

I. SCHOOL INFORMATION AND COVER PAGE

Created Monday, June 16, 2014

Updated Friday, August 01, 2014

Page 1

1. SCHOOL NAME

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

331300861056 UNITY PREP CS OF BROOKLYN

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 13

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
432 Monroe Street, Brooklyn	718-455-5046	718-455-5049	info@unityprep.org

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Joshua Beauregard
Title	Head of School
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

http://www.unityprep.org/

6. DATE OF INITIAL CHARTER

2012-11-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2013-08-01 00:00:00

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

(as reported on BEDS Day)

138

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

• 6

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

Yes/No	Name of CMO/EMO
No	

Page 2

11. FACILITIES

Will the School maintain or operate multiple sites?

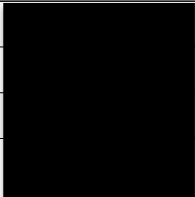
No, just one site.

12. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	432 Monroe Street, Brooklyn	718-455-5046	CSD 13	6-7	No	DOE space

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Joshue Beauregard	718-455-5046		jbeauregard@unityprep.com
Operational Leader	Eric Gonzalez	718-455-5046		egonzalez@unityprep.com
Compliance Contact	Eric Gonazalez	718-455-5046		egonzalez@unityprep.com
Complaint Contact	Eric Gonzalez	718-455-5046		egonzalez@unityprep.com

13. Are the School sites co-located?

Yes

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

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	Yes	2015	No		No

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

No

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

• Yes

Signature, Head of Charter School

A handwritten signature in black ink, appearing to be a stylized 'J' followed by 'M' and 'B' with a long diagonal stroke.

Signature, President of the Board of Trustees

A handwritten signature in black ink, appearing to be 'A. Alank'.

Thank you.

Appendix A: Progress Toward Goals

Created Thursday, July 17, 2014

Updated Wednesday, October 29, 2014

Page 1

Charter School Name: 331300861056 UNITY PREP CS OF BROOKLYN

1. NEW YORK STATE REPORT CARD

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

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

URL is not available

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

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

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	The median adjusted growth percentile for our 6th grade students will be higher than the median adjusted growth percentile of 6th grade students who attend public schools (district and charter) in Community School Districts (CSDs) 13 and 16	NYS Exams	Data is not yet available to ascertain achievement of this goal.	N/A
Academic Goal 2	The percentage of students demonstrating "proficiency" or above (Levels 3 and 4) on both the English language arts and mathematics state assessments will be higher than the percentage of 6th grade students demonstrating proficiency or above who attend public schools (district and charter) in CSDs 13 and 16	NYS Exams	This goal was not met. Unity ELA - 8.3% Math - 9.9% CSD 13 ELA - 18% Math - 20% CSD 16 ELA - 10% Math - 12%	To increase student achievement in Math and ELA, Unity Prep has developed a plan to implement six-week interim assessments coupled with "data-analysis" Fridays. This initiative will give teachers the time and resources to analyze student academic growth and devise plans for re-teaching, remediation, and acceleration. For Math specifically, we have

modified our schedule so students experience two mathematics classes per day twice a week. Unlike last year, the two additional classes are taught by the same mathematics teacher for continuity of instruction as well as knowledge of students' strengths and weaknesses. In addition, we have hired a strong cohort of new mathematics teachers who embrace data analysis to inform their instruction.

We are also seeking to contract with an educational consultant who will assist in further aligning our mathematics and ELA curriculum with the Common Core. This consultant was recommended by the NYC Charter School Center, and we are familiar with the quality of the services she provides based on sessions she facilitated in some training sessions through the Center's Start Right program.

To support and develop the skills of our teaching staff, we have devoted resources during staff development to equipping teachers with strategies to improve classroom management. School leaders are already impressed with the degree to which many of the teachers have fully subscribed to the strategies.

To keep students better focused on learning, we have made a few school-wide changes to the way in which students transition from class to class, including silent transitions for the first few months of school to minimize distractions from class to class. We have also begun to rethink our approach to test preparation and how we prepare students for the exam academically and mentally.

In addition to these program modifications and improvements, we have made changes to the weekly schedule

to better focus our curricular offerings on core academic disciplines while maintaining a broad liberal arts and sciences curriculum.

Academic Goal 3	At least 85% of students will demonstrate a “developing,” “accomplished,” or “exemplary” level of academic mastery (C- or above) in their History and Science courses	Internal grading system	This goal was met.
Academic Goal 4	At least 85% of students will demonstrate a “developing,” “accomplished,” or “exemplary” level of academic mastery (C- or above) in their World Languages & Cultures and Design & Technology courses	Internal grading system	This goal was met.
Academic Goal 5	At least 85% of students will earn an overall “proficient” rating or above in their end-of-year Roundtable presentation based on the school’s established rubric.	Internal Rubric	This goal was met.
Academic Goal 6	At least 60% of students will show “greater than expected” growth on their quarterly MAP assessments in reading, language, and mathematics	MAP assessments	This goal was met.
Academic Goal 7	At least 85% of students will successfully demonstrate that they know the definition of 250 vocabulary words through their work in Unity’s Skills-Building course	Internal assessments	This goal was met.
Academic Goal 8	At least 95% of students will present their mid-year and final projects and receive an overall “proficient” rating based on the presentation rubric in Unity Prep’s Design & Technology course.	Internal assessments	This goal was met. Over 95% of students successfully completed and included final Design & Technology project based on concepts they learned over the course of the year in their end-of-year portfolio.

2a1. Do have more academic goals to add?

Yes

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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Academic Goal 9	Under New York State's NCLB accountability plan, Unity Prep will be in "Good Standing".	NYS Determination	Data is not yet available to ascertain achievement of this goal.	N/A
Academic Goal 10	At least 95% of students will pass mid-year and final oral World Languages & Culture exams.	Internally developed standards	This goal was met.	
Academic Goal 11	The Median Adjusted Growth Percentile for middle school students will be at least 70% in English and 80% in Mathematics	NYS exams	This goal was not met.	Please see response to Academic Goal 2 above.
Academic Goal 12	Students will outperform the local district on the 8th grade state science exam and on Regents exams in ELA, mathematics, science, global history, and United States history. Specifically, the percentage of Unity Prep students demonstrating proficiency on a given exam will represent a 10% reduction in the difference between 100% proficiency and the district average.	New York State Regents Exams	Data is not yet available to ascertain achievement of this goal as Unity only served 6th and 7th Grade students in 2013-14.	N/A
Academic Goal 13	Unity Prep students will accumulate credits at a rate that enables them to enroll in college level courses as high school upperclassmen	School records	This goal cannot yet be measured as only 6th and 7th Graders were enrolled in the 2013-2014 school year, Unity Prep's first year of operation.	N/A
Academic Goal 14	At least 70% of 8th grade students will pass a course and a related Regents exam that entitles them to high school credit.	NYS Regents Exams	This goal cannot yet be measured as only 6th and 7th Graders were enrolled in the 2013-2014 school year, Unity Prep's first year of operation.	N/A
Academic Goal 15	At least 85% of students in all grades will earn a minimum of 5 credits each year.	School records	This goal was met.	
Academic Goal 16	The school's Performance Index will meet the Annual Measurable Objectives set by the state in English language arts and mathematics for all accountable groups.	NYS Annual Measurable Objectives	Data is not yet available to ascertain achievement of this goal.	N/A

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	At least 95% of students will attend and participate in 95% of their selected afternoon elective clubs for all three trimesters, including presenting/performing in the club's end-of-trimester demonstrations. At least 90% of students will successfully complete a culminating project in each of their tri-annual enrichment clubs	Student participation and internal assessments.	Fewer students than initially anticipated participated in after-school enrichment clubs because many students instead received remedial academic services after school. With the exception of the students who participated in after school academic help sessions, this goal was met.	
Org Goal 2	At least 95% of students will be able to explain how they demonstrate Unity's six Core Values as a part of their Roundtable presentation	Internal assessments.	This goal was met.	
Org Goal 3	At least 80% of students will complete the Youth Empowerment Seminar's (YES!) semi-annual modules	Internal assessments.	This goal was met.	
Org Goal 4	At least 95% of students will participate in at least two approved community service events (all-school and/or Advisory-based)	Student participation.	This goal was not met. Unity was unable to identify enough safe and appropriate volunteer opportunities for students to engage in order to attain this goal.	Unity Prep has already identified numerous volunteer opportunities for the next academic year to ensure that students have the opportunity to attain this goal.
Org Goal 5	At least 90% of students will report that they feel supported and know what they need to do to develop as scholars and citizens (based on the school's spring survey)	Spring survey	This goal was met.	

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

Yes

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 6	Average daily student attendance will be 93% or higher and annual student	Attendance	This goal was met.	

	retention will be 93% or higher (excluding students that move residences) as measured by October 1st through the last day of school		
Org Goal 7	Annual daily staff attendance for the school year will be 95% or higher and annual staff retention will be 80% or higher (among those offered agreement renewals)	Attendance	This goal was met; teacher retention from 2013-2014 to 2014-2015 is 100%.
Org Goal 8	At least 90% of students will report that they enjoy attending Unity (based on the school's spring survey)	Spring Survey	This goal was met.
Org Goal 9	At least 90% of teachers will report that they feel supported and know what they need to do to empower their students as scholars and citizens (based on the school's spring survey)	Spring survey	This goal was met.
Org Goal 10	At least 90% of teachers will report that they achieved the annual performance goals they established for themselves (based on the school's spring survey)	Spring survey and classroom observations	This goal was met.
Org Goal 11	At least 90% of teachers will report that they would recommend or strongly recommend a position at Unity to others (based on the school's spring survey)	Spring Survey	This goal was met. In fact, most staff have recommended other teachers for a position at Unity.
Org Goal 12	At least 90% of families will report that they know what they need to do to support their children becoming empowered as scholars and citizens at Unity and at least 90% of families will report that believe that Unity serves students and families well (based on the school's spring survey)	Spring survey	This goal was met.
Org Goal 13	At least 90% of families will report that Unity staff value their opinions and respond to their input in a timely manner (based on the school's spring survey)	Spring survey	This goal was met.
Org Goal 14	At least 60% of all families will attend more than three monthly Volunteer Association meetings and participate in at least one Volunteer Association event	Attendance	This goal was met.
Org Goal 15	At least 90% of families will report they believe that Unity serves students and families well (based on the school's spring survey)	Spring survey	This goal was met.

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
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Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Monday, June 16, 2014
Updated Wednesday, July 30, 2014

Page 1

Charter School Name: 331300861056 UNITY PREP CS OF BROOKLYN

B. Financial Information

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

1. Total Expenditures Per Child

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

1. Total Expenditures Per Child Line 1: Total Expenditures	2288153
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	138
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	16581

2. Administrative Expenditures per Child

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

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

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

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

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

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	165366
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	181565
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	346931
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	138
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	2514

Thank you.



Financial *✓*

School Name:

Date:

School Fiscal Contact Name:

School Fiscal Contact Email:

School Fiscal Contact Phone:

District of Location:

Authorizer:

Years of Operation:

Facility:

Grades Currently Served:

Planned Grades at Full Capacity:

Enrollment:

Max Enrollment:

Year of Most Recent Data

School Fiscal Contact Phone:

School Audit Firm Name:

School Audit Contact Name:

School Audit Contact Email:

School Audit Contact Phone:

Latest Audit Period (through June 30):

Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

Unity Preparatory Charter School of Brooklyn

July 30, 2014

Joshua Beauregard

JBeauregard@unityprep.org

[REDACTED]

CSD 13

SED

Year 1

Public

Grade 6

Grades 6-12

135

812

2014

[REDACTED]

Mengel, Metzger, Barr and Co, LLP

Michelle Cain

mcain@mmb-co.com

585-432-1860 x 3259

2014

Unity Preparatory Charter School of Brooklyn2014

FILL IN GRAY CELLS

Unity Preparatory Charter School of Brooklyn

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	2014	2013
ASSETS		
CURRENT ASSETS		
Cash and cash equivalents	\$339,534	\$30,423
Grants and contracts receivable	9,498	103,706
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	38,801	1,900
Contributions and other receivables	-	-
Other	1	52,496
TOTAL CURRENT ASSETS	\$387,834	\$188,524
OTHER ASSETS		
Investments	\$-	\$-
Property, Plant and Equipment, Net	145,819	-
Restricted Cash	-	-
OTHER ASSETS	\$145,819	\$-
TOTAL ASSETS	\$533,653	\$188,524
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$120,282	\$14,636
Accrued payroll and benefits	79,892	89,440
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
TOTAL CURRENT LIABILITIES	\$200,174	\$104,076
LONG-TERM DEBT, net current maturities	\$-	\$-
TOTAL LIABILITIES	\$200,174	\$104,076
NET ASSETS		
Unrestricted	\$333,479	\$84,448
Temporarily restricted	-	-
TOTAL NET ASSETS	\$333,479	\$84,448
TOTAL LIABILITIES AND NET ASSETS	\$533,653	\$188,524
Check	-	-

FILL IN GRAY CELLS

Unity Preparatory Charter School of Brooklyn

STATEMENTS OF ACTIVITIES FOR THE YEARS ENDED JUNE 30,

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$1,989,376	\$-	\$1,989,376	\$-
Federal - Title and IDEA	75,060	-	75,060	-
Federal - Other	241,257	-	241,257	179,798
State and City Grants	117,940	-	117,940	-
Contributions and private grants	101,800	11,500	113,300	154,335
After school revenue	-	-	-	-
Other	252	-	252	1
Food Service/Child Nutrition Program	-	-	-	-
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$2,525,685	\$11,500	\$2,537,185	\$334,134
EXPENSES				
Program Services				
Regular Education	\$1,240,820	\$-	\$1,240,820	\$6,289
Special Education	672,698	-	672,698	-
Other Programs	-	-	-	-
Total Program Services	\$1,913,518	\$-	\$1,913,518	\$6,289
Supporting Services				
Management and general	\$346,932	\$-	\$346,932	\$234,115
Fundraising	27,703	-	27,703	9,283
TOTAL OPERATING EXPENSES	\$2,288,153	\$-	\$2,288,153	\$249,687
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$237,532	\$11,500	\$249,032	\$84,447
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$-	\$-	\$-	\$-
CHANGE IN NET ASSETS	\$237,532	\$11,500	\$249,032	\$84,447
NET ASSETS BEGINNING OF YEAR	\$84,447	\$-	\$84,447	\$-
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
NET ASSETS - END OF YEAR	\$321,979	\$11,500	\$333,479	\$84,447

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

BROOKLYN, NEW YORK

AUDITED FINANCIAL STATEMENTS

OTHER FINANCIAL INFORMATION

**REPORT REQUIRED BY
GOVERNMENT AUDITING STANDARDS**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

CONTENTS

<u>AUDITED FINANCIAL STATEMENTS</u>	<u>PAGE</u>
Independent Auditor's Report	3
Statement of Financial Position	5
Statement of Activities and Changes in Net Assets	6
Statement of Functional Expenses	7
Statement of Cash Flows	8
Notes to Financial Statements	9
 <u>OTHER FINANCIAL INFORMATION</u>	
Independent Auditor's Report on Other Financial Information	15
Schedule of Activities for the year ended June 30, 2014 and the period from November 5, 2012 (date of inception) to June 30, 2013	16
 <u>REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS</u>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	18

INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Unity Preparatory Charter School of Brooklyn

Report on the Financial Statements

We have audited the accompanying financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2014, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the period from November 5, 2012 (date of inception) to June 30, 2014, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

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

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

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Unity Preparatory Charter School of Brooklyn as of June 30, 2014, and the changes in its net assets and its cash flows for the period from November 5, 2012 (date of inception) to June 30, 2014, in accordance with accounting principles generally accepted in the United States of America.

