



# Entry 1 School Information and Cover Page

Created: 06/29/2018 • Last updated: 07/31/2018

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer (**as of June 30, 2018**) or you may not be assigned the correct tasks.

**a. SCHOOL NAME** UNITY PREP CS OF BROOKLYN (REGENTS)

(Select name from the drop down menu)

**b. CHARTER AUTHORIZER (As of June 30th, 2018)** Regents-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

**c. DISTRICT / CSD OF LOCATION** NYC CSD 13

## d1. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	432 Monroe Street, Brooklyn 11221	718-455-5046	718-455-5049	<a href="mailto:info@unityprep.org">info@unityprep.org</a>

## d2. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Joshua Beauregard
Title	Head of School
Emergency Phone Number (###-###-####)	917-584-0850

**e. SCHOOL WEB ADDRESS (URL)** <http://www.unityprep.org/>

**f. DATE OF INITIAL CHARTER** 11/2012

**g. DATE FIRST OPENED FOR INSTRUCTION** 08/2013

# h1. APPROVED SCHOOL MISSION (Regents, NYCDOE, and Buffalo BOE authorized schools only)

## MISSION STATEMENT

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

# h2. KEY DESIGN ELEMENTS (Regents, NYCDOE, and Buffalo BOE authorized schools only)

KEY DESIGN ELEMENTS (Brief heading followed by a description of each Key Design Elements (KDE). KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success. The design elements may include a specific content area focus; unique student populations to be served; specific educational programs or pedagogical approaches; unique calendar, schedule, or configurations of students and staff; and/or innovative organizational structures and systems.

Variable 1	A Grades 6-12 College Preparatory Curriculum: A college-preparatory liberal arts and sciences program of study in mathematics, English language arts (ELA), science, and history that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so that they are fully prepared to succeed in their postsecondary studies.
Variable 2	A Focus on Expert Teaching and Advancement: An inventive Teacher Career Advancement System and multi-faceted professional development offerings that equip talented teachers with ample means to continually develop their pedagogical and management skills while generously recognizing them for their contributions, resulting in an enthusiastic faculty of expert educators who are demonstrably successful in promoting student learning.
Variable 3	More Time for Learning/Attention to How Time is Utilized: An extended day, week, and year that provide approximately 20% more time on academic and co-curricular activities than the local district average in order to deepen engagement, and accelerate academic growth.
Variable 4	Intensive and Differentiated Academic Support: A system in which teachers offer customized support for remediation and acceleration by using multiple forms of assessment to inform instruction and providing individualized support with our small group guided reading interventions as well as after-school and weekend tutoring.
Variable 5	Enrichment Courses and Elective Clubs: Enrichment courses

	in Art & Design and Technology, which promote applied and interdisciplinary learning and develop essential 21st century professional skills in technology, communication, self-expression, critical and creative thinking, and problem solving; and elective clubs in such areas as sports and the visual and performing arts, which develop team-oriented skills and are co-facilitated by instructors from local educational and cultural institutions through formal partnerships.
Variable 6	A Positive and Supportive School Culture: a culture built on a framework of Positive Behavioral Interventions & Supports, which teaches students how to maintain a learning environment that is safe, responsible, and respectful and offers students abundant encouragement. A priority on teaching students the social and emotional skills they need to be successful, including how to manage emotions, reduce stress, and make healthy decisions. A staff that is compassionate and always willing to guide students when they make mistakes so they can learn from them and avoid repeating them.
Variable 7	Active Community Involvement: A Family & Community Partnership Association comprised of family members, local stakeholders, and Unity staff, that promotes open communication, meaningful collaboration, and active involvement and service within Unity's community, including community service opportunities.
Variable 8	(No response)
Variable 9	(No response)
Variable 10	(No response)

**i. TOTAL ENROLLMENT ON JUNE 30, 2018**      466

**j. GRADES SERVED IN SCHOOL YEAR 2017-18**

Check all that apply

Grades Served	6, 7, 8, 9, 10
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**k1. DOES THE SCHOOL  
CONTRACT WITH A CHARTER OR  
EDUCATIONAL MANAGEMENT  
ORGANIZATION?**

No

**I1. FACILITIES**

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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**I2. SCHOOL SITES**

Please list the sites where the school will operate for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site (K-5, 6-9, etc.)	Receives Rental Assistance	Rental Assistance for Which Grades (write N/A if applicable)
Site 1 (same as primary site)	432 Monroe Street Brooklyn, NY 11221	718-455-5046	NYC CSD 13	6-8	No	N/A
Site 2	1150 East New York Avenue, 4th floor Brooklyn, NY 11212	718-363-7451	NYC CSD 13	9-11	No	N/A
Site 3						



**I2a. Please provide the contact information for Site 1.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.com">jbeauregard@unityprep.com</a>
Operational Leader	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Compliance Contact	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Joshua Beauregard	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.com">jbeauregard@unityprep.com</a>

**I3. Please provide the contact information for Site 2.**

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.com">jbeauregard@unityprep.com</a>
Operational Leader	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Compliance Contact	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	718-455-5046	631-922-2971	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Joshua Beauregard	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.com">jbeauregard@unityprep.com</a>

**m1. Are any sites in co-located space? If yes, please proceed to the next question.**      Yes

**m2. 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	No		No		Yes
Site 2	N/A	Yes	2018	No		No
Site 3						

**n1. Were there any revisions to the school’s charter during the 2017-18 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Name and Position of Individual(s) Who Completed this Annual Report.**

Chris Doscher, Director of Operations

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

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke at the end.

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

A handwritten signature in black ink, featuring a large loop and a long horizontal stroke.

**Date**

2018/07/31

**Thank you.**



# Entry 2 NYS School Report Card Link

Last updated: 07/23/2018

## UNITY PREP CS OF BROOKLYN (REGENTS)

### 1. CHARTER AUTHORIZER (As of June 30th, 2018)

REGENTS-Authorized Charter School

(For technical reasons, please re-select authorizer name from the drop down menu).

### 2. 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).

<https://data.nysed.gov/reportcard.php?instid=800000075840&year=2017&createreport=1&allchecked=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&hsnoncompleters=1&38ELA=1&38MATH=1&48SCI=1&lep=1&naep=1&regents=1&nysaa=1&nyseslat=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



# Entry 3 Progress Toward Goals

Created: 07/26/2018 • Last updated: 11/01/2018

## PROGRESS TOWARD CHARTER GOALS

**Board of Regents-authorized and NYCDOE-authorized charter schools only.** Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals by November 1st.

### 1. ACADEMIC STUDENT PERFORMANCE GOALS

If performance data is not available by August 1st, please state this in the last column and update by November 1st.

#### 2017-18 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	Indicate if data is not available. If/when available, Describe Efforts School Will Take If Goal Is Not Met
				To continue to improve outcomes for our students, school leaders and teaching staff are implementing a multi-year school improvement initiative. Efforts for 2018-19 focus on: - enhancing the school's interim assessment system, including the rollout of NWEA MAP interim assessments to precisely measure growth and performance over the school year in English Language Arts (ELA) and mathematics. The expansion of interim assessments school wide allows teachers and leaders to benchmark

<p>Academic Goal 1</p>	<p>The percentage of students demonstrating proficiency and above on NYS exams will be as follows:</p> <p>Grade 6 ELA: 25%-30% Math: 15% - 20%</p> <p>Grade 7 ELA: 30%-35% Math: 20%-25%</p> <p>Grade 8 ELA: 35%-40% Math: 25%-30% Science: 50%-55%</p> <p>Grade 9 Algebra I CC (3, 4, or 5): 55%-60% Living Environment (65% or above): 75%-80%</p>	<p>NYS Exam Scores</p>	<p>Not Met</p>	<p>progress and consistently use data across the school to inform instruction.</p> <p>- The instructional leadership team has been structured to increase the quality and frequency of instructional support for teachers and intensive teacher focused support and guidance on classroom management including the use of data for lesson plan development and implementation. Principals and department chairs now spend 50% of their time providing teachers with instructional coaching. The Head of School and Director of Support Services analyze student data weekly. Learning Specialists have two leaders tasked with enhancing instructional quality, curriculum development and assessments. The school has hired staff to oversee and enhance the literacy intervention program.</p> <p>- The school has hired additional middle school teachers to provide additional learning time for students, including providing double block of ELA in all grades.</p>
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Grade 6 (SWDs)  
ELA: 10%-15%  
Math: 10%-15%

Grade 7 (SWDs)  
ELA: 15%-20%  
Math: 15%-20%

Grade 8 (SWDs)  
ELA: 20%-25%  
Math: 20%-25%  
Science: 35%-40%

Grade 9 (SWDs)  
Algebra I CC (3, 4, or  
5): 25%-30%  
Living Environment  
(65% or above):  
40%-45%

Through implementation of our multi-year school improvement plan, Unity is taking a strategic and targeted approach toward ensuring this goal will be met next year. To accomplish this, Unity is adjusting the school's program using the following three levers: professional development, curriculum, and instructional support.

A newly implemented assessment system, Illuminate, that measures each student's progress towards proficiency on a standard-by-standard basis for both interim assessments and throughout the school year on all regularly scheduled assessments in classes. The expansion of interim assessments school wide allows teachers and leaders to benchmark progress and consistently use data across the school to inform instruction.

Our high school site has moved to a brand new facility; the new space provides additional spaces for instruction and state of the art lab space for science classes. It is better equipped for

instruction for all scholars, along with intervention services for our students with disabilities and those who may need additional academic support.

The high school has moved to a co-principal model, which allows for additional time devoted to coaching teachers, ensuring instruction is differentiated and lessons are tiered to meet the needs of all scholars.

To ensure that we decrease the number of students who are performing far below proficiency in 2018-19, the school is taking the following measures:

- The Head of School will devote three hours weekly to analyzing, overseeing, and monitoring IA data of all students in ELA and mathematics, including “students with disabilities” and students who are classified as “economically disadvantaged,” as these subgroups are in need of continual academic support.
- Each principal, along with the chairpersons of the ELA and mathematics departments will



Academic Goal 2	<p>The maximum percentage of students demonstrating “Far Below Proficiency” on NYS exams will be as follows:</p> <p>Grade 6 ELA: 25% Math: 35%</p> <p>Grade 7 ELA: 20% Math: 30%</p> <p>Grade 8 ELA: 15% Math: 25% Science: 8%</p> <p>Grade 9 Algebra I CC (3, 4, or 5): 15% Living Environment (65% or above): 5%</p> <p>Grade 6 (SWDs) ELA: 45% Math: 50%</p> <p>Grade 7 (SWDs) ELA: 40% Math: 45%</p> <p>Grade 8 (SWDs) ELA: 35% Math: 40% Science: 15%</p> <p>Grade 9 (SWDs) Algebra I CC (3, 4, or 5): 25% Living Environment (65% or above): 20%</p>	NYS Exam Scores	Not Met	<p>devote 20 hours per week each to instructional coaching with a focus on supporting teachers with lesson planning, lesson delivery and classroom management.</p> <p>- Unity has hired additional middle school teachers to provide additional learning time for students. The budget also supports providing double blocks of ELA for all grades (expanded from 6th grade only) (from 52 to 112minutes daily of English Language Arts instruction)</p> <p>Unity teachers and coaches are continuing to build Common Core aligned, vertically aligned, rigorous and engaging curricula in mathematics and English Language Arts, including the development and utilization of IAs to drive student learning.</p> <p>Unity teachers will be required to hold regularly scheduled office hours for individualized tutoring during evening and weekend hours to ensure all students are academically performing at or above grade level Common Core</p>
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standards.

Each principal, along with the chairpersons of the ELA and mathematics departments will devote 20 hours per week each to instructional coaching with a focus on supporting teachers with lesson planning, lesson delivery and classroom management.

Unity teachers and coaches are continuing to build Common Core aligned, vertically aligned, rigorous and engaging curricula in mathematics and English Language Arts, including the development and utilization of interim assessments to drive student learning. Proficiency towards spiraled standards will be regularly assessed to ensure students are approaching mastery.

In the 2017-18 school year, 92% of students grew at least three reading levels. However, we did not meet the second part of this goal. We are, however, pleased with the progress our students have made and will, therefore,

Academic Goal 3	<p>Literacy: At least 90% of students who receive Leveled Literacy Interventions will grow three reading levels across the year.</p> <p>At least 90% of students below level S (4th grade) will grow 6 levels across the year.</p>	Internal Assessments	Not Met	<p>continue the efforts put in place for 2017-18 in the upcoming school year, as follows:</p> <ul style="list-style-type: none"> <li>- Utilize data from prior academic years and throughout each trimester to better analyze characteristics of students who did not meet their growth goals and provide targeted intervention as needed.</li> <li>- Revise training in the LLI system for teachers based on data from prior years corresponding to each teacher's particular strengths and possible areas of improvement.</li> <li>- Prioritize smaller groups of students and our most experienced intervention teachers for the students who need the most support.</li> </ul>
Academic Goal 4	<p>Roundtables: At least 90% of students will pass their Roundtable presentation according to our school's shared rubric by the end of Summer Academy each year.</p>	Internal Rubrics	Met	
Academic Goal 5				
Academic Goal 6				

Academic Goal 7				
Academic Goal 8				

**2. Do have more academic goals to add?**      No

**3. Do have more academic goals to add?**      No

**4. ORGANIZATIONAL GOALS**

**2017-18 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 1	<p>Special Education Compliance: 90-100% of IEPs will be up-to-date (or not overdue) as of November 15th and June 15th each year.</p> <p>90-100% of the services offered to students will match the services specified on their IEPs as of November 15th and June 15th.</p>	Internal Records	Not Met	<p>While the first half of this goal was met (95% and 99% were up to date by November 15th and June 15th respectively), we fell short on the second component. Therefore, the school will implement the following program changes in the coming year:</p> <ul style="list-style-type: none"> <li>- Provide Integrated Collaborative teaching for history classes at our middle school site</li> <li>- Utilize agencies assigned to us by the New York City Department of</li> </ul>

				Education for speech-language services - Increase collaboration and advocacy for students with special class placements
Org Goal 2	Discipline: The out-school suspension rate for all students and for students with disabilities will be less than 10% as of June 15th each year.	Internal Records	Met	
Org Goal 3	Attendance: 95% average daily attendance or greater and fewer than 10% of students categorized as chronically absent as of June 15th each year.	Attendance records	Not Met	<p>In 2017-18, the average daily attendance was 93%, and the chronic absence rate was 22%. Therefore, in 2018-19, the school will increase its efforts to :</p> <ul style="list-style-type: none"> <li>- Make daily calls to parents of students that are absent or late on a particular school day.</li> <li>- Provide positive attendance incentives including goal-setting and rewards with each student. Identify students at risk of chronic absenteeism through counselor meetings and early recognition of possible barriers to attendance.</li> <li>- Develop</li> </ul>

				individualized intensive attendance contracts with clear expectations for the student and family members.
Org Goal 4	<p>Enrollment: 500 applications received for 6th grade with a confirmed waitlist of 50 students by June 15th each year.</p> <p>Average student enrollment will be at least 85% of the total enrollment listed on the school's charter as of June 15th each year.</p>	Enrollment Records	Not Met	<p>Although this goal was not fully met as the school did not have 500 applications for the incoming 6th Grade, we had 324 applications in our lottery, an improvement from last year. As a result, the 6th Grade is fully enrolled for the upcoming year.</p> <p>Given the success of our recruitment efforts for solid applicants, we will continue and enhance our efforts to focus on students and families in our target neighborhoods within CSDs 13 and 16 to increase the total number of applications received in total.</p> <p>The second component of this goal, average student enrollment at least 85% of total enrollment, was met.</p>
	Student Retention: Student retention will be greater			

Org Goal 5	than 90% as assessed from October 1st to June 15th each year.	Enrollment Records	Met	
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**5. Do you have more organizational goals to add?** Yes

### 2017-18 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Org Goal 6	Staff Retention: At least 80% of the school's staff who are offered renewed agreements each year will return as employees in the following year as assessed on August 1st each year.	School Records	Met	
				Unity Prep's positive responses for survey questions related to professional development were two percentage points below the city average. In response, the school is implementing a professional development program that is reflective of student data and classroom observations but also the expressed interests and needs of the school faculty.

