>Fire Protection Equipment:</b> Standpipe system, Fire alarm system, Sprinkler system, Fire Suppression system		
<b>D.</b> <b>Type and number of open spaces:</b> None associated with this filing.		
<b>E.</b> <b>This Certificate is issued with the following legal limitations:</b> None		
<b>Borough Comments:</b> None		



Borough Commissioner



Commissioner

# Certificate of Occupancy

CO Number:

310134468F

## Permissible Use and Occupancy

All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.

Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
001	100		G		3	LIBRARY
001	100	100	G		3	CLASSROOM
001	16	100	B-2		3	STORAGE
001	19	100	D-2		3	FIRE PUMP, FUEL OIL, DATA CLOSET, MECHANICAL, ELECTRICAL, GAS, WATER METER, AND TELEPHONE ROOMS
001	96		E		3	ACCESSORY OFFICES
001	1056	100	F-1A F-4		3	CAFETERIA/AUDITORIUM/STAGE, (ALTERNATE SEATING LAYOUT) AUDITORIUM 1056F-1A, CAFETERIA 688 F-4, CAFETERIA 696 F-4, AUDITORIUM 732 F-1A (NON-SIMULTANEOUS USE).
002	950	100	F-3		3	GYMNASIUM
002	605	40	G		3	CLASSROOMS
003	642	40	G		3	CLASSROOMS
004	950	100	F-3		3	GYMNASIUM
004	605	40	G		3	CLASSROOMS
005	642	40	G		3	CLASSROOMS



Borough Commissioner



Commissioner

DOCUMENT CONTINUES ON NEXT PAGE

# Certificate of Occupancy

CO Number: 310134468F

Permissible Use and Occupancy						
All Building Code occupancy group designations are 1968 designations, except RES, COM, or PUB which are 1938 Building Code occupancy group designations.						
Floor From To	Maximum persons permitted	Live load lbs per sq. ft.	Building Code occupancy group	Dwelling or Rooming Units	Zoning use group	Description of use
006	3		B-2		3	STORAGE, AND JANITORS CLOSET
006	3	40	E		3	ACCESSORY OFFICES
006	745	100	F-3		3	ROOF TOP PLAY FIELD
006	114	40	G		3	CLASSROOMS
006	4	100	D-2		3	MECHANICAL, ELEVATOR MACHINE ROOM, AND TELEPHONE CLOSET
NOTE: MAXIMUM OCCUPANCY OF 2ND AND 4TH FLOOR GYMNASIUMS IS LIMITED TO 950 PERSONS EACH. OCCUPANCY OF THE 2ND AND 4TH FLOORS SHALL BE LIMITED TO 755 PERSONS (INCLUDING GYMNASIUMS) WHEN CLASSROOMS ARE FULLY OCCUPIED, NON-SIMULTANEOUS OCCUPANCY.						
END OF SECTION						



Borough Commissioner



Commissioner

END OF DOCUMENT

310134468/000 8/9/2011 4:47:42 PM

# JOB SUMMARY





**Job No.** 23529382  
**Date** 4/15/2022  
**Type** Preventative Maintenance  
**PO No.**

**From** Foos Fire, Inc.  
909 Marconi Avenue  
Ronkonkoma, NY 11779  
(631) 689-6869  
<http://www.foosfire.com/>

**Job For** Ashtin Group  
Crown Heights Charter School-  
1st Achieve  
1485 Pacific Street  
Brooklyn, NY 11216

## Services

-  Annual Sprinkler Inspection
-  Monthly Fire Pump Churn

## Deficiencies

INVALID



Deficient

DISCOVERED  
12/30/2019  
8:58 AM

### Description:

Replace Broken glass door for hose cabinet 4th floor staircase B Missing ( Standpipe hose cabinet) sign Still open  
9/24/20 Still open 01-29-21



INVALID



Deficient

DISCOVERED  
10/29/2021  
11:53 AM

### Jockey discharge Pump room

### Description:

Water damaged gauge needs to be replaced jockey pump discharge side



NEW

!