Other Report Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated October 24, 2014 on our consideration of Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 24, 2014

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2014

ASSETS

CURRENT ASSETS

Cash	\$ 314,524
Cash in escrow	25,010
Grants and other receivables	7,810
Prepaid expenses and other current assets	<u>38,801</u>
TOTAL CURRENT ASSETS	386,145

<u>PROPERTY AND EQUIPMENT, net</u>	<u>128,535</u>
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TOTAL ASSETS	<u>\$ 514,680</u>
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LIABILITIES AND NET ASSETS

CURRENT LIABILITIES

Accounts payable and accrued expenses	\$ 63,381
Accrued payroll and benefits	57,314
Deferred revenue	<u>4,058</u>
TOTAL CURRENT LIABILITIES	124,753

NET ASSETS

Unrestricted	388,427
Temporarily restricted	<u>1,500</u>
TOTAL NET ASSETS	<u>389,927</u>

TOTAL LIABILITIES AND NET ASSETS	<u>\$ 514,680</u>
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The accompanying notes are an integral part of the financial statements.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

PERIOD FROM NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2014

	<u>Unrestricted</u>	<u>Temporarily restricted</u>	<u>Total</u>
Operating revenue and support:			
State and local per pupil			
operating revenue	\$ 2,107,316	\$ -	\$ 2,107,316
Government grants	489,690	-	489,690
Contributions	266,135	1,500	267,635
Other income	<u>252</u>	<u>-</u>	<u>252</u>
TOTAL OPERATING REVENUE AND SUPPORT	2,863,393	1,500	2,864,893
Expenses:			
Program:			
Regular education	1,381,454	-	1,381,454
Special education	476,427	-	476,427
Management and general	576,150	-	576,150
Fundraising and special events	<u>40,935</u>	<u>-</u>	<u>40,935</u>
TOTAL EXPENSES	2,474,966	-	2,474,966
CHANGE IN NET ASSETS	388,427	1,500	389,927
Net assets at beginning of period	<u>-</u>	<u>-</u>	<u>-</u>
NET ASSETS AT END OF PERIOD	<u>\$ 388,427</u>	<u>\$ 1,500</u>	<u>\$ 389,927</u>

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FUNCTIONAL EXPENSES

PERIOD FROM NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2014

	No. of Positions	Program Services			Supporting Services		
		Regular Education	Special Education	Sub-total	Management and general	Fundraising and special events	Sub-total
Personnel services costs:							
Administrative staff personnel	3	\$ 58,625	\$ 22,875	\$ 81,500	\$ 209,396	\$ 24,299	\$ 233,695
Instructional personnel	6	603,612	152,818	756,430	7,604	-	7,604
Non-instructional personnel	10	251,253	152,405	403,658	55,182	4,500	59,682
Total salaries and wages	19	913,490	328,098	1,241,588	272,182	28,799	300,981
Payroll taxes and employee benefits		169,802	60,988	230,790	50,593	5,353	55,946
Professional development		17,353	4,485	21,838	3,923	44	3,967
Audit fees		-	-	-	26,300	-	26,300
Financial management services		-	-	-	120,000	-	120,000
Professional fees - other		58,025	11,454	69,479	48,452	2,430	50,882
Student and staff recruitment		8,462	6,310	14,772	11,905	-	11,905
Curriculum and classroom expenses		89,486	22,796	112,282	-	-	-
Supplies and materials		38,277	13,748	52,025	11,404	1,207	12,611
Food services		13,553	3,452	17,005	-	-	-
Student transportation services		1,453	370	1,823	-	-	-
Travel and conferences		1,348	769	2,117	1,609	75	1,684
Postage, printing, and copying		7,856	2,841	10,697	2,465	264	2,729
Insurance		14,963	5,374	20,337	4,458	472	4,930
Information technology		7,499	2,693	10,192	12,877	1,419	14,296
Non-capitalized equipment and furnishings		10,462	2,788	13,250	350	37	387
Depreciation and amortization		26,451	9,500	35,951	7,881	834	8,715
Occupancy		40	14	54	12	1	13
Other		2,934	747	3,681	1,739	-	1,739
		\$ 1,381,454	\$ 476,427	\$ 1,857,881	\$ 576,150	\$ 40,935	\$ 617,085
							\$ 2,474,966

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF CASH FLOWS

PERIOD FROM NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2014

CASH FLOWS - OPERATING ACTIVITIES

Change in net assets	\$ 389,927
Adjustments to reconcile change in net assets to net cash provided from operating activities:	
Depreciation and amortization	44,666
Loss on disposal of property and equipment	554
Changes in certain assets and liabilities affecting operations:	
Cash in escrow	(25,010)
Grants and other receivables	(7,810)
Prepaid expenses and other current assets	(38,801)
Accounts payable and accrued expenses	63,381
Accrued payroll and benefits	57,314
Deferred revenue	4,058
	<hr/>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	488,279

CASH FLOWS - INVESTING ACTIVITIES

Purchases of property and equipment	<hr/> (173,755)
NET CASH USED FOR INVESTING ACTIVITIES	<hr/> (173,755)

CASH FLOWS - FINANCING ACTIVITIES

Borrowings on short term notes payable	50,000
Repayments on short term note payable	<hr/> (50,000)
NET CASH PROVIDED FROM FINANCING ACTIVITIES	<hr/> -
NET INCREASE IN CASH	314,524

Cash at beginning of period	<hr/> -
CASH AT END OF PERIOD	<hr/> \$ 314,524

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the period for interest	<hr/> \$ 19
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The accompanying notes are an integral part of the financial statements.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Charter School

Unity Preparatory Charter School of Brooklyn (the “Charter School”) is an educational corporation that operates as a charter school in Brooklyn, New York. On November 5, 2012 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

Permanently restricted – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2014.

Temporarily restricted – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had \$1,500 of temporarily restricted net assets at June 30, 2014. These assets are restricted for the purchase of certain classroom equipment.

Unrestricted – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2014.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to seven years.

Contributed services

The Charter School is located in a New York City Department of Education facility and utilizes approximately 20,500 square feet at no charge. In addition the Charter School receives contributed services from volunteers to serve on the Board of Trustees. The Charter School received transportation services, food supplies and services and certain office equipment from the local district. These goods and services are not valued in the financial statements.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES,
Cont'd

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School has filed for and received income tax exemptions in the various jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2013 through 2014 are still subject to potential audit by the IRS. Management of the Charter School believes they have no material uncertain tax positions and, accordingly, will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs approximated \$27,000 for the period from November 5, 2012 (date of inception) to June 30, 2014.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Note payable

The Charter School had a short-term note payable bearing interest at .30% to finance school expenditures until funding from a federal start-up grant was received. The note was paid in full in June 2013.

Use of estimates in the preparation of financial statements

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

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 24, 2014, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Note I.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u> <u>2014</u>
Furniture and fixtures	\$ 28,097
Computers and equipment	127,435
Leasehold improvements	<u>17,425</u>
	172,957
Less accumulated depreciation and amortization	<u>44,422</u>
	<u>\$ 128,535</u>

NOTE C: SCHOOL FACILITY

The Charter School has entered into a verbal agreement with the New York City Department of Education for dedicated and shared space at P.S. 044 Marcus Garvey, a New York City Public School located at 432 Monroe Street, Brooklyn, New York. Pursuant to the terms of the Agreement, the Charter School shall pay \$1 per annum for the use of the shared facility.

NOTE D: OPERATING LEASE

The Charter School entered into a non-cancelable lease agreement for office equipment expiring in July 2016. The future minimum payments on this agreement are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2015	\$ 8,748
2016	8,748
2017	<u>729</u>
	<u>\$ 18,225</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2014

NOTE E: CONTINGENCY

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

NOTE F: CONCENTRATIONS

At June 30, 2014 approximately 95% of grants and other receivables are due from the federal government relating to certain grants.

During the period from November 5, 2012 (date of inception) to June 30, 2014 approximately 74% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE G: RELATED PARTY TRANSACTIONS

The Charter School is related to Friends of Northwest Brooklyn (the "Organization") through common management. The Organization granted \$169,335 to the Charter School during the period from November 5, 2012 (date of inception) through June 30, 2014, which is included in contributions on the statement of activities and changes in net assets.

The facts exclude the Charter School from the provisions of accounting principles generally accepted in the United States of America which would otherwise require consolidation with the Organization.

NOTE H: MAJOR GRANTOR

One federal start up grant accounted for over 15% of total operating revenue and support for the period from November 5, 2012 (date of inception) to June 30, 2014.

NOTE I: SUBSEQUENT EVENT

Effective August 1, 2014, the Charter School sponsors a 403(b) retirement plan (the "Plan") for its employees. All full-time employees of the Charter School are eligible to participate in the Plan upon achieving one year of service. The Charter School has the opportunity to make a discretionary contribution to the Plan and employees are fully vested upon receiving the contribution.

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

OTHER FINANCIAL INFORMATION

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees
Unity Preparatory Charter School of Brooklyn

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn as of June 30, 2014 and for the period from November 5, 2012 (date of inception) to June 30, 2014, and have issued our report thereon dated October 24, 2014, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The 2012 through 2014 financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Barr & Co. LLP

Rochester, New York
October 24, 2014

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF ACTIVITIES

YEAR ENDED JUNE 30, 2014 AND THE PERIOD FROM
NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2013

	Year ended June 30, 2014	Period from November 5, 2012 (date of inception) to June 30, 2013	Total
State and local per pupil operating revenue	\$ 2,107,316	\$ -	\$ 2,107,316
Government grants	309,891	179,799	489,690
Contributions	113,298	154,337	267,635
Other income	252	-	252
TOTAL OPERATING REVENUE AND SUPPORT	2,530,757	334,136	2,864,893
Personnel services costs:			
Administrative staff personnel	247,783	67,412	315,195
Instructional personnel	757,534	6,500	764,034
Non-instructional personnel	409,940	53,400	463,340
Total salaries and wages	1,415,257	127,312	1,542,569
Payroll taxes and employee benefits	273,951	12,785	286,736
Professional development	22,010	3,795	25,805
Audit fees	24,300	2,000	26,300
Financial management services	98,000	22,000	120,000
Professional fees - other	66,331	54,030	120,361
Student and staff recruitment	16,076	10,601	26,677
Curriculum and classroom expenses	111,988	294	112,282
Supplies and materials	63,716	920	64,636
Food services	17,005	-	17,005
Student transportation services	1,823	-	1,823
Travel and conferences	2,418	1,383	3,801
Postage, printing, and copying	12,605	821	13,426
Insurance	23,831	1,436	25,267
Information technology	13,239	11,249	24,488
Non-capitalized equipment and furnishings	13,637	-	13,637
Depreciation and amortization	44,666	-	44,666
Occupancy	67	-	67
Other	4,358	1,062	5,420
TOTAL EXPENSES	2,225,278	249,688	2,474,966
CHANGE IN NET ASSETS	\$ 305,479	\$ 84,448	\$ 389,927

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL
STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Trustees
Unity Preparatory Charter School of Brooklyn

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2014 and the related statements of activities and changes in net assets, functional expenses and cash flows for the period from November 5, 2012 (date of inception) to June 30, 2014, and the related notes to the financial statements, and have issued our report thereon dated October 24, 2014.

Internal Control over Financial Reporting

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

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

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

Compliance and Other Matters

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

We noted certain matters that we have reported to management of Unity Preparatory Charter School of Brooklyn in a separate letter dated October 24, 2014

Purpose of This Report

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

Restricted Use

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

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 24, 2014

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

ADVISORY COMMENT LETTER

JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



October 24, 2014

Board of Trustees
Unity Preparatory Charter School of Brooklyn

In planning and performing our audit of the financial statements of Unity Preparatory Charter School of Brooklyn (the "Charter School") as of June 30, 2014 and for the period from November 5, 2012 to June 30, 2014, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School's internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School's internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School's internal control.

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

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

During the course of our audit of the financial statements of Unity Preparatory Charter School of Brooklyn as of June 30, 2014 and for the period from November 5, 2012 to June 30, 2014, we observed the Charter School's significant accounting policies and certain business, financial and administrative practices. As a result of our observations, we noted the following, which we do not consider to be a significant deficiency or material weakness:

- 1 -

Expense Report

We noted during our audit that an expense report for the Head of School selected for testing did not have documentation indicating approval of the reimbursement by a Board Trustee.

Recommendation

We recommend the Charter School adhere to its Financial Policies and Procedures Manual by having a Board Trustee approve the Head of School's expense reimbursement requests. Obtaining proper approvals will mitigate the potential for unauthorized purchases.

* * * * *

This communication is intended solely for the information and use of Management and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School's financial statements. Should you have any questions or comments, please contact Michelle Cain or Kate Welc.

Very truly yours,

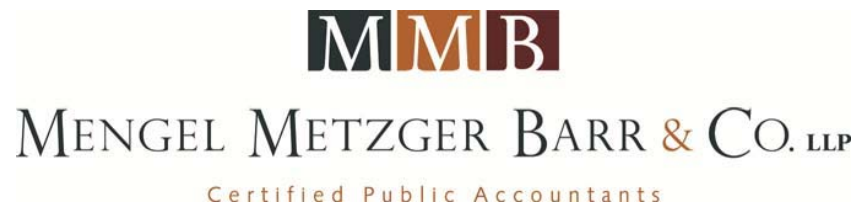
Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2014





October 24, 2014

Board of Trustees
Unity Preparatory Charter School of Brooklyn

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn as of June 30, 2014 and for the period from November 5, 2012 to June 30, 2014, and have issued our report thereon dated October 24, 2014. Professional standards require that we advise you of the following matters relating to our audit.

Our Responsibility in Relation to the Financial Statement Audit

As communicated in our engagement letter dated May 14, 2014, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Unity Preparatory Charter School of Brooklyn solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding control deficiencies and other matters noted during our audit in a separate letter to you.

Planned Scope and Timing of the Audit

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

Compliance with All Ethics Requirements Regarding Independence

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

Qualitative Aspects of the Entity's Significant Accounting Practices

Significant Accounting Policies

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Unity Preparatory Charter School of Brooklyn is included in Note A to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

Significant Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses and management and general expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

Financial Statement Disclosures

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Unity Preparatory Charter School of Brooklyn's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

Identified or Suspected Fraud

We have not identified or obtained information that indicates that fraud may have occurred.

Significant Difficulties Encountered during the Audit

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

Uncorrected and Corrected Misstatements

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all identified misstatements.