Professional Development implemented this year will focus on improving teachers' capacity to plan and deliver lessons as well as manage classrooms. In terms of Curriculum development, we will continue to build upon the common core aligned curriculum in place at Unity Prep. This includes revising and reinforcing curriculum scopes and sequences, maps and units as well as assessments to learn from last year and ensuring curricular alignment to the Common Core Standards. Unity Prep administrators are creating a professional development calendar that includes launch of data-driven model for instruction, trainings for staff in data analysis, time for scoring and analyzing results, and training staff to develop results driven lesson plans through other key meetings. Unity also takes part in



Org Goal 7	<p>Professional Development:</p> <p>The quality of professional development as assessed by responses of Unity's teachers on the New York City Department of Education's Framework for Great Schools Report each year will be greater than the citywide average.</p>	NYC Department of Education's Framework for Great Schools Report	Not Met	<p>the NYC Special Education Collaborative, including advanced opportunities for English Language Learners, Coaching for Special Education Educators, and supporting Students in Collaborative Team taught Classrooms.</p> <p>Professional Development implemented this year will focus on improving teachers' capacity to plan and deliver lessons as well as manage classrooms. With our new information and assessment system, Illuminate, teachers and coaches will learn how to develop a variety of assessment tools directly linked to Common Core standards that measure student's growth throughout the school year.</p> <p>In terms of Curriculum development, we will continue to build upon the common core aligned curriculum in place at Unity Prep. This includes revising and</p>
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reinforcing curriculum scopes and sequences, maps and units as well as assessments to learn from last year and ensuring curricular alignment to the Common Core Standards. Unity Prep administrators are creating a professional development calendar that includes launch of data-driven model for instruction, trainings for staff in data analysis, time for scoring and analyzing results, and training staff to develop results driven lesson plans through other key meetings.

Unity also takes part in the NYC Special Education Collaborative, including advanced opportunities for English Language Learners, Coaching for Special Education Educators, and supporting Students in Collaborative Team taught Classrooms.

Unity has also partnered with

				<p>Relay Graduate School of Education, allowing our teachers to simultaneously enroll in reduced-cost graduate level education courses for certification while teaching at Unity.</p> <p>Beginning in 2018-19, Unity is an AP For All school, which provides core curriculum content and lesson planning professional development for our advanced placement teachers, with the belief that all students are capable of college-level work.</p>
Org Goal 8	<p>Family Involvement: More than 70% of families, on average, will participate in the following events:</p> <p>Curriculum Night, Fall Conferences, Spring Conferences, Roundtables</p>	Attendance Records	Met	
				<p>We moved to having our elective clubs be optional this year at our middle school. As a result, the overall level of participation decreased. That</p>

Org Goal 9	Co-Curricular Activities: At least 95% of students will participate in an elective club or athletic team for two trimesters each year.	Attendance Records	Not Met	being said, roughly two-thirds of students successfully participated in an elective club this past year, which is a significant majority of our student body. We are pleased with these results, however, we will continue to refine our club offerings through selective hiring of club facilitators such that clubs are of a high quality and thus attractive to students.
Org Goal 10	Community Service: At least 90% of middle school students will complete at least 2 hours of community service and a reflective assignment by June 15th each year.	School Records	Not Met	This is an ambitious goal and incurred a staffing vacancy as related to the coordination of community service. We have now hired a strong coordinator for the coming year and expect for student participation in community service to increase.
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

## 6. FINANCIAL GOALS

## 2017-18 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
Financial Goal 1	The school will maintain a current ratio that is greater than 1 as of June 15th each year.	Year-End Financials	Met	
Financial Goal 2	The school will maintain at least 90 days of cash on hand at the conclusion of each school year.	Year-End Financials	Not Met	At the end of the school year, the school had 55 days of cash on hand. As Unity continues to add new grades, it has remained important to invest in the school's growth with additional new staff and students each year. The school has and continues to closely monitor cash flow and will continue to work towards the goal of having a total 90 days of cash on hand through full growth. Days of cash on hand last year (77) was based on May 2017 number. As of May 2018, school is at 90 day of cash on hand.
Financial Goal 3	The school will achieve a positive total margin each school year.	Year-End financials	Met	
Financial Goal 4				
Financial Goal 5				





# Entry 4 Expenditures per Child

Created: 07/17/2018 • Last updated: 07/31/2018

## UNITY PREP CS OF BROOKLYN (REGENTS)Section Heading

### 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 2017-18 Schedule of Functional Expenses) and divide by the year end FTE student enrollment. (Integers Only. No dollar signs or commas).

**Note:** *The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:* <http://www.p12.nysed.gov/psc/AuditGuide.html>

Line 1: Total Expenditures	8426089
Line 2: Year End FTE student enrollment	469
Line 3: Divide Line 1 by Line 2	17985

## 2. Administrative Expenditures per Child

To calculate **'Administrative Expenditures per Child'** To calculate "Administrative Expenditures per Child" first *add* together the following:

1. Take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2017-18 Schedule of Functional Expenses)
2. Any contracted administrative/management fee paid to other organizations or corporations
3. Take the total from above and divide it by the year-end FTE enrollment. 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 officer, the finance or business offices, school operations personnel, data management and reporting, human resources, technology, etc. 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. Do not include the FTE of personnel whose role is to directly support the instructional program.

**Notes:**  
***The information on the Schedule of Functional Expenses on pages 41-43 of the Audit Guide can help schools locate the amounts to use in the two per pupil calculations:***  
***<http://www.p12.nysed.gov/psc/AuditGuide.html>.***  
**Employee benefit costs or expenditures should not be reported in the above calculations.**

Line 1: Relevant Personnel Services Cost (Row)	241371
Line 2: Management and General Cost (Column)	266141
Line 3: Sum of Line 1 and Line 2	507512
Line 5: Divide Line 3 by the Year End FTE student enrollment	1083

***Thank you.***



**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**BROOKLYN, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2018**

**(With Comparative Totals for 2017)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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## 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, 2018, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

### ***Management's Responsibility for the Financial Statements***

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

### ***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our 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, 2018, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

### **Report on Summarized Comparative Information**

We have previously audited Unity Preparatory Charter School of Brooklyn's June 30, 2017 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 6, 2017. In our opinion, the summarized comparative information presented herein as of June 30, 2017 is consistent, in all material respects, with the audited financial statements from which it has been derived.

### **Other Report Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 28, 2018 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  
September 28, 2018

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2018

(With Comparative Totals for 2017)

	<u>June 30,</u>	
<u>ASSETS</u>	<u>2018</u>	<u>2017</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,451,831	\$ 1,078,732
Cash in escrow	75,179	75,141
Grants and other receivables	238,387	215,912
Prepaid expenses and other current assets	<u>108,626</u>	<u>17,081</u>
TOTAL CURRENT ASSETS	1,874,023	1,386,866
<u>PROPERTY AND EQUIPMENT, net</u>	<u>315,349</u>	<u>280,150</u>
TOTAL ASSETS	<u>\$ 2,189,372</u>	<u>\$ 1,667,016</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 93,438	\$ 95,324
Accrued payroll and benefits	367,407	318,829
Deferred revenue	<u>27,601</u>	<u>-</u>
TOTAL CURRENT LIABILITIES	488,446	414,153
<u>NET ASSETS</u>		
Unrestricted	<u>1,700,926</u>	<u>1,252,863</u>
TOTAL NET ASSETS	<u>1,700,926</u>	<u>1,252,863</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 2,189,372</u>	<u>\$ 1,667,016</u>

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

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	Year ended June 30,	
	2018	2017
Operating revenue and support:		
State and local per pupil operating revenue	\$ 8,453,856	\$ 6,468,035
Government grants	327,507	289,066
Contributions	111,323	91,936
Other income	<u>37</u>	<u>37</u>
TOTAL OPERATING REVENUE AND SUPPORT	8,892,723	6,849,074
Expenses:		
Program:		
Regular education	5,876,957	4,797,062
Special education	2,054,632	1,349,163
Management and general	476,966	441,351
Fundraising and special events	<u>36,105</u>	<u>33,120</u>
TOTAL EXPENSES	<u>8,444,660</u>	<u>6,620,696</u>
CHANGE IN NET ASSETS	448,063	228,378
Net assets at beginning of year	<u>1,252,863</u>	<u>1,024,485</u>
NET ASSETS AT END OF YEAR	<u>\$ 1,700,926</u>	<u>\$ 1,252,863</u>

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	No. of Positions	Year ended June 30, 2018							2017
		Program Services			Supporting Services				Total
		Regular Education	Special Education	Sub-total	Fundraising and special events	Management and general	Sub-total	Total	
Personnel services costs:									
Administrative staff personnel	7	\$ 55,886	\$ 23,886	\$ 79,772	\$ 28,571	\$ 241,371	\$ 269,942	\$ 349,714	\$ 315,905
Instructional personnel	50	2,887,983	887,974	3,775,957	-	-	-	3,775,957	3,074,256
Non-instructional personnel	23	1,354,697	595,531	1,950,228	-	-	-	1,950,228	1,406,051
Total salaries and wages	80	4,298,566	1,507,391	5,805,957	28,571	241,371	269,942	6,075,899	4,796,212
Fringe benefits and payroll taxes		801,729	281,145	1,082,874	5,329	45,018	50,347	1,133,221	888,464
Retirement expenses		4,577	1,605	6,182	30	257	287	6,469	3,669
Accounting / audit services		-	-	-	-	21,100	21,100	21,100	20,500
Other purchased / professional / consulting services		195,777	60,196	255,973	500	152,570	153,070	409,043	328,386
Repairs and maintenance		1,042	365	1,407	7	59	66	1,473	2,722
Insurance		36,523	12,807	49,330	243	2,051	2,294	51,624	46,148
Supplies and materials		266,610	83,086	349,696	164	1,431	1,595	351,291	200,790
Non-capitalized equipment / furnishings		15,926	5,109	21,035	33	275	308	21,343	10,996
Staff development		37,053	27,556	64,609	-	2,451	2,451	67,060	68,663
Marketing / recruitment		58,667	19,110	77,777	165	1,393	1,558	79,335	60,990
Technology		44,146	15,481	59,627	293	2,479	2,772	62,399	43,217
Office expense		44,978	15,773	60,751	299	2,526	2,825	63,576	48,415
Depreciation and amortization		70,915	24,868	95,783	471	3,982	4,453	100,236	100,932
Other		448	140	588	-	3	3	591	592
		<u>\$ 5,876,957</u>	<u>\$ 2,054,632</u>	<u>\$ 7,931,589</u>	<u>\$ 36,105</u>	<u>\$ 476,966</u>	<u>\$ 513,071</u>	<u>\$ 8,444,660</u>	<u>\$ 6,620,696</u>

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2018  
(With Comparative Totals for 2017)

	Year ended June 30,	
	2018	2017
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 448,063	\$ 228,378
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	100,236	100,932
Loss on disposal of property and equipment	35,045	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(22,475)	(72,628)
Prepaid expenses and other current assets	(91,545)	45,852
Accounts payable and accrued expenses	(33,591)	6,867
Accrued payroll and benefits	48,578	135,496
Deferred revenue	27,601	(7,480)
NET CASH PROVIDED FROM OPERATING ACTIVITIES	511,912	437,417
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(138,775)	(142,589)
Change in cash in escrow	(38)	(37)
NET CASH USED FOR INVESTING ACTIVITIES	(138,813)	(142,626)
NET INCREASE IN CASH	373,099	294,791
Cash at beginning of year	1,078,732	783,941
CASH AT END OF YEAR	\$ 1,451,831	\$ 1,078,732
<u>NON-CASH INVESTING AND OPERATING ACTIVITY</u>		
Fixed asset additions included in accounts payable	\$ 31,705	\$ -

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



UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2018

(With Comparative Totals for 2017)

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. On March 12, 2018, the Board of Regents of the University of the State of New York extended the provisional charter, and any amendment thereto, for a term of five years through June 30, 2023.

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, 2018 or 2017.

*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 no temporarily restricted net assets at June 30, 2018 or 2017.

*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 or requirements of the grants are met.

Contributions are recognized as revenue in the year the pledge is received and documented.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

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. The amount in escrow as of June 30, 2018 and 2017 was \$75,179 and \$75,141, respectively.

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, 2018 and 2017.

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

During the years ended June 30, 2018 and 2017, the Charter School was located in a New York City Department of Education facility and utilized 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. The Charter School was unable to determine a value for these services.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

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 files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2015 through June 30, 2018 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly, it 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 were \$79,335 and \$60,990 for the years ended June 30, 2018 and 2017, respectively.

Other purchased/professional/consulting services

Other purchased/professional/consulting services is made up of expenses related to financial management services as well as professional service expenses related to extra curricular activities of students such as clubs and athletics.

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.

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.