Deficient

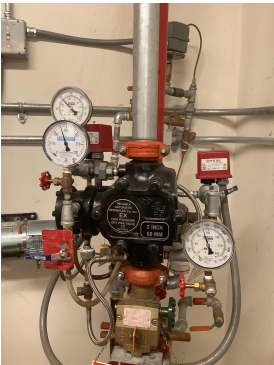
DISCOVERED

04/15/2022

7:38 AM

DRY LOADING DOCK 2" PUMP ROOM

Description:  
4 expired gauges at pump room dry system and fire pump suction.



NEW

!

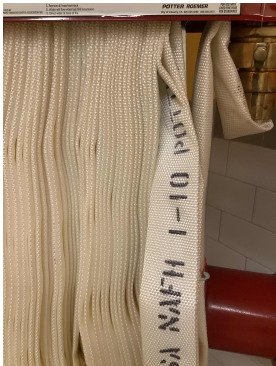
Deficient

DISCOVERED

04/15/2022

7:53 AM

Description:  
24 Expired fire hose Stair C6, C5, C4, C3, C2, C1, ERoof, E5, E4, E3, E2, E1, B1, B2, B3, B4, B5, B6, A1, A2, A3, A4, A5, A6



NEW

!

Description:



!

Deficient

DISCOVERED

04/15/2022

9:30 AM

Missing glass at hose cabinets at stair B3, B4.

NEW

!

Deficient

DISCOVERED

04/15/2022

9:32 AM

**Description:**

Missing FIRE HOSE CABINET sign at stair B3, B4.

---

## Comments

No Comments

## Disclaimers and Warranties

### INSPECTION-QUOTES

Payment is due upon receipt of invoice for cycle billing. This estimate is only valid for 30 days. If this estimate is approved, please sign and fax it over to 631-689-6866 or email to inspections@foosfire.com to commence inspections. For New England customers fax over approvals to 617-695-6952 or email to ne@foosfire.com

### SERVICE-QUOTES

Estimates are only valid for 30 days. If estimates are approved, please sign and fax it over to 631-689-6866 or email to service@foosfire.com to commence work. If you have any questions about this quote please email estimating@foosfire.com. For New England customers fax over approvals to 617-695-6952 or email to ne@foosfire.com

If your organization requires a Purchase Order for billing purposes, please include the P.O number with signature ( P.O# \_\_\_\_\_)

*The prevailing party in any action, dispute or proceeding relating to this Agreement shall be reimbursed by the other party for any reasonable legal fees, costs or expenses incurred in connection therewith, regardless of which party institutes the action or proceeding.*

*Due to the advisory nature of the report, Foos Fire, Inc. accepts no liability resulting from any recommendation, or lack of recommendation. The responsibility for the condition and operation of the fire sprinkler system and the equipment lies solely with the Subscriber. Owner/Tenant is to arrange to maintain a minimum temperature of 40°F in all areas of wet piping to protect the system from freezing. It is the owner/ tenant's responsibility to maintain adequate temperatures for proper operation of the fire sprinkler system.*


---



909 Marconi Avenue  
(631) 689-6869  
info@foosfire.com


Ronkonkoma NY  
(631) 689-6866  
Facebook

## SPRINKLER - STANDPIPE ANNUAL INSPECTION

**Customer** Ashtin Group **Bldg. Name** Crown Heights Charter School-1st Ac **Inspector** Phil Bavero, Efnu Gunadi  
**Customer W.O.** **Bldg. Street** 1485 Pacific Street **Signature**   
**Job** 23529382 **City/State/Zip** Brooklyn NY **Insp. Date** 04/15/2022 07:00am EDT

## OWNER'S SECTION - SIGNATURES

Is the building occupied?   
Has the occupancy and hazard of contents remained the same since the last inspection?   
Are all fire protection systems in services?   
Has the system remained in service without modification since the last inspection?   
Was the system free of actuation of devices or alarms since the last inspection?