In addition, professional standards require us to communicate to you all material, corrected misstatements that were brought to the attention of management as a result of our audit procedures. The following significant misstatement that we identified as a result of our audit procedures was brought to the attention of, and corrected by, management:

	Revenue (expense)
To adjust for accrual of summer school salaries	\$ <u>13,833</u>

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Unity Preparatory Charter School of Brooklyn's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

Representations Requested from Management

We have requested certain written representations from management, which are included in the management representation letter.

Management's Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

Other Significant Matters, Findings or Issues

In the normal course of our professional association with Unity Preparatory Charter School of Brooklyn, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Unity Preparatory Charter School of Brooklyn's auditors.

Other Matters

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

* * * * *

Should you desire further information concerning these matters, Michelle Cain or Kate Welc will be happy to meet with you at your convenience.

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

Very truly yours,

Mengel, Metzger, Barr & Co. LLP

MENGEL, METZGER, BARR & CO. LLP

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

AGREED UPON PROCEDURES

PERIOD ENDED JUNE 30, 2014



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

INDEPENDENT ACCOUNTANT'S REPORT ON CSP FUNDING

Board of Trustees
Unity Preparatory Charter School of Brooklyn

We have performed the procedures identified below, which were agreed to by the management of Unity Preparatory Charter School of Brooklyn (the "Charter School") and the New York State Education Department ("NYSED"), solely to assist the specified parties in evaluating the Charter School's assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure No. 1: We will obtain the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

Result

We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled to the grant revenue recorded by the Charter School. We observed the CSP revenue equaled the grant expenditures.

Procedure No. 2: We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Result

We observed the Charter School's approved FS-10 and final expenditure summary, and it appears that revenue and expenditures in the period are reasonable.

Procedure No. 3: We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
 - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
 - ii. Determine if the expenditure falls into an approved budget category.
 - iii. Determine if the expenditure was charged to the appropriate fiscal period.

Result

We selected a sample of 10 payroll items and 10 other expense items for testing. Based on our testing, we noted expenditures appear to be in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods, that the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal period.

Procedure No. 4: We will obtain FS-25 form(s) submitted to NYSED during the period under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request and is at least the amount shown on Line 4.

Result

We obtained the Charter School's FS-25 and noted the items selected in Procedure No. 3 were appropriately included in the request reimbursement. The requests for reimbursement on selected expenditures appears to be in the appropriate period. The Charter School's FS-25 had a balance on Line 4 (Cash Expenditures Anticipated during Next Month). We noted the funds were expended within one month following the date of the request.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Unity Preparatory Charter School of Brooklyn and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
August 20, 2014



October 24, 2014

Mengel, Metzger, Barr & Co., LLP
Certified Public Accountants
100 Chestnut Street, Suite 1200
Rochester, NY 14604

Dear Mengel, Metzger, Barr & Co., LLP

We are writing to follow-up on items listed in your "Advisory Comment Letter". Unity Preparatory Charter School of Brooklyn appreciates the opportunities for strengthening internal controls or enhancing operating efficiency identified by Mengel, Metzger, Barr & Co., LLP during its audit. The responses below are in reference to page 2 of your document.

Management's Responses to Mengel, Metzger, Barr and Co., LLP's Advisory Comment Letter

Expense Report: Management appreciates the recommendation to adhere to its Financial Policies and Procedures Manual by always having a Board Trustee approve the Head of School's expense reimbursement requests. The school agrees with the recommendation and has a system in place to ensure that all future reimbursements are properly documented.

Please let us know if you need additional information. We appreciate the careful review your team has done of our systems and procedures.

Respectfully,

A handwritten signature in black ink, appearing to read "J. Beauregard".

Joshua Beauregard
Head of School

New York State Education Department

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

Budget and Cash Flow Templates for the 2013 New Charter Applications

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

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

Unity Preparatory Charter School of Brooklyn

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

REGULAR EDUCATION		SPECIAL EDUCATION		OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue		3,379,750		380,737	-	1,592	3,745,695
Total Expenses		2,398,433		1,020,870	-	27,924	3,721,791
Net Income		981,317		(670,133)	-	(26,332)	23,904
Actual Student Enrollment		231		42			231
Total Paid Student Enrollment		231		42			231

PROGRAM SERVICES				SUPPORT SERVICES		TOTAL
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		

REVENUE									
REVENUES FROM STATE SOURCES									
Per Pupil Revenue		CY Per Pupil Rate							
District of Location		\$13,777.00							
School District 2 (Enter Name)				3,182,487	-	-	-	-	3,182,487
School District 3 (Enter Name)				-	-	-	-	-	-
School District 4 (Enter Name)				-	-	-	-	-	-
School District 5 (Enter Name)				-	-	-	-	-	-
3,182,487				-	-	-	-	-	3,182,487
Special Education Revenue				-	249,360	-	-	-	249,360
Grants				-	-	-	-	-	-
Stimulus				-	-	-	-	-	-
Other				2,831	629	-	-	-	3,460
Other State Revenue				3,185,318	249,989	-	-	-	3,435,307

REVENUE FROM FEDERAL FUNDING									
IDEA Special Needs									
Title I									
Title Funding - Other				53,986	11,997	-	-	-	29,722
School Food Service (Free Lunch)				4,754	1,056	-	-	-	6,810
Grants				-	-	-	-	-	-
Charter School Program (CSP) Planning & Implementation				95,542	42,549	-	1,220	10,433	149,744
Other				-	-	-	-	-	-
Other Federal Revenue				-	-	-	-	-	-
TOTAL REVENUE FROM FEDERAL SOURCES				154,282	85,324	-	1,220	10,433	251,259

LOCAL and OTHER REVENUE									
Contributions and Donations, Fundraising									
Estate Reimbursement				25,840	11,508	-	330	2,822	40,500
Interest Income, Earnings on Investments,				2,060	918	-	26	225	3,229
NYC-DYCD (Department of Youth and Community Developm.)				319	142	-	4	35	500
Food Service (Income from meals)				-	-	-	-	-	-
Text Book				11,930	2,857	-	12	101	14,900
Other Local Revenue				40,180	15,424	-	372	3,182	59,129
TOTAL REVENUE FROM LOCAL and OTHER SOURCES				3,379,750	380,737	-	1,592	13,616	3,745,695

EXPENSES										
ADMINISTRATIVE STAFF PERSONNEL COSTS										
	No. of Positions									
Executive Management	1.00	38,500	11,000	-	5,500	55,000	110,000	Head of School		
Instructional Management		-	-	-	-	-	-			
Deans, Directors & Coordinators	7.00	387,284	89,466	-	8,750	70,000	555,500	Dean of Students (2), Director Curriculum, Instruction & Assessment (1), Director of Operations (1), Director of Support Services (1), Director of Culture & Enrichment (1), Family & Community Partnership Coordinator (1)		
CFO / Director of Finance		-	-	-	-	-	-			
Operation / Business Manager	1.00	2,850	2,850	-	5,700	45,600	57,000	Operations Manager		
Administrative Staff	-	-	-	-	-	-	-			
TOTAL ADMINISTRATIVE STAFF	9	428,634	103,316	-	19,950	170,600	722,500			
INSTRUCTIONAL PERSONNEL COSTS										

List exact titles and staff FTE's (Full Time equivalent)

Unity Preparatory Charter School of Brooklyn
PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Total Revenue
Total Expenses
Net Income
Actual Student Enrollment
Total Paid Student Enrollment

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
3,375,750	360,737	-	1,592	13,616	3,745,695
2,398,433	1,020,870	-	27,924	274,565	3,721,791
981,317	(670,133)	-	(26,332)	(260,949)	23,904
231	42	-	-	-	231
231	42	-	-	-	231

Updated Total (Cell N10) to show Cell T10* only
 Updated Total (Cell N11) to show Cell T11* only

PROGRAM SERVICES				SUPPORT SERVICES		TOTAL	
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL			
Teachers - Regular	9.00	178,636	-	-	-	982,500	History Teacher (2), Mathematics Teacher (2), English Language Arts Teacher (1.5), Science Teacher (2), World Languages & Cultures Teacher (1.5), Learning Specialist (5)
Teachers - SPED	5.00	340,500	-	-	-	340,500	
Substitute Teachers		-	-	-	-	-	
Teaching Assistants		-	-	-	-	-	
Specialty Teachers	2.00	98,182	21,818	-	-	120,000	Art Teacher (1), Design & Technology Teacher (1), School Aide
Aides	1.00	45,818	10,182	-	-	56,000	
Therapists & Counselors	2.00	116,182	25,818	-	-	142,000	Social Worker (2)
Other	1.00	69,545	15,455	-	-	85,000	Instructional Coach
TOTAL INSTRUCTIONAL	20	1,133,591	592,409	-	-	1,726,000	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
TOTAL NON-INSTRUCTIONAL	-	-	-	-	-	-	
SUBTOTAL PERSONNEL SERVICE COSTS							
	29	1,562,226	695,725	-	19,950	170,600	2,448,500
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		136,471	60,776	-	1,743	14,903	213,893
Fringe / Employee Benefits		191,751	85,395	-	2,449	20,940	300,534
Retirement / Pension		1,483	661	-	19	162	2,325
TOTAL PAYROLL TAXES AND BENEFITS		329,705	146,832	-	4,210	36,005	516,752
TOTAL PERSONNEL SERVICE COSTS		1,891,930	842,557	-	24,160	206,605	2,965,252
CONTRACTED SERVICES							
Accounting / Audit		12,761	5,683	-	163	1,394	20,000
Legal		-	-	-	-	-	-
Management Company Fee		-	-	-	-	-	-
Nurse Services		-	-	-	-	-	-
Food Service / School Lunch		-	-	-	-	-	-
Payroll Services		2,963	1,320	-	38	324	4,644
Special Ed Services		-	-	-	-	-	-
Tillement Services (i.e., Title I)		-	-	-	-	-	-
Other Purchased / Professional / Consulting		126,891	56,510	-	1,620	13,857	198,878
TOTAL CONTRACTED SERVICES		142,615	63,512	-	1,821	15,574	223,522
Includes Financial Management, Grant Writing, Substitute Teachers, and Clubs							
SCHOOL OPERATIONS							
Board Expenses		-	-	-	-	300	300
Classroom / Teaching Supplies & Materials		70,193	15,599	-	-	-	85,792
Special Ed Supplies & Materials		-	-	-	-	-	-
Textbooks / Workbooks		15,022	3,338	-	-	-	18,360
Supplies & Materials other		-	-	-	-	-	-
Equipment / Furniture		3,273	727	-	-	-	-
Telephone		638	284	-	-	12,976	16,676
Technology		33,101	13,829	-	8	70	1,000
Student Testing & Assessment		13,091	2,909	-	370	3,168	50,468
Field Trips		12,273	2,727	-	-	-	16,000
Transportation (Student)		4,366	970	-	-	-	5,336
Student Services - other		51,336	11,408	-	-	-	62,745
Office Expense		5,742	2,557	-	73	17,127	25,500
Includes student rewards, family and community engagement, clubs expenses, mentoring supplies.							

Includes student rewards, family and community engagement, clubs expenses, mentoring supplies.

Unity Preparatory Charter School of Brooklyn

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 147. This will populate the data in row 9.

REGULAR EDUCATION		SPECIAL EDUCATION		OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue		3,375,750	380,737	-	1,592	13,516	3,745,695
Total Expenses		2,398,433	1,020,870	-	27,924	274,565	3,721,791
Net Income		981,317	(670,133)	-	(26,332)	(260,949)	23,904
Actual Student Enrollment		231	42	-	-	-	231
Total Paid Student Enrollment		231	42	-	-	-	231

PROGRAM SERVICES				SUPPORT SERVICES		TOTAL
REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		

Staff Development	20,736	9,235	265	8,264	38,500	
Staff Recruitment	3,828	1,705	49	418	6,000	
Student Recruitment / Marketing	6,699	2,984	86	732	10,500	
School Meals / Lunch	38,143	8,476	-	-	46,619	
Travel (Staff)	319	142	4	35	500	
Fundraising	-	-	-	-	-	
Other	4,498	2,003	57	491	7,050	
TOTAL SCHOOL OPERATIONS	283,288	78,893	913	43,581	406,645	Includes bank fees, dues and subscriptions.

FACILITY OPERATION & MAINTENANCE									
Insurance	23,487	10,460	-	300	2,565	36,811			
Janitorial	-	-	-	-	-	-			
Building and Land Rent / Lease	638	284	-	8	70	1,000			
Repairs & Maintenance	6,380	2,841	-	81	697	10,000			
Equipment / Furniture	-	-	-	-	-	-			
Security	-	-	-	-	-	-			
Utilities	-	-	-	-	-	-			
TOTAL FACILITY OPERATION & MAINTENANCE									
	30,505	13,585	-	390	3,331	47,811			
DEPRECIATION & AMORTIZATION									
	50,125	22,323	-	640	5,474	78,561			
DISSOLUTION ESCROW & RESERVES / CONTINGENCY									
	-	-	-	-	-	-			

TOTAL EXPENSES	2,398,433	1,020,870	-	27,924	274,565	3,721,791	
NET INCOME	981,317	(670,133)	-	(26,332)	(260,949)	23,904	

ENROLLMENT - *School Districts Are Linked To Above Entries*							TOTAL ENROLLED
REGULAR EDUCATION	231	42	-	-	-	-	
District of Location	231	-	-	-	-	-	-
School District 2 (Enter Name)	-	-	-	-	-	-	-
School District 3 (Enter Name)	-	-	-	-	-	-	-
School District 4 (Enter Name)	-	-	-	-	-	-	-
School District 5 (Enter Name)	-	-	-	-	-	-	-
TOTAL ENROLLMENT	231	42	-	-	-	-	-
REVENUE PER PUPIL	14,631	8,351	-	-	-	-	-
EXPENSES PER PUPIL	10,383	24,306	-	-	-	-	-

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Updated Total (Cell N10) to show Cell "I10" only
Updated Total (Cell N11) to show Cell "I11" only

Changed Cell K150 to "0"

Audited Financial Statement Checklist

Created Wednesday, October 29, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

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

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

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

Thank you.

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 22, 2014

Page 1

331300861056 UNITY PREP CS OF BROOKLYN

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.
Thank you.