Comparatives for year ended June 30, 2017

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2017, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through September 28, 2018, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted, except as disclosed in Notes C, G, and I.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	June 30,	
	2018	2017
Furniture and fixtures	\$ 53,017	\$ 53,017
Computers and equipment	470,669	419,960
Leasehold improvements	206,253	121,527
	729,939	594,504
Less accumulated depreciation and amortization	414,590	314,354
	<u>\$ 315,349</u>	<u>\$ 280,150</u>

Total depreciation and amortization expense was \$100,236 and \$100,932 for the years ended June 30, 2018 and 2017, respectively.

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.

During 2016, the Charter School received approval from the New York City Department of Education for use of dedicated and shared space for the years ending June 30, 2017 and 2018 at Brownsville Academy High School, a New York Public School located at 1150 East New York Ave, Brooklyn NY.

During 2016, the Charter School entered into a forty-year lease for property located at 32 Lexington Avenue, Brooklyn, NY, commencing on the later of July 1, 2018 or the day the Landlord tenders possession to the Charter School, with the option for four renewal periods of five years each for a total potential term of sixty years. The lease called for an initial security deposit of \$46,625 with subsequent increases upon completing certain milestones as defined in the agreement. No security deposit payment was ever made. In January 2018, the above-mentioned lease was terminated.

During 2017, the Charter School entered into an agreement in connection with the above mentioned forty-year lease. The Charter School agreed to share in certain architectural and legal fees relating to the development of the premises. The Charter School was obligated to pay up to \$50,000 of architectural fees and 50% of legal fees relative to this agreement. This lease was terminated in January 2018 and approximately \$35,000 of previously capitalized architect fees were expensed.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE C: SCHOOL FACILITY, Cont'd.

During August 2018, the Charter School entered into a sublease agreement with a related party, Friends of Northwest Brooklyn, for property located at 584 Driggs Avenue, Brooklyn, NY, commencing on the date on which the landlord's work is substantially completed. A first amendment to sublease was signed in September 2018. The thirty five-year lease calls for rent based on a fixed rent schedule provided in the sublease agreement, as well as annual escalation clauses, and any costs, expenses or other sums required to be paid under the sublease agreement.

The future minimum payments on this agreement, through year 2053, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 1,156,000
2020	1,360,000
2021	1,387,000
2022	1,415,000
2023	1,444,000
Thereafter	<u>51,118,000</u>
	<u>\$ 57,880,000</u>

NOTE D: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements expiring through August 2019. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 13,092
2020	<u>2,182</u>
	<u>\$ 15,274</u>

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.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE F: CONCENTRATIONS

At June 30, 2018, approximately 27% of grants and other receivables relate to certain grants due from the New York State Department of Education. At June 30, 2017 approximately 89% of grants and other receivables relate to certain grants due from the federal government.

During the years ended June 30, 2018 and 2017 approximately 95% and 94% of total operating revenue and support came from per-pupil funding provided by New York State, respectively. 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 \$110,765 and \$86,800 to the Charter School during the years ended June 30, 2018 and 2017, respectively. The donations are included in contributions on the statement of activities and changes in net assets.

During August of 2018, the Charter School entered into a sublease with the Organization for property located at 584 Driggs Avenue, Brooklyn, NY, as described in Note C. The lease signed between the Organization and a third party on June 29, 2018 is guaranteed by the Charter School. The thirty five-year lease calls for rent based on a fixed rent schedule commencing on the date on which the landlord's work is substantially completed. The future minimum payments on this agreement, through year 2053, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2019	\$ 900,000
2020	918,000
2021	936,000
2022	955,000
2023	974,000
Thereafter	<u>40,311,000</u>
	<u>\$ 44,994,000</u>

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.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2018

(With Comparative Totals for 2017)

NOTE H: RETIREMENT PLAN

Effective August 1, 2014, the Charter School began sponsoring 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. The Charter School has the opportunity to make a discretionary contribution to the Plan for employees who have achieved one year of service. Employees are fully vested upon receiving the contribution. There were no contributions to the Plan for either of the years ended June 30, 2018 or 2017.

NOTE I: SUBSEQUENT EVENT

In August 2018, the New York State Education Department (NYSED) notified the Charter School that it had over-allocated \$40,537 in Title IIA funding to the Charter School for the year ended June 30, 2018. NYSED will reduce the Charter School's Title IIA funding for a period of up to five years to recoup the over-allocated funding. The Charter School has not accounted for this over-allocated funding as a liability as of June 30, 2018.

**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, 2018 and the related statements of activities and changes in net assets, functional expenses and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated September 28, 2018.

**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 opinion 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 September 28, 2018.

### **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.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
September 28, 2018

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2018**

September 28, 2018

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, 2018 and for the year then ended, 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. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

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.

\* \* \* \* \*

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, 2018**

September 28, 2018

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, 2018 and for the year then ended, and have issued our report thereon dated September 28, 2018. 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 10, 2018, 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 judgement, 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. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2018. 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.

## **Significant Difficulties Encountered during the Audit**

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. No such misstatements were identified during our audit.

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. None of the misstatements identified by us as a result of our audit procedures and corrected by management were material either individually or in the aggregate, to the financial statements taken as a whole.

## **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.

\* \* \* \* \*

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



## Annual Financial Statement Audit Report

School Name:	Unity Preparatory Charter School of Brooklyn
Date (Report is due Nov. 1):	November 1, 2018
Primary District of Location (If NYC select NYC DOE):	New York City Department of Education
If located in NYC DOE select CSD:	NYCSD #13
School Fiscal Contact Name:	Chris Doscher
School Fiscal Contact Email:	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
School Fiscal Contact Phone:	718-455-5046
School Audit Firm Name:	Mengel Metzger Barr & Co. LLP
School Audit Contact Name:	Michelle M. Cain
School Audit Contact Email:	<a href="mailto:mcain@mmb-co.com">mcain@mmb-co.com</a>
School Audit Contact Phone:	(585) 423-1860 x3259
Audit Period:	2017-18
Prior Year:	2016-17

**The following items are required to be included:**

- 1.) The independent auditor's report on financial statements and notes.
- 2.) Excel template file containing the Financial Position, Statement of Activities, Cash Flow and Functional Expenses worksheets.
- 3.) Reports on internal controls over financial reporting and on compliance.

The additional items listed below should be included if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the management letter response will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

Item	If not included, state the reason(s) below (if not applicable fill in N/A):
Management Letter	Included
Management Letter Response	N/A
Federal Single Audit (A-133)	N/A
Corrective Action Plan	N/A



**Unity Preparatory Charter School of Brooklyn**  
**Statement of Financial Position**  
**as of June 30**

	<u>2018</u>	<u>2017</u>
<b><u>CURRENT ASSETS</u></b>		
Cash and cash equivalents	\$ 1,527,010	\$ 1,153,873
Grants and contracts receivable	238,387	215,912
Accounts receivables	-	-
Prepaid Expenses	108,626	17,081
Contributions and other receivables	-	-
Other current assets	-	-
<b>TOTAL CURRENT ASSETS</b>	1,874,023	1,386,866
<b><u>NON-CURRENT ASSETS</u></b>		
Property, Building and Equipment, net	\$ 315,349	\$ 280,150
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	-	-
<b>TOTAL NON-CURRENT</b>	315,349	280,150
<b>TOTAL ASSETS</b>	<u><u>2,189,372</u></u>	<u><u>1,667,016</u></u>
<b><u>CURRENT LIABILITIES</u></b>		
Accounts payable and accrued expenses	\$ 93,438	\$ 95,324
Accrued payroll, payroll taxes and benefits	367,407	318,829
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	27,601	-
Other Current Liabilities	-	-
<b>TOTAL CURRENT</b>	488,446	414,153
<b><u>LONG-TERM LIABILITIES</u></b>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
<b>TOTAL LONG-TERM</b>	-	-
<b>TOTAL LIABILITIES</b>	<u>488,446</u>	<u>414,153</u>

**NET ASSETS**

Unrestricted

\$ 1,700,926

\$ 1,252,863

Temporarily restricted

-

-

Permanently restricted

-

-

**TOTAL NET ASSETS**1,700,9261,252,863**TOTAL LIABILITIES AND NET ASSETS**2,189,3721,667,016

**Unity Preparatory Charter School of Brooklyn**  
**Statement of Activities**  
**as of June 30**

	2018			2017
	Unrestricted	Temporarily Restricted	Total	Total
<b>OPERATING REVENUE</b>				
State and Local Per Pupil Revenue - Reg. Ed	\$ 6,805,900	\$ -	\$ 6,805,900	\$ 5,402,850
State and Local Per Pupil Revenue - SPED	1,480,967	-	1,480,967	900,401
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	300,277	-	300,277	256,961
State and City Grants	194,220	-	194,220	196,890
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL OPERATING REVENUE</b>	8,781,363	-	8,781,363	6,757,101
<b>EXPENSES</b>				
Program Services				
Regular Education	\$ 5,876,957	\$ -	\$ 5,876,957	\$ 4,797,062
Special Education	2,054,632	-	2,054,632	1,349,163
Other Programs	-	-	-	-
Total Program Services	7,931,589	-	7,931,589	6,146,225
Management and general	476,967	-	476,967	441,351
Fundraising	36,105	-	36,105	33,120
<b>TOTAL EXPENSES</b>	8,444,661	-	8,444,661	6,620,696
<b>SURPLUS / (DEFICIT) FROM OPERATIONS</b>	336,702	-	336,702	136,405
<b>SUPPORT AND OTHER REVENUE</b>				
Interest and Other Income	\$ 37	\$ -	\$ 37	\$ 37
Contributions and Grants	111,323	-	111,323	91,936
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	111,360	-	111,360	91,973
<b>Net Assets Released from Restrictions / Loss on Disposal</b>	\$ -	\$ -	\$ -	\$ -
<b>CHANGE IN NET ASSETS</b>	448,062	-	448,062	228,378
<b>NET ASSETS - BEGINNING OF YEAR</b>	\$ 1,252,863	\$ -	\$ 1,252,863	\$ 1,024,485
<b>PRIOR YEAR/PERIOD ADJUSTMENTS</b>	-	-	-	-

NET ASSETS - END OF YEAR

\$ 1,700,926   \$ -   \$ 1,700,926   \$ 1,252,863



**Unity Preparatory Charter School of Brooklyn**  
**Statement of Cash Flows**

**as of June 30**

	<b>2018</b>	<b>2017</b>
<b>CASH FLOWS - OPERATING ACTIVITIES</b>		
Increase (decrease) in net assets	\$ 448,063	\$ 228,378
Revenues from School Districts	-	
Accounts Receivable	-	
Due from School Districts	-	
Depreciation	100,236	100,932
Grants Receivable	(22,475)	(72,628)
Due from NYS	-	
Grant revenues	-	
Prepaid Expenses	(91,545)	45,852
Accounts Payable	(33,722)	5,148
Accrued Expenses	131	1,719
Accrued Liabilities	48,578	135,496
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	27,601	(7,480)
Interest payments	-	-
Other	35,045	-
Other	-	-
<b>NET CASH PROVIDED FROM OPERATING ACTIVITIES</b>	<b>\$ 511,912</b>	<b>\$ 437,418</b>
<b>CASH FLOWS - INVESTING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Purchase of equipment	(138,775)	(142,589)
Other	(38)	(37)
<b>NET CASH PROVIDED FROM INVESTING ACTIVITIES</b>	<b>\$ (138,813)</b>	<b>\$ (142,626)</b>
<b>CASH FLOWS - FINANCING ACTIVITIES</b>	<b>\$</b>	<b>\$</b>
Principal payments on long-term debt	-	-
Other	-	-
<b>NET CASH PROVIDED FROM FINANCING ACTIVITIES</b>	<b>\$ -</b>	<b>\$ -</b>
<b>NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS</b>	<b>\$ 373,099</b>	<b>\$ 294,792</b>
Cash at beginning of year	1,078,732	783,940
<b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>	<b>\$ 1,451,831</b>	<b>\$ 1,078,732</b>

**Unity Preparatory Charter School of Brooklyn**  
**Statement of Functional Expenses**  
**as of June 30**

		2018						
	No. of Positions	Program Services				Supporting Services		
		Regular Education	Special Education	Other Education	Total	Fundraising	Management and General	Total
Personnel Services Costs		\$	\$	\$	\$	\$	\$	\$
Administrative Staff Personnel	7.00	55,886	23,886	-	79,771	28,571	241,371	269,942
Instructional Personnel	50.00	2,887,982	887,974	-	3,775,957	-	-	-
Non-Instructional Personnel	23.00	1,354,695	595,531	-	1,950,226	-	-	-
Total Salaries and Staff	80.00	4,298,563	1,507,391	-	5,805,954	28,571	241,371	269,942
Fringe Benefits & Payroll Taxes		801,729	281,145	-	1,082,874	5,329	45,018	50,347
Retirement		4,576	1,605	-	6,181	30	257	287
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	21,100	21,100
Other Purchased / Professional / Consulting Services		195,777	60,196	-	255,973	500	152,570	153,070
Building and Land Rent / Lease		-	-	-	-	-	-	-
Repairs & Maintenance		1,042	365	-	1,407	7	59	65
Insurance		36,522	12,807	-	49,330	243	2,051	2,294
Utilities		-	-	-	-	-	-	-
Supplies / Materials		266,751	83,086	-	349,837	164	1,431	1,595
Equipment / Furnishings		15,927	5,109	-	21,036	33	275	307
Staff Development		36,913	27,556	-	64,469	-	2,451	2,451
Marketing / Recruitment		58,667	19,110	-	77,777	165	1,393	1,558
Technology		44,146	15,481	-	59,627	293	2,479	2,772
Food Service		-	-	-	-	-	-	-
Student Services		-	-	-	-	-	-	-
Office Expense		44,979	15,773	-	60,752	299	2,526	2,825
Depreciation		70,915	24,868	-	95,783	471	3,982	4,453
OTHER		450	141	-	591	0	3	3
<b>Total Expenses</b>		<b>\$ 5,876,958</b>	<b>\$ 2,054,633</b>	<b>\$ -</b>	<b>\$ 7,931,591</b>	<b>\$ 36,106</b>	<b>\$ 476,964</b>	<b>\$ 513,071</b>

	2017
Total	
\$	\$
349,714	315,905
3,775,957	3,074,256
1,950,226	1,406,051
6,075,896	4,796,212
1,133,222	888,465
6,469	3,669
-	-
-	-
21,100	20,500
409,043	328,386
-	-
1,473	2,722
51,624	46,147
-	-
351,432	200,791
21,343	10,996
66,921	68,663
79,334	60,990
62,399	43,217
-	-
-	-
63,576	48,415
100,236	100,933
594	592
\$ 8,444,661	\$ 6,620,696



# Entry 5c Additional Financial Docs

Created: 07/23/2018 • Last updated: 10/25/2018

The additional items listed below should be uploaded if applicable. Please explain the reason(s) if the items are not included. Examples might include: a written management letter was not issued; the school did not expend federal funds in excess of the Single Audit Threshold of \$750,000; the corrective action plan will be submitted by the following date (should be no later than 30 days from the submission of the report); etc.