**Authorized Representative Printed**  
Joe Ciccione  
**Authorized Representative Signature**  
  
**Date Completed**  
04/15/2022 07:00am EDT

I state the information on this form is correct at the time and place of my inspection, and all the equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

## RISERS

	TYPE	ID	SIZE	LOCATION	PSI
RISER 1	Wet	6 floor staircase c	3"	6 floor staircase c	95
RISER 2	Wet	5 floor staircase c	3"	5 floor staircase c	115
RISER 3	Wet	4 floor staircase c	3"	4 floor staircase c	115
RISER 4	Wet	3 floor staircase c	3"	3 floor staircase c	120
RISER 5	Wet	2 floor staircase c	3"	2 floor staircase c	135
RISER 6	Wet	1 floor staircase c	3"	1 floor staircase c	135
RISER 7	Wet	3rd floor stair e	3"	3rd floor stair e	125
RISER 8	Wet	5th floor stair e	3"	5th floor stair e	95
RISER 9					
RISER 10					

## WATER BASED SYSTEM INSPECTION

Are there landlord/access issues that requires visual inspection only?   
Is this a shared Fire Sprinkler System?   
Upon arrival, was the fire alarm panel reading normal?   
Gauges on wet system in good condition and showing normal water supply pressure?   
Are gauges up to date?   
Alarm valve free from physical damage, trim in correct position and no leakage from retarding chamber or drains?   
Hydraulic plaque present?   
Alarm & supervisory free from physical damage?   
Water motor gong or electric bell operable and in good looking conditions?

## COMMENTS

## FIRE DEPARTMENT CONNECTION

Visible and accessible?   
Plugs or Caps in place and undamaged?   
Caps painted as per AHJ code?   
Identification signs(s) in place?   
Ball Drip Valve in place and operating properly?   
Couplings and swivels are in good condition and rotate smoothly?   
Check valve free from leakage?   
Gaskets in place in good condition? (if caps are not in place)   
Interior free of obstructions (if caps are not in place)?

## ANTIFREEZE LOOP

Antifreeze solution tested?   
Solution specification sign placed?   
Type of Solution   
Solution found acceptable?   
1st Antifreeze solution freezing point  F°  
2nd Antifreeze solution freezing point  F°

## SPRINKLERS

Proper # & type of spare heads & wrench?   
Free of corrosion/foreign material/paint?   
Installed in proper orientation?   
Free from obstructions to spray patterns?   
Free from leaks and physical damaged?   
Liquid in all glass bulb sprinklers?

## PIPE

In good visual condition?   
Free of external corrosion/loads?   
Free of mechanical damage and leaks?   
Properly aligned?   
Visible pipe hangers and seismic braces free of damaged or loose?   
NYC only-Pipes/valves painted per code?

STANDPIPE SYSTEM INSPECTION

City Fed

Gravity Tank

Non-Automatic (Dry)

Sprinkler Fed

Other

Are there multiple standpipe systems?

NO

If so: How many

Does the standpipe have water flow devices?

NO

If so: How many

Does the standpipe system have a fire pump?

YES

If so: How many

Location

Are there ITV's for the standpipe system?

NO

If so: How many

Location

Gauges on standpipe system in good condition and showing normal water supply pressure?

YES

Are gauges on standpipe system up to date?

YES

Top floor / Manifold Gauge

90

PSI

HOSE CONNECTION

Hand wheels in place and in good condition?

YES

Valves not leaking?

YES

Hose threads in good condition?

YES

Reducers and caps in place and in good condition?

YES

HOSE

Couplings of compatible threads and undamaged?

YES

Hose connected?

YES

Free from mildew, cuts and deterioration?

YES

Gaskets in place and in good condition?

YES

HOSE NOZZLES

No visible obstructions?

YES

Nozzles operate smoothly?

YES

HOSE STORAGE

Hose properly racked or rolled?

YES

Devices not damaged, unobstructed and operable?

YES

Hose re-racked or re-rolled so folds do not occur in the same position?

YES

Nozzle clips in place and nozzles contained?

YES

Will racks swing out of cabinet at least 90°?

YES

Valves not leaking and handle present?

YES

CABINETS

Have not corroded or damaged parts?

YES

Easy to fully open?

YES

Door glazings in good conditions?

Locks functioning in brake-glass type cabinets?

N/A

Accessible and identified?

YES

All parts, valves, hose and re-extinguishers accessible?

YES

TANK INSPECTION

Ladder support structure ok?

N/A

Tank exterior free off physical damage?

N/A

Tank air pressure ok?

N/A

Water level ok?