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Friday, June 20, 2014

Updated Tuesday, July 29, 2014

Page 1

331300861056 UNITY PREP CS OF BROOKLYN

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Kabir Ahuja	Treasurer	Yes	Media and technology	In second year of 3 year term. This is his first term which expires in 2015.	Executive, Audit & Finance
2	Franklin Amoo	Member	Yes	Finance	In second year of 3 year term. This is the first term served which expires in 2015.	Audit & Finance, Development & Facilities
3	Ashley Cotton	Secretary	Yes	Communication	In second year of 3 year term. This is the first term served which expires in 2015.	Executive, Student Learning, Development & Facilities
4	James Ellsworth	Member	Yes	Real estate	In first year of 3 year term. This is the first term served which expires in 2015.	Executive, Audit & Finance, Development & Facilities
5	Carlyle G. Leach	Vice Chair/Vice President	Yes	Education	In second year of 3 year term. This is the first term served which expires in 2017.	Executive, Student Learning
6	Marion C. Leydier	Member	Yes	Law	In second year of 3 year term. This is the first term served which expires in 2015.	Executive, Audit & Finance, Development & Facilities
7	Caleb Hurst-Hiller	Member	Yes	Education	In second year of 3 year term. This is the first term served which expires in 2015.	Student Learning
8	Richard A. Pollack	Chair/President	Yes	Law	In second year of 3 year term. This is the first term served which expires in 2015.	Executive

2. Total Number of Members Joining Board during the 2013-14 school year

1

3. Total Number of Members Departing the Board during the 2013-14 school year

0

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

11

5. How many times did the Board meet during the 2013-14 school year?

12

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

**MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: July 11, 2013**

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on July 11, 2013 commencing at 6:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Kabir Ahuja
Caleb Hurst-Hiller
Carlyle Leach
Marion Leydier
Richard Pollack

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Ashley Cotton

Also in attendance at the invitation of the Board were Joshua Beauregard, Jeannette Braun, Casey Burns, and Hemanth Venkataraman.

In addition, at the invitation of the Board, the following members of the Junior Board were present: Himani Goyal, Michael Brown, Sal Siddiqui, Cal Amir, [Teddy] and Jaynemarie Angbah.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the June 6, 2013 meeting of the Board that were previously circulated to the Trustees. Following such discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the June 6, 2013 meeting of the Board be, and hereby are, approved.

Election of the Board of Trustees, Designation of Officers and Committees

Mr. Pollack discussed requirements of the State of New York and the School Bylaws for trustees, including the desire for a trustee who is a parent. The Trustees discussed committee

appointment and responsibilities, scheduling regular committee meetings and trustee responsibilities. Following discussion, the Trustees present unanimously adopted the following resolutions:

RESOLVED, that following persons be, and hereby are, elected to the Board pursuant to the Charter; the term of each Trustee shall expire upon (i) the later of the School's 2016 Annual Meeting and such time as such Trustee's successor has been duly chosen and qualified or (ii) such Trustee's earlier incapacity, death, resignation or removal:

Kabir Ahuja
Franklin Amoo
Ashley Cotton
Caleb Hurst-Hiller
Carlyle Leach
Marion Leydier
Richard Pollack

FURTHER RESOLVED, that each of the following persons be appointed as officers of the Board in the position set forth opposite such person's name. The term of each such appointment shall expire upon (i) the later of the School's 2014 Annual Meeting and such time as such Trustee's successor has been duly chosen and qualified or (ii) such Trustee's earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Richard Pollack	Chairperson
Carlyle Leach	Vice Chairperson
Ashley Cotton	Secretary
Kabir Ahuja	Treasurer

FURTHER RESOLVED, that each of the following persons be appointed to serve on the committee listed below until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal: the Executive Committee, Audit and Finance Committee and Student Learning Committee.

<u>Committee</u>	<u>Name</u>
Executive Committee	Kabir Ahuja
	Carlyle Leach
	Richard Pollack
Audit and Finance Committee	Kabir Ahuja
	Franklin Amoo

	Marion Leydier
Student Learning Committee	Caleb Hurst-Hiller
	Carlyle Leach
	Ashley Cotton

Approval of Contract with Financial Services Vendor

Mr. Beauregard, Ms. Leydier and Mr. Ahuja presented the terms of a contract with Charter School Business Management (“CSBM”) for the provision of financial services to the School and discussed initial concerns with the vendor that were negotiated, the negotiations process with CSBM, CSBM’s scope of services and other bids for financial services work. The Trustees discussed the provision of financial services under the contract, the benefits of using CSBM’s services in the first year of the School’s operations and steps that could be taken to transition financial services to a school employee in the future. Ms. Leydier and Mr. Ahuja discussed the fee structure and “early warnings” for fee increases and recommended that the Trustees approve the engagement with CSBM subject to the review of the terms of the proposed contract and negotiation of the final contract. The Trustees then discussed the budget and asked questions of Mr. Beauregard, Ms. Leydier and Mr. Ahuja, including alternative options. Following discussion, the Trustees present then unanimously adopted the following resolution:

RESOLVED, that the Director of Operations be, and hereby is, authorized to select CSBM as the School’s financial services vendor, subject to review and approval of the contract with CSBM, and to take all actions necessary to receive from CSBM the financial services outlined in its proposal.

Approval of Computer Purchases

Mr. Beauregard and Mr. Venkataraman then presented proposed purchases of staff and student computers, software and accessories, including carts. Mr. Venkataraman summarized the computers and expenditures related to each. The Trustees asked several questions, including with respect to the budget, which Mr. Venkataraman addressed. Following discussion, the Trustees present then unanimously adopted the following resolution:

RESOLVED, that the Director of Operations be, and hereby is, authorized to take all actions necessary to purchase staff and student computers and related accessories and software in accordance with the terms discussed at the meeting, with such expenditures not to exceed \$[28,656] for staff and \$[37,172] for students.

Board Updates

Ms. Leydier and Mr. Ahuja then provided an update on the School’s budget. Ms. Leydier and Mr. Ahuja indicated that the five-year budget was in progress and would be available for the Board’s review at a later date.

Mr. Beauregard then discussed the work of the Development Task Force, including discussions with CSBM regarding a development consultant.

Ms. Cotton and Mr. Beauregard then summarized for the Board discussions with Charter School Facilities regarding facility options for the School's high school. The Board then discussed the timeline for seeking a high school building. Following discussion, the Board requested Mr. Beauregard and Ms. Cotton to gather additional information about options for the high school.

Mr. Beauregard then provided an update on hiring teachers and staff and responded to Trustees' questions.

Mr. Beauregard then provided an update on outstanding grant applications and responded to Trustees' questions.

Mr. Beauregard then provided an update on enrollment and responded to Trustees' questions.

Mr. Pollack and Mr. Beauregard discussed agenda items for the Executive Committee's July meeting and the Board's August meeting.

Junior Board

Ms. Goyal then presented the progress of several Junior Board initiatives, including fundraising activities, which the Board discussed.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:30 p.m., New York time.

Ashley Cotton
Secretary

**MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN**

HELD: August 7, 2013

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on August 7, 2013 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Four Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Kabir Ahuja
Marion Leydier
Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Franklin Amoo

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, Eric Gonzalez and Hemanth Venkataraman. In addition, at the invitation of the Board, Cal Amir, a member of the Junior Board, was present. David Frank of the New York City Charter School Center was also present at the invitation of the Board. Matt Libby of MDG - Benefit Solutions and Heather Blumberg of CSBM also attended portions of the meeting by telephone at the request of the Board.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the July 11, 2013 meeting of the Board that were previously circulated to the Trustees. Mr. Beauregard provided comments and the Trustees discussed Mr. Beauregard's comments. Following such discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the July 11, 2013 meeting of the Board, as amended based on the comments discussed by the Trustees at the meeting, be, and hereby are, approved.

Ratification of the School's Medical, Life Insurance, Short-Term Disability and Long-Term Disability Plans

Mr. Gonzalez and Mr. Libby described the medical, life insurance, short-term disability and long-term disability plans that were put in place in July and responded to questions from the Trustees. Ms. Leydier and Mr. Pollack noted that the health insurance plan is terminable at the end of any month and that the School may wish to replace the health insurance as of January 1, 2014 if less expensive coverage becomes available on the exchanges. Mr. Pollack also noted that, unless changes are made to the existing health insurance plan, Mr. Libby's projections are that the School would become subject to an excise tax in 2018.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the medical, life insurance, short-term disability and long-term disability plans, in each case as presented to the Board, be, and hereby are, ratified.

Approval of Dental and Vision Plans

Mr. Gonzalez and Mr. Libby described the School's proposed dental and vision plans and responded to questions from the Trustees.

Mr. Beauregard noted that his team had previously indicated that they intended to request the Board to consider approval of a 403(b) retirement savings plan, but they were not yet ready to make such proposal.

Mr. Pollack noted that the founders had also previously given consideration to requesting that the Board approve a supplemental medical reimbursement program and a flexible spending program but that, following discussion at the meetings of the Executive Committee and the Audit & Finance Committee, and a number of presentations made to certain of the Trustees between meetings, they had determined not to proceed with requesting approval of such programs at this time.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the dental and vision plans, in each case as presented to the Board, be, and hereby are, approved.

Approval of Physical Education Contract

Mr. Venkataraman described a proposed agreement with Fit for Life to provide physical education services to the School for the current school year. Mr. Venkataraman and Mr. Beauregard described their discussions with other vendors and their consideration of hiring a physical education instructor to provide the services directly. Mr. Venkataraman and Mr. Beauregard responded to Trustees' questions.

Following discussion, the Trustees present, which then included Mr. Amoo, unanimously adopted the following resolution:

RESOLVED, that the School's proposed agreement with Fit for Life be, and hereby is, approved.

Recognition of the New York City Charter Center and David Frank

Mr. Pollack noted for the Board the presence of Mr. Frank. Mr. Pollack, on behalf of the Board, thanked Mr. Frank and the New York City Charter Center for their tremendous assistance and support in helping bring the School to fruition and their contribution to helping foster charter schools generally.

Mr. Beauregard then discussed his and the other founders' experiences with the Charter Center and, on behalf of the School and the founders, thanked Mr. Frank and the Charter Center.

Mr. Frank, on his behalf and on behalf of the Charter Center, thanked the Board and the School for recognizing their work.

Board Updates

Ms. Blumberg then provided an update on the School's budget.

Mr. Beauregard then provided an update on grants, including the receipt by the School of a grant from the Walentas Family Foundation.

Mr. Beauregard and Mr. Amoo discussed the Development Task Force's search for a person to assist the School with its fundraising efforts. The Trustees discussed the work of the Junior Board in assembling a pitch book and suggested that it would be preferable to determine how much money could be raised through the efforts of the Junior Board and the Board before engaging such a person.

Mr. Beauregard then provided an update on the School's high school facilities search, including feedback from a representative of the NYC Department of Education indicating that the School was unlikely to be allocated public space for its high school; however, Mr. Frank made suggestions for ways in which the Board could pursue other avenues within the NYC Department of Education.

Mr. Beauregard then presented a debrief on the NYSED's pre-opening visit to the School and the letter received by Mr. Pollack and Mr. Beauregard on August 2, 2013 authorizing the School to open. Mr. Beauregard responded to the Trustees' questions regarding certain follow-up items identified in the NYSED letter.

Mr. Gonzalez then presented an update on the School's enrollment.

Mr. Venkataraman then presented an update on the School's enrichment clubs.

Mr. Beauregard discussed agenda items for the Board's September meeting.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

Richard A. Pollack
Chairman

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

HELD: September 4, 2013

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on September 4, 2013 commencing at 7:08 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Ashley Cotton
Carlyle Leach
Marion Leydier
Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Franklin Amoo
Kabir Ahuja

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, Eric Gonzalez and Hemanth Venkataraman. In addition, at the invitation of the Board, Sal Siddiqui, a member of the Junior Board, was present.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the August 7, 2013 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

Consideration of 403-B Plan

Mr. Pollack and Mr. Gonzalez reported on discussions that took place regarding adoption of a 403-B Plan by the School. Mr. Pollack indicated that there were outstanding requests for additional information and that the proposal would be considered at a future meeting of the Board.

RESOLVED, that the minutes of the August 7, 2013 meeting of the Board hereby are, approved.

Approval of Annual Performance Review Process for Teachers, Administrators, and Head of School

Mr. Beauregard and Mr. Hurst-Hiller presented the annual performance review process for teachers, administrators and the Head of School as recommended by the Student Learning Committee and as described in documents previously circulated to the Trustees. Mr. Pollack described his prior discussions with Mr. Beauregard, including discussions regarding how the review process is consistent with the review process described in the School's application. The Trustees discussed establishing a system for the School to report student performance benchmarks to the Student Learning Committee and, as necessary, to the Board.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the Annual Performance Review Process for Teachers, Annual Performance Review Process for Administrators and Annual Performance Review Process for Head of School, in each case as presented to the Board, be, and hereby are, approved.

Approval of Increase in Head of School's Annual Salary

Mr. Pollack noted that the Head of School had previously voluntarily reduced his annual salary by \$8,000 and proposed to the Board that it be restored to its original amount.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the Head of School's annual salary be, and hereby is, increased by \$8,000.

Board Updates

Ms. Leydier then provided a financial update.

Mr. Beauregard and Mr. Gonzalez then provided an update on the current student demographics.

Mr. Beauregard then reported that there was no update on grants and gave an update on the work of the Development Task Force.

Mr. Beauregard, Ms. Leydier and Ms. Cotton then reported on the recent work by the facilities task force including meetings past and in planning stages with DOE, Civic Builders, Charter School Facilities, the Catholic Diocese and Robin Hood.

The Trustees then discussed starting their personal fundraising efforts through calls and letters. It was agreed that the Trustees will share their targets to create a bigger fundraising database and would work from a form letter drafted with the school leadership.

Mr. Venkataraman reported that nine enrichment clubs have been established with a number of community partners.

Mr. Beauregard discussed agenda items for the Board's October meeting.

Mr. Gonzalez then presented an update on the School's enrollment.

Junior Board

Mr. Siddiqui updated the Board on the progress of certain Junior Board initiatives, including a fundraiser to take place in September.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

Ashley Cotton
Secretary

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: October 2, 2013

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on October 2, 2013 commencing at 7:10 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Kabir Ahuja
Carlyle Leach
Marion Leydier
Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Franklin Amoo

Also in attendance at the invitation of the Board were Heather Blumberg, Jeannette Braun, Casey Burns, Eric Gonzalez and Hemanth Venkataraman. In addition, at the invitation of the Board, Himani Goyal and Sal Siddiqui, members of the Junior Board, were present.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the September 4, 2013 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the September 4, 2013 meeting of the Board be, and hereby are, approved.

Consideration of Staff 403(b) Plan

Mr. Pollack briefed the Trustees on previous discussions that took place regarding the School's adoption of a 403(b) Plan. Mr. Gonzalez discussed relevant considerations taken into consideration with respect to the proposed 403(b) Plan, including liability, plan administration, fiduciary responsibilities and fee structures. Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the Staff 403(b) Plan be, and hereby is, approved.

Consideration of James Ellsworth for Provisional Election to the Board

After providing background on Mr. Ellsworth to the Trustees, Mr. Pollack reported on discussions he had with each Trustee regarding the consideration of Mr. Ellsworth for election to the Board. Mr. Pollack also indicated that Mr. Beauregard, Head of School, supported Mr. Ellsworth's election to the Board. The Trustees briefly discussed the process by which Mr. Ellsworth would become a Trustee of the School.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that James Ellsworth be, and hereby is, elected to the Board of the School, subject to approval by the New York State Education Department.

Board Updates

Ms. Blumberg then presented an update on the School's budget.

Mr. Leach then provided an update on the Student and Learning Committee's meeting.

Mr. Venkataraman then reported on grant initiatives.

Mr. Amoo discussed the recent work of the Development Task Force.

Ms. Leydier provided an update on the School's high school facilities search, including upcoming site visits and meetings.

Mr. Gonzalez then provided an update on the School's enrollment.