## Section Heading

### 1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/17816387/8mMlunnVv3/>

**Explanation for not uploading the Management Letter.** (No response)

### 2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/17816387/FINDqRIBTE/>

**Explanation for not uploading the Form 990.** An extension has been filed.

### 3. Federal Single Audit

Note: A copy of the Federal Single Audit must be filed with the Federal Audit Clearinghouse. Please refer to OMB Uniform Guidelines for the federal filing requirements.

(No response)

**Explanation for not uploading the Federal Single Audit.** N/A. The school did not spend more than \$750,000 in federal funding.

### 4. CSP Agreed Upon Procedure Report

(No response)

**Explanation for not uploading the procedure report.** N/A. The school does not require a CSP Agreed Upon Procedure Report for FY18.

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/17816387/pN6H0Nalce/>

Explanation for not uploading (No response)  
the Escrow evidence.

6. Corrective Action Plan

A **Corrective Action Plan** for Audit Findings and Management Letter Recommendations, which must include:

- a. The person responsible
- b. The date action was taken, or will be taken
- c. Description of the action taken
- d. Evidence of implementation (if available)

(No response)

Explanation for not uploading N/A  
the Corrective Action Plan.

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2018**



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

September 28, 2018

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, 2018 and for the year then ended, 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. A reasonable possibility exists when the likelihood of an event occurring is either reasonably possible or probable as defined as follows:

- *Reasonably possible.* The chance of the future event or events occurring is more than remote but less than likely.
- *Probable.* The future event or events are likely to occur.

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.

\* \* \* \* \*

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, 2018**

September 28, 2018

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, 2018 and for the year then ended, and have issued our report thereon dated September 28, 2018. Professional standards require that we advise you of the following matters relating to our audit.

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We are also responsible for communicating significant matters related to the audit that are, in our professional judgement, 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. There have been no initial selection of accounting policies and no changes in significant accounting policies or their application during the year ended June 30, 2018. 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.

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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.

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\* \* \* \* \*

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

# EXTENSION FILING INSTRUCTIONS

FORM 8868 FOR FORM 990

FOR THE YEAR ENDING

JUNE 30, 2018

Prepared for	MR. JOSHUA BEAUREGARD UNITY PREP CHARTER SCHOOL OF BROOKLYN 432 MONROE STREET, 3RD FLOOR BROOKLYN, NY 11221
Prepared by	MENGEL, METZGER, BARR & CO. LLP 100 CHESTNUT STREET, SUITE 1200 ROCHESTER, NY 14604
Amount due	NOT APPLICABLE
Make check payable to	NOT APPLICABLE
Mail extension and check (if applicable) to	NOT APPLICABLE
Extension must be mailed on or before	NOT APPLICABLE
Special Instructions	THE EXTENSION FOR FORM 990 HAS QUALIFIED FOR ELECTRONIC FILING. FORM 8868 EXTENDS THE DUE DATE OF THE ORGANIZATION'S FORM 990 RETURN UNTIL MAY 15, 2019. THE EXTENSION HAS BEEN TRANSMITTED ELECTRONICALLY TO THE IRS AND NO FURTHER ACTION IS REQUIRED.

**Application for Automatic Extension of Time To File an  
Exempt Organization Return**

OMB No. 1545-1709

► **File a separate application for each return.**► **Information about Form 8868 and its instructions is at [www.irs.gov/form8868](http://www.irs.gov/form8868).**

**Electronic filing (e-file).** You can electronically file Form 8868 to request a 6-month automatic extension of time to file any of the forms listed below with the exception of Form 8870, Information Return for Transfers Associated With Certain Personal Benefit Contracts, for which an extension request must be sent to the IRS in paper format (see instructions). For more details on the electronic filing of this form, visit [www.irs.gov/efile](http://www.irs.gov/efile), click on Charities & Non-Profits, and click on e-file for Charities and Non-Profits.

**Automatic 6-Month Extension of Time.** Only submit original (no copies needed).

All corporations required to file an income tax return other than Form 990-T (including 1120-C filers), partnerships, REMICs, and trusts must use Form 7004 to request an extension of time to file income tax returns.

		Enter filer's identifying number
<b>Type or print</b>  File by the due date for filing your return. See instructions.	Name of exempt organization or other filer, see instructions. <b>UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN</b>	Employer identification number (EIN) or  <b>46-1540346</b>
	Number, street, and room or suite no. If a P.O. box, see instructions. <b>432 MONROE STREET</b>	Social security number (SSN)
	City, town or post office, state, and ZIP code. For a foreign address, see instructions. <b>BROOKLYN, NY 11221</b>	

Enter the Return Code for the return that this application is for (file a separate application for each return) 

0	1
---	---

Application Is For	Return Code	Application Is For	Return Code
Form 990 or Form 990-EZ	01	Form 990-T (corporation)	07
Form 990-BL	02	Form 1041-A	08
Form 4720 (individual)	03	Form 4720 (other than individual)	09
Form 990-PF	04	Form 5227	10
Form 990-T (sec. 401(a) or 408(a) trust)	05	Form 6069	11
Form 990-T (trust other than above)	06	Form 8870	12

**JOSHUA BEAUREGARD**

- The books are in the care of ► **432 MONROE STREET, 3RD FLOOR - BROOKLYN, NY 11221**  
Telephone No. ► **718-455-5046** Fax No. ► **718-455-5006**

- If the organization does not have an office or place of business in the United States, check this box ☐
- If this is for a Group Return, enter the organization's four digit Group Exemption Number (GEN) ☐. If this is for the whole group, check this box ☐. If it is for part of the group, check this box ☐ and attach a list with the names and EINs of all members the extension is for.

**1** I request an automatic 6-month extension of time until **MAY 15, 2019**, to file the exempt organization return for the organization named above. The extension is for the organization's return for:

- ☐ calendar year \_\_\_\_\_ or  
► ☒ tax year beginning **JUL 1, 2017**, and ending **JUN 30, 2018**.

**2** If the tax year entered in line 1 is for less than 12 months, check reason: ☐ Initial return ☐ Final return  
☐ Change in accounting period

<b>3a</b> If this application is for Forms 990-BL, 990-PF, 990-T, 4720, or 6069, enter the tentative tax, less any nonrefundable credits. See instructions.	<b>3a</b>	\$	<b>0.</b>
<b>b</b> If this application is for Forms 990-PF, 990-T, 4720, or 6069, enter any refundable credits and estimated tax payments made. Include any prior year overpayment allowed as a credit.	<b>3b</b>	\$	<b>0.</b>
<b>c Balance due.</b> Subtract line 3b from line 3a. Include your payment with this form, if required, by using EFTPS (Electronic Federal Tax Payment System). See instructions.	<b>3c</b>	\$	<b>0.</b>

**Caution:** If you are going to make an electronic funds withdrawal (direct debit) with this Form 8868, see Form 8453-EO and Form 8879-EO for payment instructions.



JPMorgan Chase Bank, N.A.  
P O Box 182051  
Columbus, OH 43218 - 2051

June 01, 2018 through June 29, 2018

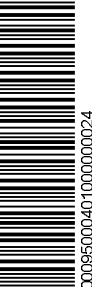
Primary Account: **000000162961030**

#### CUSTOMER SERVICE INFORMATION

Web site: **www.Chase.com**  
Service Center: **1-877-425-8100**  
Deaf and Hard of Hearing: 1-800-242-7383  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679

00009500 DRE 802 219 18518 NNNNNNNNNN 1 000000000 D2 0000

UNITY PREPARATORY CHARTER SCHOOL  
OF BROOKLYN  
432 MONROE ST FL 3  
BROOKLYN NY 11221-1111



### CONSOLIDATED BALANCE SUMMARY

#### ASSETS

##### Checking & Savings

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Platinum Business Checking	000000162961030	\$2,125,261.59	\$1,427,437.13
Chase Business Select High Yield Savings	000003062798029	75,175.60	75,178.56
<b>Total</b>		<b>\$2,200,437.19</b>	<b>\$1,502,615.69</b>

#### TOTAL ASSETS

**\$2,200,437.19**      **\$1,502,615.69**

### CHASE PLATINUM BUSINESS CHECKING

UNITY PREPARATORY CHARTER SCHOOL  
OF BROOKLYN

Account Number: 000000162961030

### CHECKING SUMMARY

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$2,125,261.59</b>
Deposits and Additions	11	135,277.30
Checks Paid	3	-61,411.11
Electronic Withdrawals	61	-771,622.65
Fees	1	-68.00
<b>Ending Balance</b>	<b>76</b>	<b>\$1,427,437.13</b>

Your Chase Platinum Business Checking account provides:

- No transaction fees for unlimited electronic deposits (including ACH, ATM, wire, Chase Quick Deposit)
- 500 debits and non-electronic deposits (those made via check or cash in branches) per statement cycle
- \$25,000 in cash deposits per statement cycle
- Unlimited return deposited items with no fee

There are additional fee waivers and benefits associated with your account – please refer to your Deposit Account Agreement for more information.





June 01, 2018 through June 29, 2018  
Primary Account: 000000162961030

## CHASE BUSINESS SELECT HIGH YIELD SAVINGS

UNITY PREPARATORY CHARTER SCHOOL  
OF BROOKLYN

Account Number: 000003062798029

### SAVINGS SUMMARY

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$75,175.60</b>
Deposits and Additions	1	2.96
<b>Ending Balance</b>	<b>1</b>	<b>\$75,178.56</b>
Annual Percentage Yield Earned This Period		0.05%
Interest Paid This Period		\$2.96
Interest Paid Year-to-Date		\$18.60

Your monthly service fee was waived because you maintained an average savings balance of \$10,000 or more during the statement period.

### TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$75,175.60</b>
06/29	Interest Payment	<b>2.96</b>	75,178.56
	<b>Ending Balance</b>		<b>\$75,178.56</b>

You earned a higher interest rate on your Chase Business Select High Yield Savings account during this statement period because you had a qualifying Chase Platinum Business Checking account.

30 deposited items are provided with your account each month. There is a \$0.20 fee for each additional deposited item.

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:** Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

For personal accounts only: We must hear from you no later than 60 days after we sent you the FIRST statement on which the problem or error appeared. Be prepared to give us the following information:

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

We will investigate your complaint and will correct any error promptly. If we take more than 10 business days (or 20 business days for new accounts) to do this, we will credit your account for the amount you think is in error so that you will have use of the money during the time it takes us to complete our investigation.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS:** Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



# Entry 5d Financial Services Contact Information

Last updated: 07/23/2018

Regents, NYCDOE and Buffalo BOE authorized schools should enter the financial contact information requested and upload the independent auditor's report and internal controls reports as one combined file.

## UNITY PREP CS OF BROOKLYN (REGENTS)Section Heading

### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Christopher Doscher	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>	718-455-5046

### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Mengel Metzger Barr & Co, LLP - Michelle Cain	<a href="mailto:mcain@mmb-co.com">mcain@mmb-co.com</a>	585-423-1860	8

### 3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years with Firm
	Charter School Business Management	Heather Blumberg	237 West 35th Street, Suite 301, New York, NY 10001	<a href="mailto:hblumberg@csbm.com">hblumberg@csbm.com</a>	888-710-2726	9

**Unity Preparatory Charter School of Brooklyn**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	8,736,081	1,903,966	-	1,440	5,409	10,646,897
Total Expenses	7,823,061	2,372,221	-	55,424	303,155	10,553,860
Net Income	913,021	(468,256)	-	(53,984)	(297,745)	93,036
Actual Student Enrollment	547	128				-
Total Paid Student Enrollment	-	-				-

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**REVENUE**

**REVENUES FROM STATE SOURCES**

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$15,307.00

School District 2 (Enter Name)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

8,370,480	-	-	-	-	8,370,480
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
8,370,480	-	-	-	-	8,370,480

Special Education Revenue

-	1,718,353	-	-	-	1,718,353
---	-----------	---	---	---	-----------

Grants

Stimulus

Other

Other State Revenue

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

**TOTAL REVENUE FROM STATE SOURCES**

8,370,480	1,718,353	-	-	-	10,088,833
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**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs

-	74,340	-	-	-	74,340
---	--------	---	---	---	--------

Title I

131,919	40,336	-	-	-	172,255
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Title Funding - Other

5,356	1,638	-	-	-	6,994
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School Food Service (Free Lunch)

-	-	-	-	-	-
---	---	---	---	---	---

Grants

Charter School Program (CSP) Planning & Implementation

Other

-	-	-	-	-	-
-	-	-	-	-	-

Other Federal Revenue

184,309	55,871	-	1,355	5,089	246,625
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**TOTAL REVENUE FROM FEDERAL SOURCES**

321,585	172,185	-	1,355	5,089	500,213
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**LOCAL and OTHER REVENUE**

Contributions and Donations, Fundraising

-	-	-	-	-	-
---	---	---	---	---	---

Erate Reimbursement

8,878	2,691	-	65	245	11,880
-------	-------	---	----	-----	--------

Interest Income, Earnings on Investments,

27	8	-	0	1	36
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NYC-DYCD (Department of Youth and Community Developmt.)