N/A

Water level alarms ok?

N/A

Water temp. ok?

N/A

Water temp. maintains no less than 40°?

N/A

Condition of water in tank ok?

N/A

MAIN DRAIN VALVES

	TYPE	RISER ID	LOCATION	SIZE	PRESSURE (PSI)			RESULTS COMPARABLE TO PRIOR	DRAINS PROPERLY	SIGNAGE
					INITIAL	RESIDUAL	STATIC			
MD 1	Ball Valve	C1	Stairwell C 1st Floor	2"	135	110	120	YES	YES	YES
MD 2	Ball Valve	C2	Stairwell C 2nd Floor	2"	135	105	115	YES	YES	YES
MD 3	Ball Valve	C3	Stairwell C 3rd Floor	2"	120	100	110	YES	YES	YES
MD 4	Ball Valve	C4	Stairwell C 4th Floor	2"	115	95	105	YES	YES	YES
MD 5	Ball Valve	C5	Stairwell C 5th Floor	2"	115	90	100	YES	YES	YES
MD 6	Ball Valve	C6	Stairwell C 6th Floor	2"	95	80	90	YES	YES	YES
MD 7	Ball Valve	E3	Stairwell E 3rd Floor	2"	125	100	110	YES	YES	YES
MD 8	Ball Valve	E5	Stairwell E 5th Floor	2"	95	80	90	YES	YES	YES
MD 9	Globe Valve	Dry Loading Dock	Dry Sytem/ Pump Room	3/4"	140	115	125	YES	YES	YES
MD 10										

INSPECTOR'S TEST VALVES

	TYPE	RISER ID	LOCATION	SIZE	AUDIBLE ALARM REPORTED	TIME TO ALARM	SMOOTH ORIFICE	WATER FLOW DEVICE PASS TEST	SIGNAGE	EASILY ACCESIBLE
ITV 1	Ball Valve	C1	Stair Well C 1st Floor	2	YES	50	YES	YES	YES	YES
ITV 2	Ball Valve	C2	Stairwell C 2nd Floor	2	YES	40	YES	YES	YES	YES
ITV 3	Ball Valve	C3	Stairwell C 3rd Floor	2	YES	30	YES	YES	YES	YES
ITV 4	Ball Valve	C4	Stairwell C 4th Floor	2	YES	25	YES	YES	YES	YES
ITV 5	Ball Valve	C5	Stairwell C 5th Floor	2	YES	35	YES	YES	YES	YES
ITV 6	Ball Valve	C6	Stairwell C 6th Floor	2	YES	30	YES	YES	YES	YES
ITV 7	Ball Valve	E3	Stairwell E 3rd Floor	2	YES	45	YES	YES	YES	YES
ITV 8	Ball Valve	E5	Stairwell E 5th Floor	2	YES	25	YES	YES	YES	YES
ITV 9	Ball Valve	Dry Loading Dock	Dry System Loading Dock	1"	YES	5	YES	YES	YES	YES
ITV 10										