Junior Board

Ms. Goyal updated the Board on the progress of certain Junior Board initiatives, including fundraising efforts.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:20 p.m., New York time.

Richard A. Pollack
Chairman

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: November 6, 2013

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on November 6, 2013 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Four Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Carlyle Leach
Marion Leydier
Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Kabir Ahuja

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Casey Burns, Eric Gonzalez, Jennifer Leventhal and Hemanth Venkataraman. In addition, at the invitation of the Board, Michael Brown and Himani Goyal, members of the Junior Board, were present.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the October 2, 2013 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the October 2, 2013 meeting of the Board be, and hereby are, approved.

Consideration of Non-Discrimination and No-Harassment Policy and Grievance Policy

Mr. Gonzales briefed the Trustees discussed relevant considerations taken into consideration with respect to the proposed policies, including the processes for filing a complaint as well as the methodology for comparing the policy with those of other similarly situated schools. Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the Non-Discrimination and No-Harassment Policy and Grievance Policy be, and hereby are, approved.

Board Updates

Ms. Blumberg then presented an update on the School's budget. Mr. Beauregard and Ms. Blumberg responded to questions from the Trustees.

Mr. Hurst-Hiller then provided an update on the Student and Learning Committee's meeting.

Mr. Beauregard then reported on the Head of School Evaluation Process and discussed the current evaluation process in place for teachers. The Trustees discussed Mr. Beauregard's proposed approach and explored potential alternative approaches and determined to proceed with the first review of Mr. Beauregard's performance in December 2013.

Mr. Beauregard discussed the current support and additional personnel needs and provided a timeline for hiring for two additional positions. The Trustees discussed the need for such additional hires in light of the School's needs, as well as the budgetary impact of making such hires.

Mr. Pollack provided an update on the School's high school facilities search, including a discussion of the various options and consideration of budgetary constraints.

Mr. Beauregard presented on the Development Task Force and gave an overview of recent and pending donations.

Mr. Pollack then presented an idea for a proposed event for donors.

Junior Board

Ms. Goyal updated the Board on the progress of certain Junior Board initiatives, including fundraising efforts.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

Richard A. Pollack
Chairman

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: December 4, 2013

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on December 4, 2013 commencing at 7:02 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Four Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Carlyle Leach
Marion Leydier
Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Franklin Amoo

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Eric Gonzalez and Hemanth Venkataraman. In addition, at the invitation of the Board, Himani Goyal and Michael Brown, members of the Associate Board, were present. Kabir Ahuja was connected to the meeting by telephone, but in accordance with the New York Open Meetings Law was not considered present, was not counted toward the quorum and did not vote.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the November 6, 2013 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the November 6, 2013 meeting of the Board be, and hereby are, approved.

Consideration of Associate Board Guiding Principles

Mr. Pollack discussed the Associate Board Guiding Principles, a draft of which was previously circulated to the Trustees for comment. Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the Associate Board Guiding Principles be, and hereby are, approved.

Ms. Cotton Matter

Mr. Pollack read to the Trustees a written statement from Ms. Cotton regarding her absence from the meeting, a copy of which is attached hereto as Annex A. The Trustees briefly discussed the matter. Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that Ms. Cotton's absence be, and hereby is, approved.

Board Updates

Ms. Blumberg and Mr. Ahuja then presented an update on the School's budget and finances.

Mr. Hurst-Hiller discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

Mr. Beauregard and Mr. Pollack updated the Board on the status of facilities discussions with the Archdiocese and Civic Builders, and the Trustees discussed next steps to be taken with respect to seeking high school space.

Mr. Beauregard then indicated that a draft of the Employee Handbook would be circulated prior to the next Board meeting.

Mr. Amoo discussed the recent work of the Development Task Force.

Mr. Beauregard presented ideas for in-school assessment opportunities to the Board.

Associate Board

Ms. Goyal and Mr. Brown updated the Board on the progress of certain Associate Board initiatives, including fundraising efforts, apparel design, upcoming event ideas and information resources.

Executive Session

Mr. Pollack then proposed an executive session to discuss the Head of School employment self-assessment, which was approved by all Trustees present.

The Trustees then met with Mr. Beauregard in executive session.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:05 p.m., New York time.

Richard A. Pollack
Chairman

Annex A

From: Cotton, Ashley
Sent: Monday, December 02, 2013 11:27 AM
To: Pollack, Richard A.
Cc: jbeauregard@unityprep.org
Subject: Absence from Unity Prep Board Meeting

Dear Richard,

As part of my job at Forest City, I take the lead speaking at our Quality of Life Committee Meetings for the Atlantic Yards project in Brooklyn, NY. This meeting is hosted by the State agency, Empire State Development Corporation, and gives our company a chance to brief the community and elected officials on housing, Barclays Center and other project aspects. The next meeting is scheduled for Wednesday December 4th in downtown Brooklyn and conflicts with our next board meeting.

I apologize for my absence and look forward to seeing you in January.

Ashley

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: January 8, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on January 8, 2014 commencing at 7:06 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Ashley Cotton

Richard Pollack

Jim Ellsworth

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Franklin Amoo

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Eric Gonzalez and Hemanth Venkataraman. In addition, at the invitation of the Board, Himani Goyal and Michael Brown, members of the Associate Board, were on the phone.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the December 4, 2013 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the December 4, 2013 meeting of the Board be, and hereby are, approved.

Board Assignments for New Trustee

Mr. Pollack discussed the board assignments for the newest trustee, Jim Ellsworth. Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that Jim Ellsworth will serve on the Audit & Finance committee and participate in the School's facilities search.

Draft Employee Handbook

Mr. Gonzalez presented an update on the draft employee handbook, which was previously circulated for Trustee review. The Trustees, Mr. Gonzalez and Mr. Beauregard discussed the draft. The Trustees determined that the Trustees will continue to review the employee handbook until the February board meeting, at which time it will be considered for approval.

Board Updates

Ms. Blumberg and Mr. Ahuja then presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

Mr. Beauregard updated the Board on the status of facilities discussions with the Archdiocese and Civic Builders, and the Trustees discussed next steps to be taken with respect to seeking new space.

Mr. Amoo discussed the recent work of the Development Task Force and Ms. Blumberg reported on the total fundraising amount for 2013.

Associate Board

Ms. Goyal updated the Board on Associate Board initiatives, including apparel design and different fundraising efforts.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:15 p.m., New York time.

Ashley Cotton
Secretary

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: February 5, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on February 5, 2014 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Franklin Amoo

Marion Leydier

Carlyle Leach

Richard Pollack

The following Trustee was present at 13340 Dallas Parkway, Dallas, TX 75240 and was linked by videoconference:

Kabir Ahuja

The following Trustee joined the meeting at the School, 432 Monroe Street, Brooklyn, NY 11221, while in progress:

Ashley Cotton

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns and Eric Gonzalez. In addition, at the invitation of the Board, Himani Goyal and Michael Brown, members of the Associate Board, were connected to the meeting by telephone.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Board Updates

Ms. Blumberg presented an update on the School's budget and finances.

Mr. Leach and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the January 8, 2014 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the January 8, 2014 meeting of the Board be, and hereby are, approved.

Employee Handbook

Mr. Gonzalez presented an update on the draft employee handbook. The handbook had been circulated for trustee review after comments from the trustees in January. Ms. Leydier shared a few edits to be incorporated by the staff. The Trustees present unanimously adopted the following resolution:

RESOLVED, that Employee Handbook, as amended to reflect Ms. Leydier's comments, be, and hereby is, approved.

Board Updates (continued)

The Board discussed future facilities needs and planning for meetings with the Archdiocese and Civic Builders.

Mr. Amoo discussed the recent work of the Development Task Force.

Mr. Amoo then left the meeting at 8:00 p.m.

Associate Board

Ms. Goyal and Mr. Brown updated the Board on Associate Board initiatives, including reengaging the junior board and volunteers and donors with a spring meeting.

Executive Session

Mr. Pollack then proposed an executive session to discuss the Head of School employment self-assessment, which was approved by all Trustees present.

The Trustees then met with Mr. Beauregard in executive session.

Other Matters

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:22 p.m., New York time.

Ashley Cotton
Secretary

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: March 5, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on March 5, 2014 commencing at 7:09 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Ashley Cotton

James Ellsworth

Marion Leydier

The following Trustee was present at 13340 Dallas Parkway, Dallas, TX 75240 and was linked by videoconference:

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Hemanth Venkataraman and Eric Gonzalez, and Frank Carter from E-Rate Eligible Services was present by phone for a portion of the meeting. Himani Goyal and Michael Brown, members of the Associate Board, also attended. Finally, Unity Prep parents from the Family & Community Partnerships Association (FCPA) were in attendance.

Ms. Cotton called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the February 5, 2014 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the February 5, 2014 meeting of the Board be, and hereby are, approved.

E-Rate Eligible Services

Mr. Gonzalez presented a proposal for E-Rate Eligible Services from Charter Technology Solutions and responded to questions from Trustees. Frank Carter who consults on technology matters responded to questions via conference call. The Trustees, Mr. Gonzalez and Mr. Carter discussed the process by which bids were solicited under the E-Rate program and the bidding requirements set forth in the School's Financial Policies and Procedures.

Following discussion, the Trustees present unanimously adopted the following resolution:

RESOLVED, that the proposal for E-Rate Eligible Services with Charter Technology Solutions, be, and hereby is, approved on the terms presented to the Trustees.

Board Updates

Ms. Blumberg and Mr. Ahuja presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Board discussed future facilities needs including a recent meeting with Civic Builders. The Board discussed scheduling a call with the Archdiocese.

Ms. Cotton discussed the recent work of the Development Task Force including collaboration with the Associate Board.

Ms. Leydier updated the Trustees on Unity's nonprofit status.

Associate Board

Ms. Goyal and Mr. Brown updated the Board on Associate Board initiatives, including grant applications.

Public Comment

Members of the Family & Community Partnerships Association commented on the board meeting and specific agenda items including apparel and facility needs.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

Ashley Cotton
Secretary

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: April 2, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on April 2, 2014 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Six Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Marion Leydier

Richard Pollack

Carlyle Leach

The following Trustee was present at 13340 Dallas Parkway, Dallas, TX 75240 and was linked by videoconference:

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Hemanth Venkataraman and Eric Gonzalez. Himani Goyal and Michael Brown, members of the Associate Board, also attended. Finally, a Unity Prep parent from the Family & Community Partnerships Association (FCPA) was in attendance.

Ms. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the March 5, 2014 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the March 5, 2014 meeting of the Board be, and hereby are, approved.

Ashley Cotton arrived at 7:14pm

Board Updates

Mr. Beauregard and Mr. Pollack gave an update on the NYS Charter School Legislation and possible funding for charter facility needs.

Ms. Blumberg and Mr. Ahuja presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Board discussed future facilities needs and possible changes to the need due to state law changes.

Ms. Cotton discussed the recent work of the Development Task Force including setting annual fundraising goals and commitments from each Trustee.

Mr. Beauregard previewed the May agenda including the 2014-2015 academic calendar.

Associate Board

Ms. Goyal and Mr. Brown updated the Board on Associate Board initiatives, including recruitment for the tutoring program and fundraising event planning.

Public Comment

A member of the Family & Community Partnerships Association commented on the board meeting.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:47 p.m., New York time.

Ashley Cotton
Secretary

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: May 7, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on May 7, 2014, commencing at 7:23 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Marion Leydier

Richard Pollack

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Franklin Amoo attended the meeting by telephone but was not counted for quorum or voting purposes. Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Lillian Jean-Baptiste, Hemanth Venkataraman and Eric Gonzalez. Ms. Lee, Mrs. Buxton, Ms. Beckles, Mrs. Syville and Mrs. Martino, Unity Prep parents from the Family & Community Partnerships Association (FCPA), and Mary Simpson Driver and her husband, grandparents of a current Unity student, were also in attendance. Himani Goyal and Michael Brown, members of the Associate Board, also attended by telephone.

Ms. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the April 2, 2014 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the April 2, 2014 meeting of the Board be, and hereby are, approved.

Approval of 2014-2015 School Calendar

Mr. Beauregard introduced the 2014-2015 school calendar, a copy of which was previously circulated to the Trustees, and discussed changes to the calendar from the 2013-2014 school calendar. The Trustees discussed and asked questions of Mr. Beauregard, to which he responded. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the 2014-2015 school calendar be, and hereby is, approved.

Approval of Form 990

Mr. Pollack gave an introduction to the School's Form 990 submission and discussed his and Ms. Leydier's review of the Form 990 circulated to the Trustees prior to the meeting. Ms. Blumberg discussed the Form 990 filing process, which the Trustees then discussed. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the Form 990 be, and hereby is, approved and Messrs. Beauregard and Gonzalez be, and hereby are, authorized to sign and file the Form 990 on behalf of the School.

Board Updates

Ms. Blumberg presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

Mr. Pollack gave an update on the New York state charter school legislation discussions with the Charter School Center, and Ms. Braun gave an update on colocation lawsuits. Messrs. Pollack and Beauregard responded to questions from members of the public in attendance regarding the impact of the legislation on the School's planned high school.

Mr. Beauregard discussed the recent work of the Development Task Force and plans in process for a fundraising event. Mr. Amoo discussed the Development Task Force's plans to revise their meeting schedule.

Mr. Gonzalez gave an update on student recruitment for the 2014-2015 school year, and the Trustees discussed enrollment.

Mr. Beauregard previewed the May meeting agenda items, including the 2014-2015 academic calendar.

Associate Board

Ms. Goyal and Mr. Brown updated the Board on Associate Board initiatives, including the results of a fundraising initiative and changes in the Associate Board membership.

Public Comment

The members of the public were invited to ask the Trustees and the School leadership questions. Mr. Beauregard responded to a number of questions from the members of the public.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:30 p.m., New York time.

Richard Pollack
Chairman

MINUTES OF A MEETING
OF THE BOARD OF TRUSTEES OF
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN
HELD: June 4, 2014

A meeting of the Board of Trustees (the "Board") of Unity Preparatory Charter School of Brooklyn (the "School"), was held on June 4, 2014 commencing at 7:20 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School's website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Marion Leydier

Richard Pollack

Franklin Amoo

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jen Leventhal, Casey Burns, Hemanth Venkataraman and Eric Gonzalez. Michael Brown from the Associate Board also attended. Finally, Mary Simpson Driver and her husband Eddie Simpson Driver, grandparents of a Unity Prep Student, were in attendance.

Mr. Pollack called the meeting to order and indicated that the purpose of the meeting was to consider the items set forth on the agenda previously distributed to the Trustees.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the May meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the minutes of the May 7, 2014 meeting of the Board be, and hereby are, approved.

2014-2015 Budget

Ms. Blumberg introduced the 2014-2015 budget, a copy of which was previously circulated to the Trustees, and discussed changes to the budget from the 2013-2014 budget. These changes included increasing student enrollment, a new health insurance plan reflecting changes mandated by the Affordable Care Act, and investments in infrastructure, including new classroom furniture and computers. Mr. Beauregard discussed the addition of three faculty members, a social worker, Dean of Students, and instructional coach. the Trustees discussed and asked questions of Ms. Blumberg and Mr. Beauregard, to which they responded. After discussion, the Trustees present unanimously adopted the following resolution.