-	-	-	-	-	-
---	---	---	---	---	---

Food Service (Income from meals)

-	-	-	-	-	-
---	---	---	---	---	---

Text Book

35,112	10,729	-	20	74	45,935
--------	--------	---	----	----	--------

Other Local Revenue

-	-	-	-	-	-
---	---	---	---	---	---

**TOTAL REVENUE FROM LOCAL and OTHER SOURCES**

44,017	13,428	-	85	320	57,851
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**TOTAL REVENUE**

8,736,081	1,903,966	-	1,440	5,409	10,646,897
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**Unity Preparatory Charter School of Brooklyn**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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Actual Student Enrollment	547	128				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

No. of Positions

Executive Management	1	56,320	7,680	-	32,000	32,000	128,000
Instructional Management	4	319,354	97,646	-	-	-	417,000
Deans, Directors & Coordinators	9	552,937	165,563	-	9,400	61,100	789,000
CFO / Director of Finance		-	-	-	-	-	-
Operation / Business Manager	3	69,932	19,668	-	-	62,400	152,000
Administrative Staff		-	-	-	-	-	-
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>17</b>	<b>998,543</b>	<b>290,557</b>	<b>-</b>	<b>41,400</b>	<b>155,500</b>	<b>1,486,000</b>

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	62	3,781,446	1,156,214	-	-	-	4,937,660
Teachers - SPED		-	-	-	-	-	-
Substitute Teachers		11,488	3,512	-	-	-	15,000
Teaching Assistants		-	-	-	-	-	-
Specialty Teachers	5	449,547	137,453	-	-	-	587,000
Aides	3	78,115	23,885	-	-	-	102,000
Therapists & Counselors	8	258,394	79,006	-	-	-	337,400
Other	-	54,183	16,567	-	-	-	70,750
<b>TOTAL INSTRUCTIONAL</b>	<b>78</b>	<b>4,633,172</b>	<b>1,416,638</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>6,049,810</b>

**NON-INSTRUCTIONAL PERSONNEL COSTS**

Nurse		-	-	-	-	-	-
Librarian		-	-	-	-	-	-
Custodian		-	-	-	-	-	-
Security		-	-	-	-	-	-
Other		-	-	-	-	-	-
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

**SUBTOTAL PERSONNEL SERVICE COSTS**

<b>95</b>	<b>5,631,715</b>	<b>1,707,195</b>	<b>-</b>	<b>41,400</b>	<b>155,500</b>	<b>7,535,810</b>
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**PAYROLL TAXES AND BENEFITS**

Payroll Taxes	489,381	148,351	-	3,598	13,513	654,842
Fringe / Employee Benefits	728,718	220,903	-	5,357	20,121	975,099
Retirement / Pension	37,336	11,318	-	274	1,031	49,960
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>	<b>1,255,436</b>	<b>380,572</b>	<b>-</b>	<b>9,229</b>	<b>34,664</b>	<b>1,679,902</b>

**TOTAL PERSONNEL SERVICE COSTS**

<b>6,887,151</b>	<b>2,087,767</b>	<b>-</b>	<b>50,629</b>	<b>190,164</b>	<b>9,215,712</b>
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**CONTRACTED SERVICES**

Accounting / Audit	17,189	5,211	-	126	475	23,000
Legal	-	-	-	-	-	-
Management Company Fee	-	-	-	-	-	-
Nurse Services	-	-	-	-	-	-
Food Service / School Lunch	-	-	-	-	-	-
Payroll Services	9,391	2,847	-	69	259	12,566

**Unity Preparatory Charter School of Brooklyn**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

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Net Income	913,021	(468,256)	-	(53,984)	(297,745)	93,036
Actual Student Enrollment	547	128				-
Total Paid Student Enrollment	-	-				-

	PROGRAM SERVICES			SUPPORT SERVICES		
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Special Ed Services	-	-	-	-	-	-
Titlement Services (i.e. Title I)	-	-	-	-	-	-
Other Purchased / Professional / Consulting	259,323	78,611	-	1,906	7,160	347,000
<b>TOTAL CONTRACTED SERVICES</b>	<b>285,902</b>	<b>86,668</b>	<b>-</b>	<b>2,102</b>	<b>7,894</b>	<b>382,566</b>
<b>SCHOOL OPERATIONS</b>						
Board Expenses	-	-	-	-	480	480
Classroom / Teaching Supplies & Materials	107,696	32,929	-	-	-	140,625
Special Ed Supplies & Materials	-	-	-	-	-	-
Textbooks / Workbooks	35,178	10,756	-	-	-	45,935
Supplies & Materials other	-	-	-	-	-	-
Equipment / Furniture	15,705	4,794	-	22	3,083	23,604
Telephone	747	227	-	5	21	1,000
Technology	58,048	17,597	-	427	1,603	77,675
Student Testing & Assessment	15,317	4,683	-	-	-	20,000
Field Trips	18,380	5,620	-	-	-	24,000
Transportation (student)	49,014	14,986	-	-	-	64,000
Student Services - other	42,576	12,995	-	64	240	55,875
Office Expense	20,007	6,065	-	147	32,552	58,772
Staff Development	30,715	9,311	-	226	60,348	100,600
Staff Recruitment	27,651	8,382	-	203	763	37,000
Student Recruitment / Marketing	26,156	7,929	-	192	722	35,000
School Meals / Lunch	10,683	3,267	-	-	-	13,950
Travel (Staff)	766	234	-	-	-	1,000
Fundraising	-	-	-	-	-	-
Other	1,495	453	-	11	41	2,000
<b>TOTAL SCHOOL OPERATIONS</b>	<b>460,136</b>	<b>140,229</b>	<b>-</b>	<b>1,297</b>	<b>99,853</b>	<b>701,515</b>
<b>FACILITY OPERATION &amp; MAINTENANCE</b>						
Insurance	43,235	13,106	-	318	1,194	57,853
Janitorial	3,737	1,133	-	27	103	5,000
Building and Land Rent / Lease	-	-	-	-	-	-
Repairs & Maintenance	3,737	1,133	-	27	103	5,000
Equipment / Furniture	-	-	-	-	-	-
Security	-	-	-	-	-	-
Utilities	-	-	-	-	-	-
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>50,709</b>	<b>15,372</b>	<b>-</b>	<b>373</b>	<b>1,400</b>	<b>67,853</b>
<b>DEPRECIATION &amp; AMORTIZATION</b>	<b>139,163</b>	<b>42,186</b>	<b>-</b>	<b>1,023</b>	<b>3,842</b>	<b>186,214</b>
<b>DISSOLUTION ESCROW &amp; RESERVES / CONTIGENCY</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>TOTAL EXPENSES</b>	<b>7,823,061</b>	<b>2,372,221</b>	<b>-</b>	<b>55,424</b>	<b>303,155</b>	<b>10,553,860</b>
<b>NET INCOME</b>	<b>913,021</b>	<b>(468,256)</b>	<b>-</b>	<b>(53,984)</b>	<b>(297,745)</b>	<b>93,036</b>

**Unity Preparatory Charter School of Brooklyn**

**PROJECTED BUDGET FOR 2018-2019**

**July 1, 2018 to June 30, 2019**

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Actual Student Enrollment	547	128				-
Total Paid Student Enrollment	-	-				-

**PROGRAM SERVICES**

**SUPPORT SERVICES**

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
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**ENROLLMENT - \*School Districts Are Linked To Above Entries\***

	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location	547	128	675
School District 2 (Enter Name)			-
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
<b>TOTAL ENROLLMENT</b>	<b>547</b>	<b>128</b>	<b>675</b>
<b>REVENUE PER PUPIL</b>	<b>15,976</b>	<b>14,869</b>	<b>-</b>
<b>EXPENSES PER PUPIL</b>	<b>14,306</b>	<b>18,526</b>	<b>-</b>

[illegible]





[illegible]

[illegible]

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

KABIR AHUSA

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

UNITY PREPATORY CHARTER SCHOOL OF BROOKLYN

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
     \_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
     \_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			

--	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<p><i>NONE</i></p> <p><i>Please write "None" if applicable. Do not leave this space blank.</i></p>				

Signature

Date

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

Business Telephone: 203 977 6902

Business Address: 55 E 52nd St NY, NY 10022

E-mail Address: kabir.ahuja@gmail.com

Home Telephone: 732 778 6496

Home Address: 25 Murray St, 10B NY, NY 10007

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: KABIR AHUSA

Title: BOARD MEMBER

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

NONE

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

7/11/18

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Kenneth Baum

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Unity Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. Do not leave this space blank			
	<u>None</u>		

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				
		NONE		

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 917-370-2629

Business Address: 11 Deer Run Trl., Sherman CT 06784

E-mail Address: Kenbaum10@gmail.com

Home Telephone: 917-370-2629

Home Address: 11 Deer Run Trl., Sherman CT 06784

## Unity Preparatory Charter School of Brooklyn

### Conflict of Interest Disclosure Statement

Name: Kenneth Baum  
Title: board member

- (1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.
- (2) Except as noted in {3} below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

- (3) State "None" or identify any exception:

None

- (4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

7/15/18



**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Anyn Bowman

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>NONE</u>	<u>NONE</u>	<u>NONE</u>	<u>NONE</u>

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

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None <i>Please write "None" if applicable. Do not leave this space blank.</i>				

Signature

*[Handwritten Signature]*

Date

*7/31/18*

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

Business Telephone: *510 566 8352*

Business Address: *2101 35<sup>th</sup> Ave Oakland, CA 94601*

E-mail Address: *anyn.bowman@ovsd.org*

Home Telephone: *510 566 8352*

Home Address: *3514 Redding St. Oakland CA 94619*

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: Angin Bowman  
Title: Member, Board of Trustees

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:

 7/31/18

Date:



<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

**Trustee Name:**

MICHAEL BROWN

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

MEMBER

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><u>NONE</u> Please write "None" if applicable. Do not leave this space blank.</p>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>NONE</i> <i>Please write "None" if applicable. Do not leave this space blank.</i>				

  
Signature

7/11/18  
Date

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

Business Telephone: 917.589.1504

Business Address: 101 6<sup>TH</sup> AVE, NEW YORK NY 10013

E-mail Address: MICHAEL.V.BROWN@GMAIL.COM

Home Telephone: 917.589.1504

Home Address: 333 SCHERMERHORN ST, APT 25F BROOKLYN, NY 11217

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: MICHAEL BROWN

Title: BOARD MEMBER

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

NONE

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

7/11/18

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name:

Ashley Cotton

Title:

\_\_\_\_\_

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

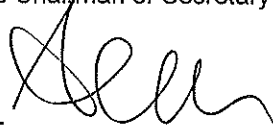
(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

\_\_\_\_\_  
\_\_\_\_\_

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:

 6-28-18

Date:

\_\_\_\_\_

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

Asley Cotton

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Unity Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<i>Please write "None" if applicable. Do not leave this space blank.</i>			



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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

212 339 3911

Business Address:

497 Dean St, Brooklyn

E-mail Address:

cotton.ashley@gmail.com

Home Telephone:

917 328 4313

Home Address:

550 Vanderbilt, Brooklyn

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

**Trustee Name:**

Jacob Elghamyan

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Preparatory Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). Vice Chair

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
 \_\_\_ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write <u>None</u> if applicable. Do not leave this space blank.			

--	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write " <b>None</b> " if applicable. Do not leave this space blank.				

Signature  Date 7/11/18

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 212 984-1757

Business Address: 387 Park Ave S, NY NY 10016

E-mail Address: jelghana@gmail.com

Home Telephone: 646 483 3135

Home Address: 33 Bond Street, Apt 1904  
Brooklyn, NY 11201

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: Jacob Elhangra

Title: Vice Chair

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

7/14/15

<b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b>
---

**Trustee Name:**

Jim Ellsworth

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board Chair

2. Is the trustee an employee of any school operated by the Education Corporation?  
\_\_\_ **Yes** \_\_\_ **X** \_\_\_ **No**

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ **Yes** \_\_\_ **X** \_\_\_ **No**

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
None	None	None	None

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	None

  
Signature

July 13, 2018

Date

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

**Business Telephone:** 917.449.4596

**Business Address:** 455 Park Avenue South, PH1, NYC 10016

**E-mail Address:** [james.n.ellsworth@gmail.com](mailto:james.n.ellsworth@gmail.com)

**Home Telephone:** 917.449.4596

**Home Address:** 455 Park Avenue South, PH1, NYC 10016

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: James Ellsworth

Title: Board Chair

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in {3} below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

July 13, 2018

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

Trustee Name:

Caleb Hurst-Hiller

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Unity Prep

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

**trustee**

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_Yes \_\_\_x\_\_\_No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_Yes \_\_\_x\_\_\_No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

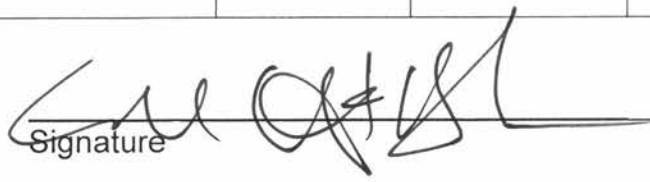
Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
none	None	None	none
<i>Please write "None" if applicable. Do not leave this space blank.</i>			



--	--	--	--

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
None	None	None	None	none

Signature  Date 7/13/18

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

**Business Telephone:** 617-354-0047

**Business Address:** CCSC, 245 Bent Street, Cambridge, MA 02141

**E-mail Address:** chh@ccscambridge.org

**Home Telephone:** 617-229-6323

**Home Address:** 77 Pearl Street, Cambridge, MA 02139

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: Calvin Huest-Hille

Title: Unity trustee

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in {3} below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:

Date:

Calvin Huest-Hille 7/13/18

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

CARLYLE S. LEACH

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

VP

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

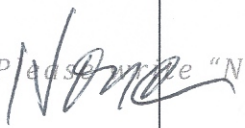
☐ Yes ☒ No


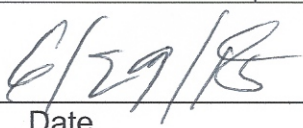
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p><u>None</u> Please write "None" if applicable. Do not leave this space blank.</p>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
<i>Please write "None" if applicable. Do not leave this space blank.</i> 				


  
 Signature Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 646 673 5965

Business Address: 32 Fort Greene Place

E-mail Address: carlyle.leach@gmail.com

Home Telephone: 718 522 3414

Home Address: 32 Fort Greene Place, Brooklyn, NY



# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name:

Title: Board Member

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in {3} below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:

Date:

[Signature]  
6/29/15

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

Trustee Name:

MARION LEYDIER

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Trustee, Treasurer

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Since 2011 Please write "None" if applicable. Do not leave this space blank.	Pro Bono Legal Counsel - no compensation received (Sullivan & Cromwell) - did not participate in decision to retain		myself and other associates and partners at the firm

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Sullivan & Cromwell <i>Please write "None" if applicable.</i>	Pro bono legal counsel	\$0	Marion Leydier <i>Do not leave this space blank.</i>	-no compensation received -no participation in decision to retain

Signature  Date July 9, 2018

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

Business Telephone: 212 558 7925

Business Address: 125 Broad Street, New York, New York 10004

E-mail Address: MARION.LEYDIER@gmail.com

Home Telephone: 917 667 1592

Home Address: 241 Eldridge Street, Apt 3F, New York, New York 10002

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: MARION LEYDIER

Title: Trustee, Treasurer

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

I am a partner of Sullivan & Cromwell LLP, a law firm  
that provides pro bono legal services to Unity Preparatory Charter  
School of Brooklyn

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

July 9, 2018



<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

**Trustee Name:**

Sarah Olhe

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Prep Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Board member

2. Is the trustee an employee of any school operated by the Education Corporation?  
 \_\_\_ Yes X No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

\_\_\_ Yes X No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<p align="center"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. <b>NONE</b> Do not leave this space blank.				