COMMENTS

CONTROL VALVES

	TYPE	RISER ID	LOCATION	SIZE	INSPECTION				
					SECURED	LEAKAGE	OPEN	ACCESSIBLE	SIGNS
CV 1	OS&Y	Jockey discharge	Pump room	1 1/4"	Supervised	Passes	Passes	Passes	Passes
CV 2	OS&Y	City feed 3	Mech room - Pacific side	6"	Supervised	Passes	Passes	Passes	Passes
CV 3	OS&Y	BF suction	Mech room - Pacific side	6"	Supervised	Passes	Passes	Passes	Passes
CV 4	OS&Y	BF discharge	Mech room - Pacific side	6"	Supervised	Passes	Passes	Passes	Passes
CV 5	OS&Y	City feed 1	Water room - Atlantic side	6"	Supervised	Passes	Passes	Passes	Passes
CV 6	OS&Y	City feed 2	Water room - Atlantic side	6"	Supervised	Passes	Passes	Passes	Passes
CV 7	OS&Y	BF suction	Water room - Atlantic side	6"	Supervised	Passes	Passes	Passes	Passes
CV 8	OS&Y	BF discharge	Water room - Atlantic side	6"	Supervised	Passes	Passes	Passes	Passes
CV 9	OS&Y	To system	Water room - Atlantic side	6"	Supervised	Passes	Passes	Passes	Passes
CV 10	Butterfly	Jockey suction	Pump Room	1 1/4"	Supervised	Passes	Passes	Passes	Passes
CV 11	Butterfly	Pump bypass 2	Pump Room	6"	Supervised	Passes	Passes	Passes	Passes
CV 12	Butterfly	Pump bypass 1	Pump Room	6"	Supervised	Passes	Passes	Passes	Passes
CV 13	OS&Y	Pump suction	Pump Room	6"	Supervised	Passes	Passes	Passes	Passes
CV 14	Butterfly	Pump discharge	Pump Room	6"	Supervised	Passes	Passes	Passes	Passes
CV 15	Butterfly	Standpipe	Stairwell B First Floor Acces Panel	4"	Supervised	Passes	Passes	Passes	Passes
CV 16	OS&Y	Standpipe	Stairwell C 1stFloor Access Panel	4"	Supervised	Passes	Passes	Passes	Passes
CV 17	OS&Y	Standpipe	Stairwell D 1st Floor Access Panel	4"	Supervised	Passes	Passes	Passes	Passes
CV 18	OS&Y	Standpipe	Stairwell E 1st Floor Access Panel	6"	Supervised	Passes	Passes	Passes	Passes
CV 19	OS&Y	C1	Stairwell C 1st Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 20	Butterfly	C2	Stairwell C 2nd Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 21	Butterfly	C3	Stairwell C 3rd Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 22	Butterfly	C4	Stairwell C 4th Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 23	Butterfly	C5	Stairwell C 5th Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 24	Butterfly	C6	Stairwell C 6th Floor	3"	Supervised	Passes	Passes	Passes	Passes
CV 25	Butterfly	E3	Stairwell E 3rd Floor	4"	Supervised	Passes	Passes	Passes	Passes
CV 26	Butterfly	E5	Stairwell E 5th Floor	4."	Supervised	Passes	Passes	Passes	Passes
CV 27	Butterfly	DRY LOADING DOCK	Pump room	2"	Supervised	Passes	Passes	Passes	Passes
CV 28	OS&Y	Main	In wall behind FACP	6"	Supervised	Passes	Passes	Passes	Passes
CV 29									
CV 30									

COMMENTS

CONTROL VALVES - ANNUAL SECTION ONLY

	MAINTENANCE			TEST		
	EXERCISED	# OF TURNS	LUBRICATED	TAMPER	SIGNAL	TIME TO ALARM
CV 1	OK: Passes	8	OK: Passes	OK: Passes	OK: Passes	2
CV 2	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 3	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 4	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 5	OK: Passes	13	OK: Passes	OK: Passes	OK: Passes	2
CV 6	OK: Passes	13	OK: Passes	OK: Passes	OK: Passes	2
CV 7	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 8	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 9	OK: Passes	20	OK: Passes	OK: Passes	OK: Passes	2
CV 10	OK: Passes	8	OK: Passes	OK: Passes	OK: Passes	2
CV 11	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 12	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 13	OK: Passes	20	OK: Passes	OK: Passes	OK: Passes	2
CV 14	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 15	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 16	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 17	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 18	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 19	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 20	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 21	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 22	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 23	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 24	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 25	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 26	OK: Passes	7	OK: Passes	OK: Passes	OK: Passes	2
CV 27	OK: Passes	10	OK: Passes	OK: Passes	OK: Passes	2
CV 28	OK: Passes	19	OK: Passes	OK: Passes	OK: Passes	2
CV 29						
CV 30						

COMMENTS



909 Marconi Avenue  
(631) 689-6869  
info@foosfire.com

Ronkonkoma NY  
(631) 689-6866  
Facebook

## DRY ANNUAL INSPECTION

**Customer** Ashtin Group **Bldg. Name** Crown Heights Charter School-1st Ac **Inspector** Phil Bavero, Efnu Gunadi  
**Customer W.O.**  **Bldg. Street** 1485 Pacific Street **Signature** Phil Bavero  
**Job** 23529382 **City/State/Zip** Brooklyn NY **Insp. Date** 04/15/2022 07:00am EDT