RESOLVED, that 2014-2015 budget presented be, and hereby is, approved.

2014-2015 Board of Trustees Meeting Calendar

Mr. Pollack and Mr. Beauregard presented the 2014-2015 Board of Trustees Meeting Calendar for approval, a copy of which was previously circulated to the Trustees and is attached as Annex A. The Trustees present unanimously adopted the following resolution.

RESOLVED, that the 2014-2015 Board of Trustees Meeting Calendar be, and hereby is, approved.

Amendments to the Bylaws of the School

Mr. Pollack and Ms. Leydier presented amendments to the bylaws of the School. The amended Bylaws are attached as Annex B. The Trustees present unanimously adopted the following resolution.

RESOLVED, that amendments to the Bylaws of the School be, and hereby are, approved.

Amendment of School's Conflict of Interest Policy

Mr. Pollack and Ms. Leydier presented an amendment of School's Conflict of Interest Policy. Ms. Leydier discussed the importance of filling out the conflict report and delivering a signed copy to Ms. Cotton. The Trustees present unanimously adopted the following resolution:

RESOLVED, that amendments to the Conflict of Interest Policy of the School be, and hereby are, approved.

Amendment of School's Whistleblower Policy

Mr. Pollack and Ms. Leydier presented an amendment of School's Whistleblower Policy.

The Trustees present unanimously adopted the following resolution.

RESOLVED, that amendments to the School's Whistleblower Policy be, and hereby are, approved.

Re-election of James Ellsworth

Mr. Pollack presented for approval the re-election of James Ellsworth to the Board of Trustees with a three-year term. The Trustees present unanimously adopted the following resolution.

RESOLVED, that James Ellsworth be, and hereby is, elected to the Board of Trustees for a term that shall expire upon (i) the later of the School's 2017 Annual Meeting and such time as such Mr. Ellsworth's successor has been duly chosen and qualified, or (ii) Mr. Ellsworth's earlier incapacity, death, resignation or removal.

Appointment of Officers to the Board of Trustees

Mr. Pollack discussed an email he had previously circulated to the current Trustees outlining the current officers. He discussed the requirement that the Executive Committee be expanded to at least five members, and proposed three new members. The Trustees discussed the formation of a Development & Facilities Committee, as an advisory committee, with the responsibility for assisting in the search of high school space and fundraising. Following discussion, the Trustees present unanimously adopted the following resolutions:

RESOLVED, that each of the following persons be appointed as officers of the Board in the position set forth opposite such person's name. The term of each such appointment shall expire upon (i) the later of the School's 2015 Annual Meeting and such time as such Trustee's successor has been duly chosen and qualified, or (ii) such Trustee's earlier incapacity, death, resignation or removal:

<u>Name</u>	<u>Position</u>
Richard Pollack	Chairperson
Carlyle Leach	Vice Chairperson
Ashley Cotton	Secretary
Kabir Ahuja	Treasurer

RESOLVED, that each of the following persons be appointed to serve on the committee listed below until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal: the Executive Committee, Audit and Finance Committee, Student Learning Committee and Development & Facilities Committee:

<u>Committee</u>	<u>Name</u>
Executive Committee	Kabir Ahuja
	Ashley Cotton
	Jim Ellsworth
	Carlyle Leach
	Marion Leydier
	Richard Pollack

Audit and Finance Committee	Kabir Ahuja
	Franklin Amoo
	Jim Ellsworth
	Marion Leydier
Student Learning Committee	Ashley Cotton
	Caleb Hurst-Hiller
	Carlyle Leach
Development & Facilities Committee	Franklin Amoo
	Ashley Cotton
	Jim Ellsworth
	Marion Leydier

Ratification of Executive Committee Actions Previously Taken

Mr. Pollack proposed that the board ratify Executive Committee actions previously taken (meetings were held July 18, 2013 and May 23, 2014). The Trustees present unanimously adopted the following resolution.

RESOLVED, that the Executive Committee actions previously taken be, and hereby are, approved.

Matter with Respect to Mr. Amoo

Mr. Pollack discussed Mr. Amoo's absence at the previous three board meetings and introduced a note from Mr. Amoo (attached as Annex C), stating the reasons for his absence from these meetings. The Trustees present unanimously adopted the following resolution.

RESOLVED, that the reasons stated in Mr. Amoo's note are good and valid excuses for his absences and that Mr. Amoo will not be deemed to have resigned as a Trustee.

Periodic Review of the School's Operations under its Conflict of Interest Policy

Ms. Leydier introduced the requirements of Article VIII of the Conflict of Interest Policy, which generally requires that the Board conduct periodic reviews of the School's operations in light of its charitable purposes and tax-exempt status, including (i) whether compensation arrangements and benefits are reasonable and based on arm's length bargaining, and (ii) whether partnerships, joint ventures and arrangements with individuals or entities conform to the school's written policies and do not result in any impermissible private benefit. The Trustees present conducted this review and Ms. Blumberg stated that she was not aware of any information that should be brought to the Trustees' attention for purposes of this review.

Ashley Cotton arrived at 7:38pm.

Board Updates

Ms. Blumberg presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Development committee, covering fundraising and facilities, discussed an upcoming subcommittee meeting and a push to fundraise off expected test scores in July.

Mr. Pollack and Mr. Beauregard previewed the July agenda, including a discussion of the Head of School's salary and review.

Associate Board

Mr. Brown updated the Board on Associate Board initiatives, including status on the mentoring program, assistance with the recruitment push, fundraising and attending the upcoming roundtables.

Public Comment

Mr. and Mrs. Simpson Driver asked questions about the facilities search and college preparedness.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:41 p.m., New York time.

Ashley Cotton
Secretary

2014-2015 BOARD OF TRUSTEES MEETING CALENDAR

AMENDED AND RESTATED BYLAWS

Annex C

Dear fellow members of the Board of Trustees for the Unity Preparatory Charter School of Brooklyn,

During the months of March and April of this year I was asked by senior management to provide emergency coverage during Asian trading hours for a departed colleague. The work required precluded me from participating either in person, or via video/teleconference. I therefore unfortunately missed meetings held during March and April.

Subsequently, I was required to attend an overseas industry conference for a vertical that I oversee for the firm during the days of May 7-9th, 2014. During this conference I participated via telephonic and video conference from a location that was not included in the meeting notice.

Please let me know if any additional explanation is required.

Best,
Franklin



Recruitment Efforts for 2013-14

Unity Preparatory Charter School of Brooklyn (Unity) will grow to serve students in grades 6-12 by admitting students via lottery in sixth grade. In our fourth year, Unity will also admit students to the ninth grade via lottery. Unity's foundation is built on recruiting from a diverse community of students, especially students with special learning needs and students who are learning English. To achieve this goal, Unity has employed several methods to attract and retain a diverse population of students, both general education and students who have special needs.

A core belief of Unity Prep's research supported educational philosophy is that a school that draws from diverse populations can enrich both the educational and interpersonal experiences of its students (Kahlenberg & Potter, 2012; Frankenberg & Orfield, 2007). To accomplish this, Unity has employed several outreach methods to the families and communities within Community School District (CSD) 13, as well as the entire city of New York, to ensure that all families are well-informed regarding Unity's school model and the application process. The specific steps taken by Unity are detailed below.

- a. Open House Events – Unity held monthly Open House events at 432 Monroe Street between October 2013 and April 2014. Each event provided attendees an opportunity to meet and speak with Unity's co-founders and staff, meet current students, tour the school, and take part in a presentation regarding Unity's school model. Presentations were made in both English and Spanish.
- b. Attending Department of Education School Fairs – In the fall, Unity staff and co-founders attended School Fairs for CSDs 13 and 16. Unity is located within CSD 13, and is very close to the border of CSD 16. These Fairs were convened by the Department of Education (DOE) to provide information to parents seeking middle school options for their children. Presentations were provided in both English and Spanish.
- c. Outreach to All Elementary Schools in CSDs 13 and 16 – To ensure that every student who attended fifth grade in a CSD 13 or CSD 16 school received information about Unity, Unity called, emailed, and sent information packets to every elementary school in CSD 13 and CSD 16. These information packets were addressed to the Guidance Counselors and Parent Coordinators in each school. The information packets contained brochures that explained Unity's school model, flyers that provided information regarding Unity's Open House events, and applications for the upcoming school year. All materials were provided in Spanish and English.
- d. Event for Guidance Counselors and Parent Coordinators in CSDs 13 and 16 – In addition to the information packets that were sent to Guidance Counselors and Parent Coordinators in CSDs 13 and 16, Unity convened a breakfast event for these same school officials. The event, which was held at Unity, provided an opportunity to introduce Guidance Counselors and Parent Coordinators to Unity's school model, provide a tour of the school's facility, and give the officials Unity applications for their students.
- e. Media Advertisements – Unity placed advertisements in local print media, such as the Our Time Press and Brooklyn Reader, as well as online media outlets such as A Child Grows in Brooklyn. Together, these advertisement placements reached all of CSDs 13 and 16, in addition to families interested in the goings on in Brooklyn.
- f. Participation in Common Application – To facilitate the application process for families, Unity participated in New York City's Common Application, an electronic platform provided to families interested in applying to charter schools in New York City. This platform facilitates the application process by allowing families to electronically submit applications to charter schools. To enable access to persons whose first language is not English, the Common Application website is translated into several languages.

- g. In-Person Communication – Members of Unity’s faculty and the school’s co-founders went into the communities within CSD 13 and CSD 16 to meet and speak with community members about Unity as an option for educating their middle school-aged children. These conversations were held in English and Spanish.
- h. Posting Information to Unity’s Website – In fall 2013, Unity’s website was retooled to accommodate an easier and more informative application and browsing experience. Applications and information about the application process were provided in Spanish and English.

In the most recent year, these efforts resulted in a student population where 22% of students were eligible for the Free and Reduced Priced Lunch (FRPL) Program, 2% of students were ELLs and 82% of students required special education services. Unity Prep intends to continue and expand upon these efforts where possible during the 2014-15 academic year to ensure that the school makes every effort to meet its recruitment targets.

Please see pages 4-8 for evidence of community outreach.

Retention Efforts for 2013-14

Unity Prep is committed to providing all students with access to a rigorous and high-quality educational experience. Accordingly, all aspects of the school’s environment, programming, curriculum, and instruction are as inclusive and supportive of all learners as possible.

Our college preparatory liberal arts and science program offering students extended time in all core subjects was designed to meet the needs of the at-risk student population in Brooklyn's Community School District 13, where prior to our school's opening only 1/3 of students demonstrated proficiency on the state's exams. In addition to this general education program, Unity Prep provides additional services to ensure that students eligible for FRPL, students with disabilities and ELLs have access to the support needed to experience high levels of academic achievement.

To meet these needs, Unity Prep employs a Director of Support Services who coordinates all services and supervises instruction for all special student populations; a Social Worker who provides mental health and counseling services, an ELL Coordinator who oversees ELL services; a Learning Support Coordinator who oversees academic remediation and enrichment; and two special education teachers to provide a broad range of intensive supports.

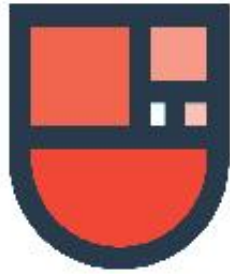
For those students in need of special education services, Unity Prep employs an Integrated Co-Teaching model to meet the goals of each student's Individualized Education Plan (IEP). In these classrooms, general education teachers work closely with special education teachers to plan lessons, differentiate instruction and evaluate student learning. To ensure student learning and skill mastery, teachers utilize a variety of instructional formats including team teaching, station teaching, parallel teaching, and alternate teaching. Both teachers meet regularly with the Director of Support Services and the Director of Curriculum, Instruction and Assessment to review student progress and evaluate the effectiveness of teaching strategies and the special education program overall.

To meet the needs of ELLs, Unity Prep has adopted the Sheltered Instruction Observation Protocol (SIOP) to support ELLs with mastering core content and developing English language proficiency. Using SIOP, teachers implement high quality instructional techniques including the use of visuals and demonstrations, scaffolded instruction, student to student interaction and targeted vocabulary development. All Unity Prep teachers receive training in this method and structure their curriculum planning and instruction around its implementation. In addition, the ELL Coordinator pushes into classrooms to provide targeted and differentiated supplemental instruction based on each student’s English proficiency, ranging from beginner ELLs to those designated as former ELLs. Students that need it

will also receive more intensive interventions and pull-out services during elective courses to minimize the loss of core-content instructional time.

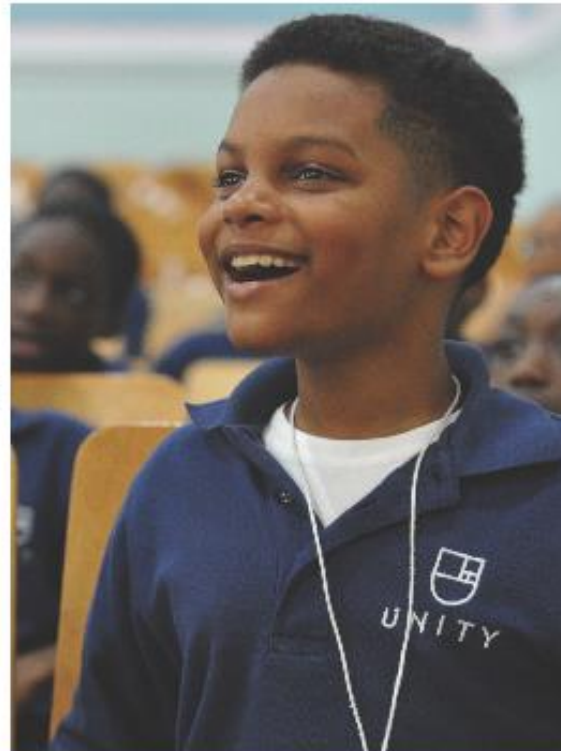
For those students struggling academically or at-risk of academic failure, Unity Prep leverages its Response to Intervention (RTI) model to provide additional supports and interventions to increase student learning. Unity Prep's RTI model includes three levels of intervention services. In Tier I, classroom teachers work closely with the Director of Support Services to provide differentiated whole group and small group instruction in the general education classroom. Students in need of additional support move to Tier II and receive small group instruction in groups not exceeding 5 students, three to four times per week, delivered by general education or special education teachers. This guided instruction focuses on each student's greatest learning needs with weekly progress monitoring by the Director of Support Services. Tier III services for students in need of intensive support includes one-on-one instruction delivered five times each week by a general education or special education teacher. The school monitors student progress weekly and adjusts supports as necessary to meet student's needs.

Utilizing these programs and services has resulted in the majority of families of students with disabilities, ELL's and other struggling learners choosing to return to our school in the following school year. Exact percentages of our retention for these populations of students will be available following the completion of reenrollment. Therefore, Unity Prep plans to continue and expand upon these retention efforts where possible during the 2014-15 academic year.



UNITY

PREPARATORY
CHARTER SCHOOL
of BROOKLYN



Open House Events!