  
Signature

7/11/18  
Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: 646-841-4035

Business Address:

E-mail Address: OLLE315@GMAIL.COM

Home Telephone:

Home Address:

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name:

Title: Board member

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

none

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

7/11/18

**Disclosure of Financial Interest by a Current or Proposed Charter School  
Education Corporation Trustee**

**Trustee Name:**

Trudy Gwynette Sandy

**Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):**

Unity Prep Charter School

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative).

Parent - Board Member

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?

☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
Please write "None" if applicable. <u>None</u> Do not leave this space blank.			

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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				

Signature

Date

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone:

646-473-6973

Business Address:

330 W. 42nd Street Brooklyn NY 11221

E-mail Address:

mstrudy.sandy@gmail.com

Home Telephone:

646 Kosciusko St. Brooklyn NY 11224

Home Address:

917 660-3143

# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name:

Trudy Sandy

Title:

Board Member

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

None

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:

T. Sandy 7/11/18

Date:

<p align="center"><b>Disclosure of Financial Interest by a Current or Proposed Charter School Education Corporation Trustee</b></p>
---

Trustee Name:

Franklin Amoo

Name of Charter School Education Corporation (for an unmerged school, this is the Charter School Name):

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation board (e.g., president, treasurer, parent representative). member

2. Is the trustee an employee of any school operated by the Education Corporation?  
☐ Yes ☒ No

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

3. Is the trustee an employee or agent of the management company or institutional partner of the charter school(s) governed by the Education Corporation?  
☐ Yes ☒ No

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

4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered **Yes** to Questions 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s)	Nature of Financial Interest/Transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to yourself
<u>N</u>	<u>C</u>	<u>N</u>	<u>E</u>
Please write "None" if applicable. Do not leave this space blank.			



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

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps Taken to Avoid Conflict of Interest
Please write "None" if applicable. Do not leave this space blank.				

Signature



Date

Aug 2, 2018

Please note that this document is considered a public record and as such, may be made available to members of the public upon request under the Freedom of Information Law. Personal contact information provided below will be redacted.

Business Telephone: +1-646-679-4834

Business Address: 575 Lexington Ave, 4th Floor; NY, NY 10022

E-mail Address: fama@bayliffunds.com

Home Telephone: +1-917-754-1128

Home Address: 14a North Rutland Ave, Apt 5F; Brooklyn, NY 11205



# Unity Preparatory Charter School of Brooklyn

## Conflict of Interest Disclosure Statement

Name: Franklin Amso  
Title: Board Member/Trustee

(1) I have read and understand the Conflict of Interest Policy of Unity Preparatory Charter School of Brooklyn and agree to comply with its terms and conditions.

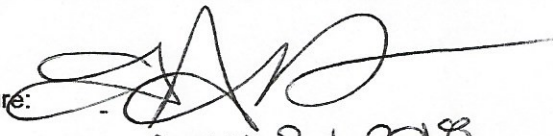
(2) Except as noted in (3) below, I do not have any direct or indirect relationship with any third party which gives rise to a conflict of interest, potential conflict of interest or the appearance of a conflict of interest resulting from my service to Unity Preparatory Charter School of Brooklyn.

(3) State "None" or identify any exception:

NONE

(4) I certify that, to the best of my knowledge and belief, all of the information on this Disclosure Statement is true, correct, complete and made in good faith. If circumstances change from the above during the course of my service to Unity Preparatory Charter School of Brooklyn, I will notify the Chairman or Secretary of the Board of Trustees promptly.

Signature:



Date:

August 2nd, 2018



# Entry 8 BOT Table

Created: 07/23/2018 • Last updated: 07/26/2018

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## 1. Current Board Member Information (Enter info for each BOT member)

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
1	Kabir Ahuja	Trustee/Member	Audit & Finance, Executive, Student Learning	Yes	2	07/01/2016	06/30/2019	7
2	Franklin Amoo	Trustee/Member	Audit & Finance, Development	Yes	2	07/01/2016	06/30/2019	5 or less
3	Ashley Cotton	Trustee/Member	Executive, Development	Yes	2	07/01/2016	06/30/2019	8
4	James Ellsworth	Chair	Executive, Audit & Finance	Yes	2	07/01/2017	06/30/2020	11
5	Marion C. Leydier	Treasurer	Executive, Audit & Finance	Yes	2	07/01/2016	06/30/2019	8
6	Jacob Elghanayan	Vice Chair	Audit & Finance, Development & Facilities Committee	Yes	1	07/01/2018	06/30/2021	8
7	Kenneth Baum	Trustee/Member	Student Learning	Yes	1	10/01/2016	06/30/2019	11
8	Michael Brown	Trustee/Member	Development & Facilities Committee	Yes	1	09/01/2016	06/30/2019	12
9	Sarah Olle	Trustee/Member	Student Learning	Yes		06/01/2018	06/30/2020	5 or less

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

**1b. Current Board Member Information**

	Trustee Name and Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2017-18
10	Trudy Sandy	Secretary	Executive	Yes		05/01/2018	06/30/2020	5 or less
11	Caleb Hurst-Hiller	Trustee/Member	Student Learning	Yes	2	07/01/2016	06/30/2019	9
12	Aryn Bowman	Trustee/Member	Student Learning	Yes	1	07/01/2018	06/30/2021	7
13	Carlyle Leach	Vice Chair	Executive , Student Learning	Yes	2	07/01/2016	06/30/2019	7
14								
15								

**1c. Are there more than 15 members of the Board of Trustees?** No

**2. Total number of members on June 30, 2018** 13

**3. Total number of members joining the Board during the 2017-18 school year** 2

**4. Total number of members departing the Board during the 2017-18 school year** 3

**5. Number of voting members in 2017-18, as set by the by-laws, resolution or minutes** 11

**6. Number of Board meetings conducted during the 2017-18 School Year** 14

**7. Number of Board meetings scheduled for the coming 2018-19 school year** 12

**Thank you.**



# Entry 9 - Board Meeting Minutes

Created: 07/23/2018 • Last updated: 07/26/2018

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## [Instructions for submitting minutes of the BOT monthly meetings](#)

Regents, NYCDOE, and Buffalo BOE authorized schools must either provide a link to a complete set of minutes that are posted on the charter school website, or upload a complete set of board meeting minutes from July 2017--June 2018, which should match the number of meetings held during the 2017-18 school year.

### **UNITY PREP CS OF BROOKLYN (REGENTS)**

**Are all monthly BOT meeting minutes posted, which should match the number of meetings held during 2017-18 school year, on the charter school's website?**

No

the charter school's website.

**B. Upload all monthly Board meeting minutes, which should match the number of meetings held during the 2017-18 school year.**

Combine all monthly meeting minutes into one .PDF file.

<https://nysed-cso-reports.fluidreview.com/resp/17790107/wNFCVDEEJA/>

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

HELD: July 27, 2017

A meeting of the Executive Committee of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on July 27, 2017 commencing at 5:03 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 and the New York Daily News. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustee was present at 328 Dean Street, Brooklyn NY 11217 at the beginning of the meeting and linked by videoconference:

Kenneth Baum

The following Trustee was present at 101 6th Avenue, New York, NY 10013 at the beginning of the meeting and linked by videoconference:

Michael Brown

The following Trustee was present at 387 Park Avenue South, New York, NY 10013 at the beginning of the meeting and linked by videoconference:

Jake Elghanayan

The following Trustee was present at 122 West 26th, 2nd Floor, NYC 10001 at the beginning of the meeting and linked by videoconference:

James Ellsworth

The following Trustee was present at 125 Broad Street, New York, NY 10004 at the beginning of the meeting and linked by videoconference:

Marion Leydier

Also in attendance and connected by videoconference from 432 Monroe Street, Brooklyn NY at the invitation of the Executive Committee were Joshua Beauregard and Chris Doscher and connected by telephone was Jeannette Braun.

Mr. Beauregard led a discussion regarding the School’s charter renewal application, a draft of which was circulated to the Board on July 12 and on which members of the Board had

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

***RESOLVED***, that the submission of the charter renewal application (the “Application”) to the New York State Education Department (“NYSED”) in substantially the form circulated to the Board, subject to the comments received from the Board, be, and hereby is, approved, which Application shall (1) request that the NYSED approve an expansion of the grade levels served by the School to include grade 11 beginning in the 2018-2019 school year and grade 12 beginning in the 2019-2020 school year and (2) reflect a maximum enrollment by the School of 112 students per grade level beginning in the 2018-2019 school year.

***RESOLVED***, that Joshua Beauregard be, and hereby is, authorized to finalize the Application in consultation with the School’s Tugboat Education advisors.

There being no further business to come before the Executive Committee, upon motion duly made and seconded, the meeting adjourned at approximately 5:19 p.m., New York time, at which time Mr. Ellsworth proposed an executive session of the Executive Committee to discuss a proposal to approve the annual base salary of the Head of School for the 2017-2018 fiscal year. Following discussion and review of materials circulated to the Trustees in advance of the meeting, the Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the annual base salary paid by the School to the Head of School for the 2017-2018 fiscal year be increased to \$128,000, subject to applicable withholdings.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 5:23 p.m., New York time.

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James Ellsworth  
Chairman





MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: July 12, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on July 12, 2017 commencing at 7:13 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, New York 11221 at the beginning of the meeting:

Ashley Cotton

Kenneth Baum

Michael Brown

The following Trustees was present at 55 E 52nd Street, New York, NY 10022 and were linked by videoconference:

James Ellsworth

Kabir Ahuja

Marion Leydier

The following Trustee was present at 245 Bent Street Cambridge, MA 02141 and were linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board at 432 Monroe Street were Joshua Beauregard, Casey Burns, Sal Siddiqui, Chris Doscher, Heather Blumberg, Paul O’Neil, Sarah Olle, and Michelle Rumph and at 55 E 52nd Street was Jeannette Braun.

Mr. Ellsworth 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.

Mr. O’Neil and Ms. Olle of Tugboat Education led a discussion regarding the status of the School’s Renewal Application and next steps for the approval and submission of the Renewal Application.

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the June 7, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the June 7, 2017 Board meeting minutes be, and hereby are, approved.

#### Minutes of Executive Committee Meeting

The Trustees discussed and considered approval of the minutes of the June 13, 2017 meeting of the Executive Committee that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the June 13, 2017 Executive Committee meeting minutes be, and hereby are, approved, subject to finalizing certain details set forth therein.

#### Amendments to Bylaws, Conflict of Interest Policy and Whistleblower Policy

Ms. Leydier led a discussion regarding amendments to the School's By-laws, Conflict of Interest Policy and Whistleblower Policy to reflect amendments to the New York Nonprofit Revitalization Act. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the amended and restated Bylaws, Conflict of Interest Policy and Whistleblower Policy of the School, in each case in the form previously circulated to the Board, be, and hereby are, approved.

#### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2016-17 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Beauregard led a discussion regarding updates to the 2016-17 Action Plan.

Mr. Beauregard, Mr. Ellsworth and Mr. Brown led a discussion regarding updates from the Development & Facilities Committee.

#### Conflicts of Interest Review – Conduct Review of Article VIII of Conflict of Interest Policy and Reminder to Submit Annual Conflicts Statement

Mr. Ellsworth reminded the Trustees to submit their annual statements under the School's Conflicts of Interest Policy.

#### Discussion of Governance Action Items Calendar for 2017-18

Mr. Beauregard led a discussion regarding the Board's planned governance action items for the 2017-2018 school year.

#### Relevant Events for Board of Trustees Participation

Mr. Beauregard led a discussion of upcoming school events for Board of Trustees participation.

#### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for August 9, 2017.

#### Associate Board

Mr. Siddiqui indicated there were no updates from the Associate Board at this time.

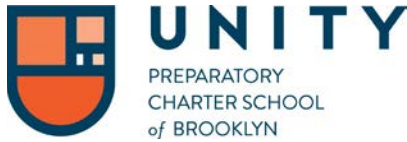
#### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:06 p.m., New York time, at which time Mr. Ellsworth proposed an executive session of the Board to consider the base salary of the Head of School for the 2017-2018 fiscal year. Following discussion, the Trustees present determined to consider the topic at the upcoming meeting of the Executive Committee of the Board.

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James Ellsworth  
Chairman



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

HELD: August 9, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on August 9, 2017 commencing at 7:08 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at 387 Park Avenue, New York, NY 10016 at the beginning of the meeting:

Jake Elghanayan

Michael Brown

James Ellsworth

Franklin Amoo

The following Trustee was present at 25 Murray Street, New York, NY 10007 and was linked by videoconference:

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 2101 35<sup>th</sup> Avenue, Oakland, CA 02141 and was linked by videoconference:

Aryn Bowman

Also in attendance at the invitation of the Board at 387 Park Avenue were Hemanth Venkataraman, Sal Siddiqui, Heather Blumberg, and Michelle Rumph. Joshua Beauregard attended the meeting at the invitation of the Board through video conference. Board members Carlyle Leach, Ashley Cotton, and Kenneth Baum attended the meeting through videoconference but did not count towards voting or quorum.

Mr. Ellsworth 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 12, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the July 12, 2017 Board meeting minutes be, and hereby are, approved.

### Minutes of Executive Committee Meeting

The Trustees discussed and considered approval of the minutes of the July 27, 2017 meeting of the Executive Committee that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the July 27, 2017 Executive Committee meeting minutes be, and hereby are, approved and the actions taken by the Executive Committee be, and hereby are, ratified.

### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2016-17 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg and Mr. Ahuja led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Beauregard led a discussion regarding updates to the 2016-17 Action Plan.

Mr. Elghanayan, Mr. Brown, and Mr. Ellsworth led a discussion regarding updates from the Development & Facilities Committee.

### Discussion of Governance Action Items Calendar for 2017-18

Mr. Beauregard led a discussion regarding the Board's planned governance action items for the 2017-2018 school year.

### Relevant Events for Board of Trustees Participation

Mr. Beauregard led a discussion of upcoming school events for Board of Trustees participation.

### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for September 6, 2017.

### Associate Board

Mr. Siddiqui indicated there were no updates from the Associate Board at this time.

Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:13 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: September 6, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on September 6, 2017 commencing at 7:04 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, NY 11221 at the beginning of the meeting:

Ken Baum

Michael Brown

Ashley Cotton

Jake Elghanayan

James Ellsworth

Carlyle Leach

Marion Leydier

The following Trustee was present at 245 Bent Street, Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 2101 35<sup>th</sup> Avenue, Oakland, CA 02141 and was linked by videoconference:

Aryn Bowman

Also in attendance at the invitation of the Board at 432 Monroe Street were Joshua Beauregard, Heather Blumberg, Casey Burns, Sal Siddiqui, and Michelle Rumph.