## DRY RISERS

	ID	SIZE	LOCATION	AIR PSI	WATER PSI	TRIP AIR PSI	ALARMS ACTIVATE	TRIP TIME (3-YEAR)
DRY RISER 1	DRY LOADING DOCK	2"	PUMP ROOM	30	140	10	YES	N/A
DRY RISER 2								
DRY RISER 3								
DRY RISER 4								
DRY RISER 5								
DRY RISER 6								
DRY RISER 7								
DRY RISER 8								
DRY RISER 9								
DRY RISER 10								

## DRY SYSTEM INSPECTION

	YES	NO	N/A
Gauges on Dry-Pipe, Pre-Action and Deluge system in good condition and showing normal water supply pressure?Are gauges up to date?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
For Freezer systems, gauge near the compressor reading the same as gauge near the Dry-Pipe valve?	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dry valve free from physical damage?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Trim in correct position?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No leakage from intermediate chamber?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Air pressure signal passed test?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quick opening devices passed test?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Priming Water level correct?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relief port on RPZ not discharging?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enclosures around Dry-Pipe, Pre-Action or Deluge valves maintaining a minimum of 40 °F?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## COLD WEATHER CHECK

Adequate heat in areas with wet piping?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Interior of pipe in pre-action and dry pipe systems which passes through freezers free of ice blockage?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Low temperature alarms in dry pipe, pre-action and deluge valve enclosures functioning?	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Low points drained in Dry pipe, pre-action and deluge systems prior to the onset of freezing weather?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## COMMENTS



12-4 Technology Drive, East Setauket, NY 11733

(631) 689-6869

(631) 689-6866

info@foosfire.com

Facebook

## QUARTERLY ELECTRIC FIRE PUMP INSPECTION TEST

Customer	Ashtin Group		
Customer w.o#		Job	23529382
Technician	Phil Bavero, Efnu Gunadi	Insp Date	04/15/2022 07:00

Building Name	Crown Heights Charter School-1st Achieve		
Building Street	1485 Pacific Street		
Building City/State/Zip	Brooklyn	NY	

## SIGNATURES

### Inspector Printed

Phil Bavero, Efnu Gunadi

### Inspector - Signature

*Phil Bavero*

### Date Completed

04/15/2022 07:00am EDT

I state the information on this form is correct at the time and place of my inspection, and all the equipment tested at this time was left in operational condition upon completion of this inspection except as noted.

### Authorized Representative Printed

Joe Ciccione

### Authorized Representative Signature

*Joe Ciccione*

### Date Completed

04/15/2022 07:00am EDT

Expect as noted, the building is occupied with the same occupancy classification and hazed of contents as last inspection. Also, the system has remained in service without modification and been free of actuation of devices or alarms.

YES	NO	N/A	ELECTRIC PUMP INSPECTION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pump house/room proper temperature?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Ventilating louvers free to operate?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suction discharge and bypass valves open?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Piping free from leaks?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Suction and system pressure gauges normal?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Suction reservoir, if provided, full?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Wet pit suction screens are clean and in space?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Waterflow test valves in closed position?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Controller indicating power on?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Transfer switch indicating normal situation?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Isolation switch closed?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pump in correct phase?
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Oil level in motor sight glass in correct range?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Circulation relief valve flowing water while pump churn?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Pressure relief valves operating with proper pressure downstream while pump is operational?

YES	NO	N/A	ELECTRIC PUMP TEST
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric Pump started automatically?
		<input type="text" value="60"/>	Record starting pressure PSI:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Electric motor driven pump run for 10 min?
		<input type="text" value="60"/>	Record suction pressure while running
		<input type="text" value="145"/>	and discharge pressure while running
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packing gland showing slight discharge?
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Packing boxes, bearings and pump casing free from overheating?
		<input type="text" value="1 second"/>	Time for engine/motor to reach full speed:
		<input type="text" value="10 minutes"/>	For automatic stop controllers, record time pump runs after starting:
		<input type="text" value="N/A"/>	Electric motor driven pumps with reduced voltage or reduced current starting, record the time the controller is in the first step:
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	All above times and pressures acceptable?

### COMMENTS:

--