For parents interested in enrolling their
children in Unity's 6th Grade

Saturday February 8th, from 10AM-12PM
Wednesday February 26th, from 7PM-9PM
Monday March 17th, from 7PM-9PM
Saturday March 29th, from 10AM-12PM

Teachers, co-founders and current students will be present and able to answer all your questions. Please RSVP via email or phone as soon as possible.

432 Monroe Street, Brooklyn NY 11221 | info@unityprep.org | unityprep.org | (718) 455-5046



Unity's Vision

Every child deserves an education on par with the nation's elite public and private schools.

How can this be achieved?

- A rigorous college preparatory curriculum in the liberal arts and sciences bolstered by engaging co-curricular activities and meaningful exposures to the world outside of school.
- A positive school culture in which students are given tools to develop character, are confident in their ability to learn, take responsibility for their own learning, and both support and feel supported by the entire community.
- An exceptional faculty of experienced educators who go above and beyond to nurture the learning of all students to their fullest potential.

How can you get to Unity?

Address: Unity is located at 432 Monroe Street (between Throop Avenue and Marcus Garvey Boulevard).

Transportation: The B15, B25, B26, B38, B43, and B52 buses stop close to the school. The C train (Kingston- Throop Avenues) also stops close to the school.



**Unity Preparatory
Charter School of Brooklyn**
432 Monroe Street Brooklyn, NY 11221
(718) 455-5046

www.unityprep.org
info@unityprep.org
www.facebook.com/UnityPrep



Unity's mission is to empower students as scholars and citizens so they may lead fulfilling academic, personal, and professional lives.





Visión de Unity

Todos los niños/as merecen una educación a la par con las mejores escuelas públicas y privadas del país.

¿Cómo conseguir esto?

- Un programa de estudios riguroso en las artes liberales y ciencias, preparatorio para la Universidad, respaldado por interesantes actividades complementarias del programa de estudios y una exposición significativa al mundo fuera de la escuela.
- Una cultura escolar positiva en la cual los estudiantes reciben herramientas para desarrollar su carácter, confían en su capacidad de aprender, asumen la responsabilidad de su propio aprendizaje, y apoyan y se sienten apoyados por toda la comunidad.
- Un cuerpo docente excepcional de educadores experimentados que hacen todo lo posible y más para proporcionar el aprendizaje a los estudiantes en todo su potencial.

¿Cómo llegar a Unity?

Dirección: Unity está ubicada en 432 Monroe Street (entre Throop Avenue y Marcus Garvey Boulevard).

Transporte: Los autobuses B15, B25, B26, B38, B43, y B52 paran cerca de la escuela. El tren C (Kingston-Throop Avenues) también para cerca de la escuela.



Unity Preparatory Charter School of Brooklyn

432 Monroe Street Brooklyn, NY 11221

(718) 455-5046

www.unityprep.org

info@unityprep.org

www.facebook.com/UnityPrep



UNITY

PREPARATORY
CHARTER SCHOOL
of BROOKLYN

La misión de Unity es capacitar a los alumnos como estudiantes y ciudadanos de modo que puedan tener una vida académica, personal y profesional enriquecedora.





UNITY

PREPARATORY
CHARTER SCHOOL
of BROOKLYN

Please send or deliver your application to:
Unity Preparatory Charter School of Brooklyn
432 Monroe Street
Brooklyn, NY 11221

To submit a scanned version of a signed,
completed application, please email us at
info@unityprep.org.

2014-2015 Student Application

This application is **ONLY** for students who will enter 6th grade in the fall of 2014.

To be entered into Unity's admissions lottery, this application must be received by **Monday, April 7, 2014**. *Unity's Lottery will be held on April 15, 2014.*

The items marked with an asterisk () are required in order to apply to Unity.*

Student Information (Please type or print clearly.)

*First Name: _____ *Last Name: _____

*Date of Birth (MM/DD/YYYY): _____ *Gender: Male _____ Female _____

*Street Address: _____ *Apt: _____

*City: _____ *State: _____ *Zip Code: _____

*Please indicate the school district in which you reside. Please call 311 or visit www.nyccharterschools.org/find-my-district to confirm this information is correct.

Name of your child's current school: _____ Please indicate your child's current grade: _____

Current School Address: _____

What attracts you to Unity as an option for your child? _____



UNITY

PREPARATORY
CHARTER SCHOOL
of BROOKLYN

Por favor envíen o entreguen su solicitud a:
Unity Preparatory Charter School of Brooklyn
432 Monroe Street
Brooklyn, NY 11221

Para mandar una versión escaneada de una
solicitud completada y firmada, por favor
envíenla por email a info@unityprep.org.

Solicitud de Estudiante 2014-2015

Esta solicitud SOLO es para estudiantes que entrarán en el 6° grado en otoño del 2014.

Para entrar en el sorteo de admisiones de Unity, esta solicitud debe ser recibida para el Lunes, 7 de Abril, 2014. El sorteo de Unity se celebrará en 15 de Abril, 2014.

Los puntos marcados con un asterisco (*) son obligatorios para poder solicitar plaza en Unity.

Información del Estudiante

(Por favor escriban a máquina o en letra de imprenta clara.)

*Nombre: _____ *Apellido: _____

*Fecha de nacimiento (MM/DD/AAAA): _____ *Género: Masculino _____ Femenino _____

*Dirección: Calle: _____ *Piso/Apartamento: _____

*Ciudad: _____ *Estado: _____ *Código postal: _____

Por favor indiquen el distrito escolar en el que residen. Por favor, llamen al 311 o visiten www.nyccharterschools.org/find-my-district para confirmar que esta información es correcta.

Nombre de la escuela actual de su hijo/a: _____

Por favor, escriban el grado actual de su hijo/a: _____

Dirección de la escuela actual: _____

¿Qué es lo que les atrae de Unity como opción para su hijo/a? _____



Opportunity	Date	Volunteer Time	Volunteers Needed	Name of Volunteer(s)	Location	What's Happening	Notes
							Training video for volunteers: http://youtu.be/1zYpFwFf1rQ
WEEK ONE							
1	3/22/2013	5:30PM - 6:30PM	1	Himani Goyal	Rise Up and Walk, 1075 Lafayette Ave	After-School Program 3PM - 6PM	Met with Mr. Evans, the director of the after school program. They have 4 5th graders for whom he took open house flyer/brochure/application. He would like to set up a time for me to meet with them after April 3rd (after the holidays). In the meantime, he will let them know about the Open house on March 30th. Very positive meeting!
2	3/23/2013	1:00PM - 3:00PM	1	Jaynemie Angbah	Family Dynamics Beacon Center, 272 Macdonough	Saturday programs 9AM - 5PM. Distribute materials outside the building to parents.	Wasn't a lot of traffic at the Beacon Center, but I left some fliers at the front desk and on the community board. Did some canvassing at businesses along Lewis Ave. Left information on the community board at Cornerstone Baptist Church and some additional fliers at the front. Also connected with the building manager at Bridge Street AME Church. He will post the fliers on the community board and leave some fliers and brochures for parishioners tomorrow at the front desk.
3	3/23/2013	10:30am - 12:00pm	1	Himani Goyal	Macon Library 361 Lewis Ave. at Macon St.	Events throughout the day starting at 10am. Librarian Ms. Adams will be there and they will set up table for me.	Not much traffic on Saturday. No one really came for the classes the library offered. Ms. Ellinore Adams said best time is Tuesday 6-8. Teen tech time on Thursdays from 3-5 does not have many parents.
4	3/23/2013	10AM - 3PM & 5PM - 7PM	1	Eric & Casey, Himani	BedStuy YMCA	Various Children's Programing. Approved By Ariel Mathis, ask for Lisa Diaz when you arrive. Table will be located in the vestibule	Excellent. 4 applications on the spot. Many parents were engaged and interested and excited about the school. Met a few who had already applied, many took applications/info for family friends. Worth going to over and over again.
5	3/23/2013	11:00AM - 1:00PM	1	Vik and Anjali	Family Dynamics Beacon Center, 272 Macdonough	Saturday programs 9AM - 5PM. Distribute materials outside the building to parents.	not completed

6	3/23/2013	11AM:00 - 1:00PM	1	Michael	Brooklyn Music School, 126 Saint Felix Street	Various Classes & the Girl Scouts. Distribute materials inside to parents, approved by Samura.	Great traffic in school. Easier to talk to parents when they are picking-up students than dropping off. Three parents of 5th graders seemed really interested. Ten parents of 3rd and 4th graders are interested in applying when their child approaches 5th grade. The Girl scouts selling cookies at the location were a bonus since they attracted our target audience.
7	3/23/2013	11:30AM - 2:30PM	1	Hemanth	Restoration Youth Arts Academy, 1368 Fulton St	Various youth programs. Distribute materials outside the building to parents.	
8	3/23/2013	8:30AM - 9:30AM	2	Himani Goyal & Hemanth	P.S. 156/I.S. 392 Waverly School of the Arts, 104 Sutter Avenue,	DOE Parent Academy Brooklyn Borough-Wide Workshop Workshop Topics: Partnership Standard 3: Creating Welcoming Schools - Discusses strategies behind structuring schools to be welcoming environments for families. Understanding Common Core Learning Standards, Standardized Tests, and Response to Intervention - Clarifies information about Common Core Learning Standards, standardized tests, and academic interventions. 9AM - 1PM. Distribute materials outside the building to parents.	Productive. One parent from Community Partnership Charter School filled out application and was very happy to see me. She not happy with that school. Took 5 applications for friends and will tell them about open house. She will be away during March 30th.
9	3/23/2013	9AM - 11:30AM	1	Hirsha and Kavita	Restoration Youth Arts Academy, 1368 Fulton St	Various youth programs. Distribute materials outside the building to parents.	
10	3/23/2013	9AM - 11AM	1	Vik and Anjali	Family Dynamics Beacon Center, 272 Macdonough	Saturday programs 9-5PM. Distribute materials outside the building to parents.	

11	3/23/2013	8:30AM - 9:30AM	2	Himani Goyal & Hemanth	P.S. 156/I.S. 392 Waverly School of the Arts, 104 Sutter Avenue,	<p>DOE Parent Academy Brooklyn Borough-Wide Workshop</p> <p>Workshop Topics:</p> <p>Partnership Standard 3: Creating Welcoming Schools - Discusses strategies behind structuring schools to be welcoming environments for families.</p> <p>Understanding Common Core Learning Standards, Standardized Tests, and Response to Intervention - Clarifies information about Common Core Learning Standards, standardized tests, and academic interventions. 9AM - 1PM. Distribute materials outside the building to parents.</p>	Productive. one parent from Community Partnership Charter School filled out application and was very happy to see me. She not happy with that school. Took 5 applications for friends and will tell them about open house. She will be away during March 30th.
WEEK TWO							

1	3/24/2013	12:00PM - 2:00pm	1	Michael & Himani	BedStuy YMCA	Distribute materials outside the building to parents.	again. 2 applications on the spot.
2	3/25/2013	4pm - 7pm	1 or 2	Himani	BedStuy YMCA	Distribute materials outside the building to parents.	Awesome today. Finally met Arial and she was wonderful. Got 4 more applications on the spot, many parents coming to the open house
3	3/25/2013	3:30PM - 6PM	1		Macon Library 361 Lewis Ave. at Macon St.	Scrabble for all ages in the African American Heritage Center. Distribute materials inside to parents	Not completed: Per Himani's conversation with member of the staff, this weekly event does not generate a lot of traffic
4	3/26/2013	5:00PM - 6:00PM	1		Groundwork @ Sumner Community Center, 862 Park Ave Brooklyn	After-School Homework Help 3PM - 6PM & Open during holiday break 8AM - 6PM. Distribute materials outside to parents.	Not completed
5	3/26/2013	6:00pm - 8:00pm	1	Himani	Macon Library 361 Lewis Ave. at Macon St.	Good turn out last Tuesday, worth going back. Only evening library is open late so many parents	Slow day. People are on vacation this week. Handed out a few applications/open house flyers to families of 5th graders. Met Debon Lewis - principal of KIP AMP Middle School in Crown heights. He wishes us luck.
6	3/27/2013	3:30PM - 4:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Children and Teen Dance Camps and Workshops. Distribute materials outside to parents.	

7	3/28/2013	3:30PM - 6:00PM	1	Himani	Macon Library 361 Lewis Ave. at Macon St.	NYC Connected Communities: Teen Tech Time. Play games, learn about cool websites, and get tech and homework help on new laptops. For children, tweens and teens. Distribute materials inside to parents.	Checked in the Ms. Ellinore Adams @ 4pm. Teen tech time had not started yet because of technical difficulties. There were no parents (usually kids come in on their own) and only a handful of kids. She did not think it was necessary for me to come in as they have our materials and would distribute to the parents of 5th graders if any came in. Open house flyer is on display as well as sign for "Unity Prep... accepting applications for 6th grade www.unityprep.org ."
8	3/29/2013	4:00PM - 8:00PM	2		Bed Stuy YMCA, 1121 Bedford Ave	Distribute materials to Y members. Approved By Ariel Mathis, per Himani. Table will be located in the vestibule	
9	3/30/2013	9:00AM - 12:00PM	2		Fort Greene: Fulton St: Flatbush Ave. to South Oxford St. Lafayette Avenue: Fulton St to South Portland. Myrtle Ave: Flatbush to Vanderbilt Aves. Dekalb Ave: Flatbush Ave to Vanderbilt Ave.	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	
10	3/30/2013	9:00AM - 12:00PM	2		Clinton Hill: Fulton St.: Vanderbilt Ave to Franklin Ave. Franklin Ave: Fulton St. to Flushing Ave. Myrtle Ave.: Franklin Ave to Vanderbilt Ave.	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	
11	3/30/2013	9:00AM - 12:00PM	2	Nohely Arteaga	Bed Stuy: Fulton St: Franklin Ave to Nostrand Ave. Nostrand Ave: Atlantic Ave to Flushing Ave. Dekalb Ave: Franklin Ave to Nostrand Ave. Bedford Ave: Fulton St to Flushing Ave.	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	

12	3/30/2013	9:00AM - 12:00PM	2		Bed Stuy - Myrtle Ave: Nostand to Broadway. DeKalb Ave: Nostrand to Broadway. Broadway: Dekalb to Flushing Aves	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	
13	3/30/2013	9:00AM - 12:00PM	2		Bed Stuy - Fulton St: Reid Ave/Malcolm X Blvd to Eastern Parkway. Broadway: DeKalb Ave to Broadway Junction. Reid Ave/Malcolm X Blvd: Broadway to Fulton St	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	
14	3/30/2013	9:00AM - 12:00PM	2		Bed Stuy - Marcus Garvey Blvd: Fulton St to Myrtle Ave. to Park Ave. Lewis Ave: Broadway to Fulton St. Ralph Ave: Broadway to Fulton St.	Visit (go inside) beauty salons, barbershops, nail salons, cleaners and laundry mats to distribute promotional materials to guardians of 5th graders as they prepare for Easter Sunday.	