Mr. Ellsworth 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 9, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the August 9, 2017 Board meeting minutes be, and hereby are, approved.

#### 2017-18 Middle School Student & Family Handbook

Mr. Beauregard and the Trustees present discussed the 2017-18 Middle School Student & Family Handbook for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2017-2018 Middle School Student & Family Handbook be, and hereby is, approved.

#### 2017-18 Employee Handbook

Mr. Beauregard and the Trustees present discussed the 2017-18 Employee Handbook for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2017-2018 Employee Handbook be, and hereby is, approved.

#### 2017-18 School-wide Goals and Benchmarks

Mr. Beauregard and the Trustees present discussed the 2017-18 School-wide Goals and Benchmarks for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2017-18 School-wide Goals and Benchmarks be, and hereby is, approved.

#### 2017-18 Strategic Plan

Mr. Beauregard and the Trustees present discussed the 2017-18 Strategic Plan for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2017-18 Strategic Plan be, and hereby is, approved.

#### 2017-18 Governance Action Items Calendar

Mr. Beauregard and the Trustees present discussed the 2017-18 Governance Action Items Calendar for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2017-18 Governance Action Items Calendar be, and hereby is, approved.



### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2016-17 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg and Ms. Leydier led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Beauregard led a discussion regarding updates to the 2016-17 Action Plan.

Mr. Brown, Ms. Cotton, Mr. Elghanayan, and Mr. Ellsworth led a discussion regarding updates from the Development & Facilities Committee.

### Relevant Events for Board of Trustees Participation

Mr. Beauregard led a discussion of upcoming school events for Board of Trustees participation.

### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for October 4, 2017.

### Associate Board

Mr. Siddiqui indicated there were no updates from the Associate Board at this time.

### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:46 p.m., New York time, at which time Mr. Ellsworth proposed an executive session of the Board to discuss the Board of Trustees' Self-Assessment.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: October 4, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on October 4, 2017 commencing at 7:08 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at One MetroTech, 23<sup>rd</sup> Floor Main Conference Room, Brooklyn, NY 11201 at the beginning of the meeting:

Ashley Cotton

Carlyle Leach

James Ellsworth

Kenneth Baum

Michael Brown

The following Trustee was present at 245 Bent Street Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 2101 35th Ave Oakland, CA 94601 and was linked by videoconference:

Aryn Bowman

The following Trustee was present at 220 South, 200 East, Salt Lake City, UT 84111 and was linked by videoconference:

James Ellsworth

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, Hemanth Venkataraman, Sal Siddiqui, Chris Doscher, Heather Blumberg, Michelle Rumph, Stephanie Mauterstock, Paul O’Neil, Eric Javier, and Suzanne Eden. Board members Marion Leydier and Franklin Amoo were present for the meeting via videoconference but did not count towards voting or quorum.

Mr. Leach 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 6, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the September 6, 2017 Board meeting minutes be, and hereby are, approved.

#### 2017-18 High School Student & Family Handbook

Mr. Leach led a discussion regarding updates to the 2017-18 High School Student & Family Handbook. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the updates to the 2017-18 High School Student & Family Handbook be, and hereby are, approved.

#### Other Matters

Ms. Eden & Mr. Javier from CCS Fundraising led a presentation regarding development opportunities for Unity.

Ms. Mauterstock & Mr. O'Neil led a discussion regarding the upcoming renewal site visit from the New York State Education Department.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg led a discussion regarding updates from the Audit & Finance Committee, including an upcoming call with the auditor.

#### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:51 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: November 1, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on November 1, 2017 commencing at 7:08 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at One MetroTech, 23<sup>rd</sup> Floor Main Conference Room, Brooklyn, NY 11201 at the beginning of the meeting:

Ashley Cotton

Carlyle Leach

Kenneth Baum

The following Trustee was present at 245 Bent Street Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 5 Leigh St, Kings Cross, London, England WC1H 9EW and was linked by videoconference:

Franklin Amoo

The following Trustee was present at Praia de Botafogo, 472 Rio de Janeiro, Rio de Janeiro, Brazil 22250-040 and was linked by videoconference:

Michael Brown

Also in attendance at the invitation of the Board were Joshua Beauregard, Sal Siddiqui, Chris Doscher, and Heather Blumberg. Board member James Ellsworth was present for the meeting via videoconference but did not count towards voting or quorum.

Mr. Leach 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 4, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the October 4, 2017 Board meeting minutes be, and hereby are, approved.

#### CCS Supplemental Agreement and Scope of Work

Mr. Brown led a discussion regarding updates to the CCS Supplemental Agreement. The Trustees present unanimously adopted the agreement:

**RESOLVED**, that the Agreement and Scope of Work, as provided by CCS be, and hereby is, approved.

#### Hemanth Venkataraman as Unity's Dignity for All Students Act (DASA) Coordinator

Mr. Beauregard led a discussion regarding the nomination of Hemanth Venkataraman as the DASA Coordinator. The Trustees present unanimously adopted the agreement:

**RESOLVED**, that Hemanth Venkataraman be, and hereby is, approved as the DASA Coordinator for Unity Preparatory Charter School of Brooklyn.

#### Amendment to Financial Policies and Procedures Manual

Ms. Blumberg presented a proposed amendment to Unity's Financial Policies and Procedures Manual regarding the system to which employees may request time off. The Trustees present unanimously adopted the agreement:

**RESOLVED**, that the proposed amendment:

"Employee leave request is submitted and approved electronically,"

as proposed by Ms. Blumberg be, and hereby is, approved.

#### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Brown led a discussion regarding updates from the Development & Facilities Committee.

#### Discussion of School Visit

Mr. Baum led a discussion surrounding the upcoming school visits scheduled by the Board of Trustees.

#### Discussion of Governance Action Items

Mr. Beauregard led a discussion regarding Governance Action Items.

Discussion of Relevant School Events for BOT Participation in 2017-18

Mr. Beauregard and Mr. Doscher led a discussion regarding relevant school events for Board of Trustees participation in the current school year.

Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for December 6, 2017.

Associate Board

Mr. Siddiqui provided updates from the Associate Board, including the recent event the Associate Board hosted.

Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:25 p.m., New York time.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: December 6, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on December 6, 2017 commencing at 7:12 p.m., New York time. Six Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at One MetroTech, 23<sup>rd</sup> Floor Main Conference Room, Brooklyn, NY 11201 at the beginning of the meeting:

Ashley Cotton

James Ellsworth

Kenneth Baum

Michael Brown

The following Trustee was present at 245 Bent Street Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 2101 35th Ave Oakland, CA 94601 and was linked by videoconference:

Aryn Bowman

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Michelle Rumph, Heather Blumberg, Trudy Sandy, and Casey Burns (linked via videoconference).

Mr. Ellsworth 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 1, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the November 1, 2017 Board meeting minutes be, and hereby are, approved.

### Proposal to Amend the School's Charter

Mr. Beauregard led a discussion regarding potential amendments to the school's charter to be submitted to the New York State Education Department. Following discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Mr. Beauregard be, and hereby is, granted the authority to present the New York State Education Department with the proposed charter amendments.

Trustee Kabir Ahuja joined the meeting at 7:15pm and was present for the remainder of the meeting.

### School Process for Determining Appropriate Grade Level Designations for Incoming Students

Mr. Beauregard led a discussion regarding the school's process for determining the appropriate grade level designations for incoming students.

### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Blumberg led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Ahuja and Mr. Beauregard led a discussion regarding updates from the Development & Facilities Committee.

### Discussion of School Visit

Mr. Baum led a discussion surrounding the upcoming school visits scheduled by the Board of Trustees.

### Discussion of Relevant School Events for BOT Participation in 2017-18

Mr. Beauregard led a discussion regarding relevant school events for Board of Trustees participation in the current school year.

### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for January 10, 2018.

### Associate Board

Mr. Beauregard provided updates from the Associate Board.

### Public Comment



There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:25 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: January 10, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on January 10, 2018 commencing at 7:11 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. 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.

The following Trustees were present at One MetroTech, 23<sup>rd</sup> Floor Main Conference Room, Brooklyn, NY 11201 at the beginning of the meeting:

Ashley Cotton

Carlyle Leach

James Ellsworth

Kabir Ahuja

Kenneth Baum

The following Trustee was present at 245 Bent Street, Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at Praia de Botafogo, 472 Rio de Janeiro, Rio de Janeiro, Brazil 22250-040 and was linked by videoconference:

Michael Brown

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, and Michelle Rumph.

Mr. Ellsworth 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 6, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the December 6, 2017 Board meeting minutes be, and hereby are, approved.

Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

*Trustee Michael Brown left the meeting at 7:45pm.*

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Ahuja and Mr. Beauregard led a discussion regarding updates from the Development & Facilities Committee.

Discussion of Prospective Board Member and Next Steps

Mr. Beauregard led a discussion regarding the prospective addition of a new member to the Board of Trustees.

Discussion of Relevant School Events for BOT Participation in 2017-18

Mr. Beauregard led a discussion regarding relevant school events for Board of Trustees participation in the current school year.

Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for February 7, 2018.

Associate Board

There were no updates from the Associate Board.

Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:07 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: February 7, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on February 7, 2018 commencing at 7:16 p.m., New York time. Three Trustees were present at the beginning of the meeting; quorum was not met. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, NY 11221 at the beginning of the meeting:

Kenneth Baum

Michael Brown

Jake Elghanayan

The following Trustee was present at 2101 35<sup>th</sup> Avenue, Oakland, CA 94601 and was linked by videoconference:

Aryn Bowman

The following Trustee was present at 2 Penn Plaza, New York, NY 10121 and was linked by videoconference:

Kabir Ahuja

The following Trustees were linked via videoconference, but not counted towards quorum:

James Ellsworth

Franklin Amoo

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, Chris Doscher, Charles David, Andrew Emeritz, Michelle Rumph, and Jeannette E. Braun (via videoconference).

Mr. Ellsworth 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.

Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Elghanayan led a discussion regarding updates from the Development & Facilities Committee.

#### Discussion of Prospective Board Member and Next Steps

Mr. Beauregard led a discussion regarding the prospective addition of a new member to the Board of Trustees.

#### Discussion of Relevant School Events for BOT Participation in 2017-18

Mr. Beauregard led a discussion regarding relevant school events for Board of Trustees participation in the current school year.

#### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting, scheduled for March 7, 2018.

#### Associate Board

There were no updates from the Associate Board.

#### Public Comment

Mr. David asked questions regarding the prospective relocation of the high school facility, to which Mr. Beauregard and Mr. Elghanayan replied.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:13 p.m., New York time.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: March 7, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on March 7, 2018 commencing at 7:12 p.m., New York time. Six Trustees were present at the beginning of the meeting; quorum was met. 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.

Due to inclement weather, all of the trustees were linked via video conference:

Kabir Ahuja (25 Murray Street. Apt 10B, New York, NY)

Kenneth Baum (at 328 Dean Street, Brooklyn, NY)

Aryn Bowman (at 2101 35th Ave Oakland, CA)

Ashley Cotton (at 550 Vanderbilt Avenue, Brooklyn, NY)

Jacob Elghanayan (at 712 Broadway, #5, New York)

Jim Ellsworth (at 455 Park Ave. South, New York, NY)

Marion Leydier (at 241 Eldridge Street, New York, NY)

The following board member was present and linked via videoconference, but did not count towards quorum:

Franklin Amoo

Carlyle Leach

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, and Michelle Rumph (via audio).

Mr. Ellsworth 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 - January

The Trustees discussed and considered approval of the minutes of the January 10, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the January 10, 2017 Board meeting minutes be, and hereby are, approved.

#### Minutes of Prior Meeting - February

The Trustees discussed and considered approval of the minutes of the February 7, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the February 7, 2017 Board meeting minutes be, and hereby are, approved.

#### 2016 Form 990

The Trustees discussed and considered approval of the 2016 Form 990, which Michelle Rumph discussed and was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2016 Form 990 be, and hereby is, approved.

#### Amendments to the 2017-18 Budget

The Trustees discussed and considered approval of the amended 2017-18 budget, which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the amendments to the 2017-18 budget be, and hereby are, approved.

#### Consideration of Proposing Trudy Sandy for Election to the Board

The Trustees discussed and considered the election of Trudy Sandy to the Board of Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that, the Unity Preparatory Charter School of Brooklyn Board of Trustees hereby selects Trudy Sandy as a candidate to its Board of Trustees, subject to (1) a thorough background check via a fingerprint scan as required by the State of New York, (2) a final vote by the Trustees after the School's consideration of the results of the background check and (3) Ms. Sandy's approval by the New York State Education Department. The resolution approving Ms. Sandy will take effect upon SED's approval of Ms. Sandy.

#### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Elghanayan led a discussion regarding updates from the Development & Facilities Committee.

#### Discussion of Prospective Board Member and Next Steps

Mr. Beauregard led a discussion regarding the prospective addition of a new member to the Board of Trustees.

#### Discussion of Relevant School Events for BOT Participation in 2017-18

Mr. Beauregard led a discussion regarding relevant school events for Board of Trustees participation in the current school year.

#### Preview of Agenda Items for Next Meeting

Mr. Beauregard previewed items for the next Board of Trustees meeting. Mr. Ellsworth proposed moving the next meeting date to April 11, and the Trustees present unanimously approved the next meeting date move to April 11.

#### Associate Board

There were no updates from the Associate Board.

#### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:55 p.m., New York time.

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James Ellsworth  
Chairman





MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: April 11, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on April 11, 2018 commencing at 7:19 p.m., New York time. Six Trustees were present at the beginning of the meeting; quorum was met. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, NY 11221 at the beginning of the meeting:

Kabir Ahuja

Michael Brown

Jacob Elghanayan

Jim Ellsworth

Marion Leydier

The following Trustee was present at 245 Bent Street, Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Jeannette Braun, Casey Burns, Chris Doscher, Michelle Rumph, and Sal Siddiqui.

Mr. Ellsworth 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 - March

The Trustees discussed and considered approval of the minutes of the March 7, 2018 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the March 7, 2018 Board meeting minutes be, and hereby are, approved.

Consideration of Proposing Sarah Olle for Election to the Board

The Trustees discussed and considered the proposal for Sarah Olle to be elected to the Board of Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that, the Unity Preparatory Charter School of Brooklyn Board of Trustees hereby selects Sarah Olle as a candidate to its Board of Trustees, subject to (1) a thorough background check via a fingerprint scan as required by the State of New York, (2) a final vote by the Trustees after the School's consideration of the results of the background check and (3) Ms. Olle's approval by the New York State Education Department. The resolution approving Ms. Olle will take effect upon SED's approval of Ms. Olle.

