

FOIL POLICY: PUBLIC NOTICE

YOU HAVE A RIGHT TO SEE PUBLIC RECORDS

The amended Freedom of Information Law (FOIL), which took effect on January 1, 1978, gives you the right of access to many public records. Community Partnership Charter School Education Corporation (the combined charter entity of *Beginning with Children Charter School 2* and *Community Partnership Charter School*) has adopted regulations governing when, where, and how you can see public records. The regulations can be seen at all places where records are kept.

Location

According to these regulations, records can be seen and copied at:

School	Beginning with Children Charter School 2 - Lower School	Beginning with Children Charter School 2 - Middle School	Community Partnership Charter School - Lower School	Community Partnership Charter School - Middle School
Address	215 Heyward Street	11 Bartlett Street	241 Emerson Place	114 Kosciusko Street
Borough / Zip Code	Brooklyn / 11206	Brooklyn / 11206	Brooklyn / 11216	Brooklyn / 11216

Hours for Public Inspection

Requests for public access to records shall be accepted and records produced during school hours. These hours are: 8am - 4pm.

Records Officers

The following officials will help you to exercise your right to access:

1. School officials who have in the past been authorized to make records available
2. Records Access Officer(s)

School Name	Beginning with Children Charter School 2 - Lower School	Beginning with Children Charter School 2 - Middle School	Community Partnership Charter School - Lower School	Community Partnership Charter School - Middle School
Contact Name	Michael Copeland	Isabel Cusirramos	Rosa Johnson	Ruth Alexandre
Title	Director of Operations			
Phone	718-302-7700	718-599-2924	718-399-3824	718-636-3904
Email	mcopeland@bwccs2.org	icusirramos@bwccs2.org	rojohanson@cpcsschool.org	ralexandre@cpcsschool.org

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If you are denied access to a record, you may appeal to the following person(s) or body:

Greg Whitten
Senior Director, External and Legal Affairs
Beginning with Children Foundation
185 Broadway, 2nd Floor
212-318-9129
gwhitten@bwcf.org

FOIL Requests

FOIL requests shall be submitted to the Records Access Officer in writing and shall specify whether the petitioner wishes to see and read the requested item or receive a copy. Email constitutes a written request.

FOIL requests shall be answered within five business days (Monday through Friday) of the date the request is received. If the document/information is not immediately available, the Records Access Officer shall notify the requesting individual when and how the requested record will be available.

Individuals making FOIL requests should identify the specific document requested and should include the name, mailing address, and telephone number of the requesting individual.

Committee on Open Government

Any details not specified in this policy should be located in the actual law, which may be found at:

<https://opengovernment.ny.gov/freedom-information-law>