WEEK THREE							
1	4/1/2013	5:00PM - 7:00PM	2		Junior's Food Outlets, 990 Myrtle Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 7pm; Sun, closed	
2	4/1/2013	5:30PM - 7:30PM	2		Key Food, 200 Malcolm X Blvd	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8:30am - 7:30pm; Sun, 9am - 3pm	
3	4/1/2013	5:30PM - 7:30PM	2		NSA Supermarkets, 631 Gates Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 7:30pm; Sun, 8am - 5:30pm	
4	4/1/2013	6:00PM - 8:00PM	2		Associated Supermarket, 1291 Broadway	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Hours: Mon - Sat, 8am - 8pm	

5	4/1/2013	6:00PM - 9:00PM	2		Associated Supermarket, 535 Marcy Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 7am - 9pm; Sun, 8am - 9pm	
6	4/1/2013	6:00PM - 9:00PM	2		Compare Foods Market, 991 Bedford Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 7am - 8pm; Sun, 7am - 6pm	
7	4/1/2013	6:00PM - 9:00PM	2		Fine Fare Supermarket, 476 Marcus Garvey	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 10pm; Sun, 8am - 8pm	
8	4/1/2013	6:00PM - 9:00PM	2		Food Bazaar, 1102 Myrtle Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Hours: Daily, 7am - 10:30pm	
9	4/1/2013	6:00PM - 9:00PM	2		Key Food Supermarket, 367 Nostrand Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 9pm; Sun, 8am - 6pm	
10	4/1/2013	6:00PM - 9:00PM	2		Key Foods, 952 Myrtle Ave	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 9pm; Sun, 8am - 8pm	
11	4/1/2013	6:00PM - 9:00PM	2		Super Foodtown, 1420 Fulton St	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 7am - midnight; Sun, 7am - 10pm	
12	4/2/2013	6:00PM - 8:00PM	2		Associated Supermarket, 1888 Fulton St	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 8pm; Sun, 8am - 5pm	
13	4/2/2013	6:00PM - 9:00PM	2		Bravo Supermarket, 1299 Fulton St	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 9am - 11pm; Sun, 9am - 7pm	

14	4/2/2013	6:00PM - 9:00PM	2		Key Food Supermarket, 1144 Fulton St	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 9pm; Sun, 8am - 6pm	
15	4/2/2013	6:00PM - 9:00PM	2		Tradewise, 1125 Fulton St	Distribute outside promotional materials to shoppers who are guardians of 5th graders. Mon - Sat, 8am - 10pm; Sun, 8am - 9pm	
16	4/3/2013	3:30PM - 7:00PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Music and Singing 3 (ages 9-13) 4:00-4:45PM, Modern Adv Music & Singing (ages 11-15) 4:45-5:45PM. Dance Level 2 (ages 8-10) 5:45-6:45PM. Distribute materials outside.	
17	4/3/2013	4:00PM - 6:00PM	1		Brooklyn Brazilian Jiu Jitsu, 412 Myrtle Ave	Classes: Junior Basic M, W, F 4:15- 5PM M-F Junior Advanced 5:00PM - 5:45PM	
18	4/3/2013	4:00PM - 6:00PM	1		Bedford Library 496 Franklin Avenue	After-School Homework Help. Distribute materials inside.	
19	4/3/2013	4:00PM - 6:00PM	1	Lillian	Brooklyn Brazilian Jiu Jitsu, 412 Myrtle Ave	Distribute promotional materials outside classes: Junior Basic M, W, F 4:15- 5PM M-F Junior Advanced 5:00PM - 5:45PM	
20	4/3/2013	5:30PM - 6:30PM	1		Family Dynamics Beacon Center, 272 Macdonough	After school program 3 6PM, distribute materials outside.	
21	4/3/2013	5:30PM - 7:00PM	1	Josh Beauregard	Boys & Girls Club @ Clinton Hill School-PS 20, 225 Adelphi Street	After-school Program 3:30PM - 7PM. Distribute materials outside.	
22	4/3/2013	5:30PM - 7:00PM	2		Boys & Girls Club @ The Weeksville School-PS 243	After-school Program 3:30PM - 7PM. Distribute materials outside.	
23	4/3/2013	5:30PM - 9:00PM	2		Boys & Girls Club, 240 Nassau Street, Navy Yard Clubhouse	After-school Program 3:30PM - 9PM, distribute materials outside.	

24	4/4/2013	3:30PM - 7:00PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Modern Dance 4 (ages 10-12) 4:30-5:45PM Modern Dance (ages 9-11) 5:30-6:45PM Ballet Level 1 (ages 9-11) 5:00-6:00PM Ballet Level 2 (ages 9-11) 4:00-5:00PM. Distribute materials outside.	
25	4/4/2013	4:00PM - 6:00PM	1		Marcy Library 617 DeKalb Ave. at Nostrand Ave.	NYC Connected Communities: Teen Tech Time. Play games, learn about cool websites, and get tech and homework help on new laptops. For children, tweens and teens. Distribute materials inside.	
26	4/4/2013	5:30PM - 6:30PM	1		H. Von King Cultural Arts Center, 670 Lafayette Ave	After-School Program 3PM - 6PM. Distribute materials outside.	
27	4/4/2013	5:30PM - 6:30PM	1		Police Athletic League - Wynn Center, 495 Gates Ave	After-school program 3PM - 6PM. Distribute materials outside.	
28	4/4/2013	6:00PM - 7:00PM	1	Lillian	Brooklyn Music School, 126 Saint Felix Street	After-school Program 3:30PM - 6:30PM. Distribute materials inside, approved by Samura.	
29	4/5/2013	4:30PM - 5:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Afro-Haitian Dance 2 (ages 9-12) 4:45-5:30PM Jazz/Hip-Hop Dance 1 (ages 8-11) 4:00-4:45PM. Distribute materials outside.	
30	4/5/2013	5:30PM - 6:00PM	1	Lillian	Brooklyn Children's Museum, 145 Brooklyn Ave	Afterschool Program Kids Crew (Grades K—5). Distribute materials outside.	
31	4/5/2013	5:45PM - 7:15PM	1		Humble Dojang of Martial Arts, 997 Fulton St	Distribute promotional materials outside classes: Friday 6PM	
32	4/6/2013	1:30PM - 4:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Ballet Level 1 (ages 9-12) 1:45-2:45PM Jazz/Hip-Hop Dance 3 (ages 9-13) 2:00-3:00PM Jazz/Hip-Hop Dance 4 (ages 10-15) 3:00-4:00PM	
33	4/6/2013	1:45PM - 3:15 PM	1		Bedstuy Karate Do, 3 Sumpter St	Distribute promotional materials outside classes: Saturdays 2PM - 3PM	

34	4/6/2013	10:30AM - 1:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	<p>Modern Dance Level 1 (ages 8-11)</p> <p>10:45-11:45AM Ballet Fundamentals 1 (ages 8-11)</p> <p>12:15-1:00PM Ballet Level 2</p> <p>(ages 9-11) 12:45-1:45PM Jazz/Hip-Hop Dance 2 (ages 7-9)</p> <p>1:10-1:55PM Ballet Level 3 (ages 10-12)</p> <p>11:15AM-12:30PM Jazz/Hip-Hop Dance 2 (ages 10-13) Tap Dance 1 (ages 8-10) 10:45-11:30AM Tap Dance (ages 8-10) 11:30AM-12:15PM Tap Dance 3 (ages 9-12) 12:15-1:00PM Music and Singing 1 (ages 7-10) 10:45-11:30AM</p> <p>Music and Singing 2 11:30AM-12:15PM. Distribute materials outside.</p>	
35	4/6/2013	10:45AM - 11:15AM	2		PS 3, 50 Jefferson Ave	NY Cares tutoring. Distribute materials Outside.	
36	4/6/2013	11:00AM - 1:00PM	2		LIU Brooklyn LIU Wellness, Recreation & Athletic Center	<p>Shark (Learn Level 4 – Ages 7- 12): 11:30 a.m.-12:30 p.m. Swim classes for Shark (Learn Level 4 – Ages 7- 12) & HIP HOP (AGES 7-12) 11:30 a.m.-12:30 p.m. Distribute materials outside.</p>	
37	4/6/2013	12:00PM - 3:00PM	1		LIU Brooklyn LIU Wellness, Recreation & Athletic Center	Family Swim 12:30-3:30 p.m. Distribute materials outside.	
38	4/6/2013	12:15PM - 1:45PM	1		Nash System Martial Arts, 510 Throop Ave	Distribute promotional materials outside classes: Saturdays 12:30 - 1:30PM	
39	4/6/2013	12:45PM - 2:15PM	1		Humble Dojang of Martial Arts, 997 Fulton St	Saturday 1PM	
40	4/6/2013	2:30PM - 5:30PM	1		Restoration Youth Arts Academy, 1368 Fulton St	Various youth programs. Distribute materials outside the building to parents.	

41	4/6/2013	3:00PM - 5:00PM	1		Brooklyn Music School, 126 Saint Felix Street	Various Classes & the Girl Scouts. Distribute materials inside to parents, approved by Samura.	
42	4/6/2013	8:30AM - 11:30AM	2		LIU Brooklyn Campus, 1 University Plaza	CAPOEIRA FOR CHILDREN (AGES 7-12) 9:00-10:00 a.m., COMICS AND 'ZINES (AGES 9-12) 10:15-11:15 a.m., KARATE (AGES 7-12) 10:15-11:15 a.m. Distribute materials outside.	
43	4/6/2013	9:30AM - 12:00PM	1	Lillian	The Noel Pointer Foundation, 1368 Fulton St	Open House! Summer Program Series 10AM - 12PM. Distribute materials outside.	
44	4/6/2013	9:30AM-10:30AM	2 (1 volunteer at each entrance)		Pratt, 200 Willoughby Avenue & the Dekalb Ave entrance	SATURDAY ART SCHOOL 10AM - 12PM Drawn to Stories Ages 9-10 , Ages 11-12 Ceramic Construction Ages 9-12 Claymation Ages 9-12 Sculpture & Installation Ages 9-12, Drawing, Painting and Printmaking Ages 9-12, Ages 12-15. Distribute materials outside the building to parents.	
WEEK FOUR							
1	4/7/2013	11:45AM - 1:15PM	1		Nash System Martial Arts, 510 Throop Ave	Distribute promotional materials outside classes: Sundays 12PM - 1 PM	
2	4/8/2013	4:15PM - 5:15PM	1	Lillian	Cumbe: Center for African and Diaspora Dance, 558 Fulton St	Distribute promotional materials outside to guardians of 5th grade students. Classes: Afrikan Acrobatics, Ages 8-11, 4:30 pm - 5:30 pm, Hip Hop & Street Jazz, Ages 5-11, 4:00 pm - 5:00 pm	

3	4/8/2013	5:00 PM - 6:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Ballet Fundamentals 2 (ages 9-12) 5:15-6:00PM Modern Fundamentals 1 (ages 8-11) 5:30-6:15PM Jazz/Hip-Hop Dance 3 (ages 9-13) 5:30-6:30PM, distribute materials outside.	
4	4/8/2013	5:45PM - 7:15PM	1		Bedstuy Karate Do, 3 Sumpter St	Distribute promotional materials outside classes: Monday Classes 6PM - 7PM	
5	4/8/2013	6:15PM - 7:45PM	1		Nash System Martial Arts, 510 Throop Ave	Distribute promotional materials outside classes: M/T 6:30 7:30	
6	4/9/2013	3:30PM - 6:30PM	1		Mark Morris Dance Center, 3 Lafayette Ave	Ballet Level 1 (ages 8-10) 4:30-5:30PM Boys Dance Level 1 (ages 7-10) 3:45-4:30PM Boys Dance Level 2 (ages 9-12) 4:30-5:15PM Ballet Level 3 (ages 10-12) 4:00-5:15PM Ballet Level 4 (ages 10-14) 5:15-6:30PM. Distribute materials outside.	
7	4/9/2013	5:45PM - 7:15PM	1		Humble Dojang of Martial Arts, 997 Fulton St	Distribute promotional materials outside classes: Tuesday 6PM	
8	4/9/2013	7:30PM - 8:30PM	1	Jaynemie Angbah	Bridge Street AWME, 277 Stuyvesant Avenue	Boy Scouts Meet on Tuesday @ 6:30PM	
9	4/10/2013	5:00PM - 6:00PM	1		Groundwork @ Sumner Community Center, 862 Park Ave Brooklyn	After-School Homework Help 3PM - 6PM & Open during holiday break 8AM - 6PM. Distribute materials outside to parents.	
10	4/13/2013	9:00AM - 11:00AM	1		Brooklyn Music School, 126 Saint Felix Street	Various Classes & the Girl Scouts. Distribute materials inside to parents, approved by Samura.	

11	4/13/2013	11:45AM - 1:00PM	1		BIJA KIDS YOGA, 900 Fulton Street	Bija tweens (9-12 years) Saturdays 12PM - 12:45PM. Distribute marketing materials to parents outside of site	
12	4/13/2013	1:00 PM - 3:00 PM	1		Brooklyn Music School, 126 Saint Felix Street	Various Classes & the Girl Scouts. Distribute materials inside to parents, approved by Samura.	
13	4/13/2013	3:00PM - 5:00PM	1		Family Dynamics Beacon Center, 272 Macdonough	Saturday programs 9AM - 5PM. Distribute materials outside the building to parents.	
	EVERYDAY	ALL DAY		3/24/13 4pm-6pm - Dave Mistry	<p>HOT SPOTS:</p> <p>1) Fulton Street between Marcus Garvey Blvd and Bedford Avenue</p> <p>2) Throop Avenue between Fulton Street and Myrtle Street</p> <p>3) Thompson Avenue between Fulton Street and Myrtle Street</p> <p>4) Marcy Avenue between Fulton Street and Myrtle Street</p> <p>5) Nostrand Avenue between Fulton Street and Myrtle Street</p> <p>6) Bedford Avenue between Fulton Street and Myrtle Street</p> <p>7.) Fulton Street between Bedford Avenue and Flatbush Avenue</p>	<p>Street traffic - engage parents and families; Local businesses - post our open house fliers and inform about our new school</p> <p>1) 3/24/13 - Dave - Distributed to parents on Fulton street and posted open house flyers in local businesses. Positive response and was able to distribute a lot of material.</p>	

					<div>8) Fulton Mall area on Fulton between Flatbush Avenue and Jay Street</div> <div>9) Atlantic Terminal/ Barclay Center area at intersection of Flatbush and Atlantic Avenues</div>	
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Appendix I: Teacher and Administrator Attrition

Created Wednesday, July 09, 2014
Updated Wednesday, July 16, 2014

Page 1

Charter School Name: 331300861056 UNITY PREP CS OF BROOKLYN

Instructions for completing the Teacher and Administrator Attrition Tables
Board of Regents-authorized charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
5	1	1

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
7	0	0

Thank you

Appendix J: Uncertified Teachers

Created Wednesday, July 09, 2014

Updated Tuesday, July 15, 2014

Page 1

Charter School Name: 331300861056 UNITY PREP CS OF BROOKLYN

Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	2
Total FTE (Sum of all Uncertified Teaching Staff)	2

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

13

Thank you.

Unity Prep 2014-15 Organizational Chart