#### Authorization to Engage a Land Use Counsel

The Trustees discussed and considered approval of the authorization to engage a Land Use Counsel:

**RESOLVED**, that the authorization to engage a land use counsel be, and hereby is, approved.

#### Other Matters

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Elghanayan led a discussion regarding updates from the Development & Facilities Committee.

#### Associate Board

There were no updates from the Associate Board.

#### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:35 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: May 10, 2018

A meeting of the Executive Committee of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on May 10, 2018 commencing at 3:03 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 and the New York Daily News. Three Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustee was present at 32 Fort Greene Place, Brooklyn NY 11217 and was linked by videoconference:

Carlyle Leach

The following Trustee was present at 101 6<sup>th</sup> Avenue, New York NY 10013 and was linked by videoconference:

Michael Brown

The following Trustee was present at 125 Broad Street, New York, NY and was linked by videoconference:

Marion Leydier

Also in attendance at the invitation of the Board were Chris Doscher, and Matt Libby, Vice President at MDG Employee Benefit Solutions, the School’s benefit plan broker.

Renewal of Employee Benefit Medical Insurance Plans

Mr. Libby led a discussion regarding the renewal of the School’s employee benefit plans for the School’s 2018-2019 fiscal year. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard and Chris Doscher be, and hereby are, authorized to cause the School to transfer to the Silver Freedom OAEPO \$2,500 30% (EPOc) insurance plan on the terms presented to the Trustees, reflecting a 8.8% premium increase over the 2017-2018 School year, and to negotiate and enter into such agreements as are necessary with respect thereto.

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Carlyle Leach  
Vice Chairman



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

HELD: May 2, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on May 2, 2018 commencing at 7:08 p.m., New York time. Six Trustees were present at the beginning of the meeting; quorum was met. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, NY 11221 at the beginning of the meeting:

Kenneth Baum

Michael Brown

Jacob Elghanayan

Jim Ellsworth

Trudy Sandy

The following Trustee was present at 2101 35th Ave Oakland, CA 94601 and was linked by videoconference:

Aryn Bowman

The following Trustees were linked via videoconference, but did not count towards quorum:

Franklin Amoo

Marion Leydier

Also in attendance at the invitation of the Board were Joshua Beauregard, Jeannette Braun, Chris Doscher, and Michelle Rumph.

Mr. Ellsworth 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 - April

The Trustees discussed and considered approval of the minutes of the April 11, 2018 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the April 11, 2018 Board meeting minutes be, and hereby are, approved.

#### 2018-19 Academic Calendar

The Trustees discussed and considered approval of the 2018-19 calendar that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2018-19 Academic Calendar, as presented to the Board of Trustees, and hereby is, approved.

#### Amendments to Financial Policies and Procedures Manual

The Trustees discussed and considered approval of the amendments to the Financial Policies and Procedures Manual that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the amendments to the Financial Policies and Procedures Manual, as presented to the Board of Trustees, and hereby are, approved.

#### 2018-19 Employee Medical Insurance Renewal

The Trustees discussed and considered approval of a board subcommittee to approve the prospective employee medical insurance renewal plan for up to a 10% increase over current premium rates.

***RESOLVED***, that a board subcommittee be, and hereby is, approved to vote on the medical insurance renewal plan for up to a 10% increase over current premium rates.

#### Other Matters

Mr. Beauregard led a discussion regarding Trudy Sandy's membership to the Board of Trustees.

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

At 7:38pm, Trustee Kabir Ahuja joined via videoconference from 25 Murray Street, New York, NY 10007. Seven Trustee members were present for the remainder of the meeting and present for voting purposes.

#### Other Matters

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Elghanayan led a discussion regarding updates from the Development & Facilities Committee.

#### Review of Policies and Code of Ethics

Mr. Beauregard led a discussion regarding the review of Policies and Code of Ethics.

#### Discussion of Creating a New Board Committee

Mr. Beauregard led a discussion regarding the possibility of creating a new board committee.

#### Preview of Agenda Items for Next Meeting

Mr. Beauregard led a discussion previewing the agenda items for the next Board of Trustees Meeting.

#### Associate Board

There were no updates from the Associate Board.

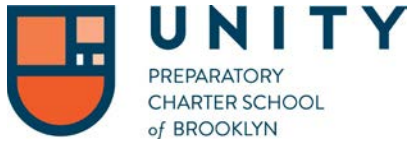
#### Public Comment

There was no public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:38 p.m., New York time.

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James Ellsworth  
Chairman



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

HELD: June 6, 2018

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on June 6, 2018 commencing at 7:14 p.m., New York time. Nine Trustees were present at the beginning of the meeting; quorum was met. 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.

The following Trustees were present at 432 Monroe Street, Brooklyn, NY 11221 at the beginning of the meeting:

Franklin Amoo

Michael Brown

Jacob Elghanayan

Carlyle Leach

Sarah Olle

Trudy Sandy

The following Trustee was present at 130 Queen's Gate, Kensington, London SW7 5LE, UK and was linked by videoconference:

James Ellsworth

The following Trustee was present at 245 Bent Street Cambridge, MA 02141 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 125 Broad Street, New York, NY 10004 and was linked by videoconference:

Marion Leydier

The following Trustees was linked via video and audio but did not count towards quorum:

Kabir Ahuja

Kenneth Baum

Also in attendance at the invitation of the Board were Jeannette Bander (via audio), Joshua Beauregard, Casey Burns, Chris Doscher, Sal Siddiqui, Lenworth Stephenson, and Michelle Rumph.

Mr. Leach 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 – May 2, 2018

The Trustees discussed and considered approval of the minutes of the May 2, 2018 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the May 2, 2018 Board meeting minutes be, and hereby are, approved.

#### Minutes of Executive Committee Meeting – May 11, 2018

The Trustees discussed and considered approval of the minutes of the May 11, 2018 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the May 11, 2018 Executive Committee meeting minutes be, and hereby are, approved.

#### Non-material Revisions to Charter as Approved by New York State Education Department on March 19, 2018

The Trustees discussed and considered approval of the Non-material Revisions to Charter as Approved by New York State Education Department that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the Non-material Revisions to Charter as Approved by New York State Education Department, as presented to the Board of Trustees, and hereby are, approved.

#### 2018-19 Budget

The Trustees discussed and considered approval of the 2018-19 budget that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2018-19 budget, as presented to the Board of Trustees, be and hereby is, approved.

#### Partnership with Teachers College Reading and Writing Project in 2018-19

The Trustees discussed and considered approval of a partnership with Teachers College Reading and Writing Project in 2018-19.



**RESOLVED**, that the school is approved to partner with Teachers College Reading and Writing Project in 2018-19.

Bus Transportation for Students Provided by Private Service in 2018-19

The Trustees discussed and considered approval of a private bus option for students, as funded by the school, during the 2018-19 school year. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the school is approved to engage with a private bus provider for the 2018-19 school year.

Re-election of James Ellsworth to the Board of Trustees with a Three-year Term

Mr. Leach led a discussion regarding the proposed 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 2021 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.

Appointment of Officers to the Board of Trustees

Mr. Leach led a discussion regarding the appointment of officers to the Board of Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that each of the individuals set forth below be, and hereby is, elected as an officer of the Board of Trustees in the position set forth opposite such person's name for a term that shall expire upon (i) the later of the School's 2019 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>
James Ellsworth	Chairperson
Jacob Elghanayan	Vice Chairperson
Trudy Sandy	Secretary
Marion Leydier	Treasurer

Consideration of Board of Trustees Committee Membership

Mr. Leach led a discussion regarding changes to the membership of the committees of the Board of Trustees. The Trustees present unanimously adopted the following committee changes:

**RESOLVED**, that each of Kabir Ahuja, Kenneth Baum, Michael Brown, Ashley Cotton, Jake Elghanayan, James Ellsworth, Marion Leydier, Sarah Olle, and Trudy Sandy be, and hereby

is, elected to the Executive Committee until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal.

**RESOLVED**, that each of Kabir Ahuja, Franklin Amoo, James Ellsworth, and Marion Leydier be, and hereby are, elected to the Audit & Finance Committee until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal.

**RESOLVED**, that each of Kabir Ahuja, Kenneth Baum, and Sarah Olle be, and hereby is, elected to the Student Learning Committee until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal.

**RESOLVED**, that each of Franklin Amoo, Michael Brown, Jake Elghanayan, and James Ellsworth be, and hereby are, elected to the Development & Finance Committee until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal.

**RESOLVED**, that each of Michael Brown and Trudy Sandy be, and hereby are, elected to the Enrichment and Community Partnership Committee until his or her successor has been duly chosen and qualified, or until such individual's earlier incapacity, death, resignation or removal.

#### Other Matters

Mr. Beauregard led a discussion regarding Sarah Olle's membership to the Board of Trustees.

Mr. Beauregard led a discussion regarding the resignation from the board of Aryn Bowman, Caleb Hurst-Hiller, and Carlyle Leach.

Mr. Beauregard led a discussion regarding follow-up items from the prior meeting.

Mr. Beauregard led a discussion regarding 2017-18 Annual School-wide Goals and Key Benchmarks.

Ms. Rumph led a discussion regarding updates from the Audit & Finance Committee.

Mr. Beauregard led a discussion regarding updates from the Student Learning Committee.

Mr. Elghanayan led a discussion regarding updates from the Development & Facilities Committee.

Mr. Beauregard led a discussion of relevant school events for Board of Trustees Participation in 2017-18.

#### Preview of Agenda Items for Next Meeting

Mr. Beauregard led a discussion previewing the agenda items for the next Board of Trustees Meeting.

### Associate Board

Sal Siddiqui discussed updates from the Associate Board.

### Public Comment

Lenworth Stephenson presented the services his firm provides during public comment.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:55 p.m., New York time.

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James Ellsworth  
Chairman



# Entry 10 Enrollment and Retention of Special Populations

Created: 07/23/2018 • Last updated: 07/27/2018

## Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2017-18 toward meeting targets to attract and retain enrollment of students with disabilities, English language learners, and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2018-19.

## UNITY PREP CS OF BROOKLYN (REGENTS)Section Heading

### Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2017-18	Describe Recruitment Plans in 2018-19)
Economically Disadvantaged	<p>To recruit Economically Disadvantaged students (80% in 2017-18), Unity Prep targeted its outreach to the families in high needs communities within Community School District (CSD) 13. Specifically, the school undertook the following efforts:</p> <p>a. Open House Events – Unity Prep held monthly Open House events at 432 Monroe Street between October 2017 and April 2018. Each event provided attendees an opportunity to meet and speak with Unity rep's co-founders and staff, meet current students, tour the school, and take part in a presentation regarding Unity Prep's school model and inclusive environment.</p> <p>b. Attending Department of Education School Fairs – In the fall, Unity Prep staff and co-founders attended School Fairs for CSDs 13, 14, 16 and 17. Unity Prep is located within CSD 13, and is very close to the border of CSD 16.</p> <p>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 Prep, Unity Prep called, emailed, and</p>	<p>As Unity Prep exceeded the enrollment target for Economically Disadvantaged students by one percentage point, the strategies used in 2017-18 will be employed again for the 2018-19 school year.</p>

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 Prep's school model, flyers that provided information regarding Unity Prep's Open House events, and applications for the upcoming school year. In addition to elementary school outreach, Unity Prep also conducted outreach to community organizations and after school/summer programs serving high numbers of Economically Disadvantaged Students.

d. Media Advertisements – Unity Prep placed advertisements in local print media, such as the Our Time Press, and Facebook. In addition, the school placed a banner outside of the school facility and distributed 5x7 flyers throughout the surrounding neighborhoods.

English  
Language  
Learners

In 2017-18, 5% of students were English Language Learners. To recruit these students, Unity Prep used the following strategies:

- a. Open house presentations were made in both English and Spanish with translations provided in Fulani, Arabic and French.
- b. The school brought translators to all school fairs attended.
- c. All informational materials were provided in Spanish and English.
- d. Advertisements were placed in Spanish Media, such as El Diario.
- e. Applications and information about the application process were provided in Spanish and English on the school's website.

Unity Prep was 0.8 percentage points above the enrollment target for English Language Learners. Therefore, the school will utilize similar strategies for 2018-19 as in 2017-18. To increase the number of ELL students recruited, the school will work to develop more and stronger relationships with schools and community-based organizations that serve high populations of ELL students and non-English speaking families.

To recruit Students with Disabilities (24% in 2017-18), the school implemented the following efforts:

- a. Outreach to Special Education Coordinators at CSD 13 and 16

As Unity Prep exceeded the enrollment target

Students with Disabilities	<p>b. Ongoing partnerships with the Committee on Special Education</p> <p>c. Information on Special Education and Intervention services highlighted in all written materials and advertisements</p> <p>d. Information on Special Education and Intervention Services distributed at all visits, open houses and school fairs.</p>	for Economically Disadvantaged students by 11 percentage points, the strategies used in 2017-18 will be employed again for the 2018-19 school year.
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## Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2017-18	Describe Retention Plans in 2018-19)
Economically Disadvantaged	To retain Economically Disadvantaged students, the school will cover program fees, uniform costs, and supplies for any student in need. As a small school community, the school staff maintains close relationships with families and will alert leadership of any student or family who requires additional support.	Unity Prep intends to employ the same strategies in 2018-2019 as we did in the past school year to retain Economically Disadvantaged students.
English Language Learners	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.	To retain English Language Learners, Unity Prep intends to provide similar services in the coming year. Students will be continually assessed to ensure these services are providing the appropriate level of support and supplemental instruction needed for ongoing student growth.
	Unity Prep employs a Director of Support Services who coordinates services and supervises instruction for all special student populations; a Social Worker who provides mental health and counseling services, a	

Students with Disabilities

Learning Support Coordinator who oversees academic remediation and enrichment; and two special education teachers who 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 retain Students with Disabilities in the coming year, Unity Prep will provide a wide range of services and supports, similar to those provided in 2017-18. While the specific mandated services will be determined by student IEP's and a review of ongoing student assessments, we anticipate very few program changes. Parents will be kept informed of student progress at all times through frequent conferences and reports.



# Entry 11 Classroom Teacher and Administrator Attrition

Created: 07/23/2018 • Last updated: 07/30/2018

Report changes in teacher and administrator staffing.

## Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the tables titled 2017-2018 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing during the 2017-2018 school year. Please provide the full time equivalent (FTE) of staff on June 30, 2017; the FTE for any departed staff from July 1, 2017 through June 30, 2018; the FTE for added staff from July 1, 2017 through June 30, 2018; and the FTE of staff added in newly created positions from July 1, 2017 through June 30, 2018 using the tables provided.

### 1. Classroom Teacher Attrition Table

	FTE Classroom Teachers on 6/30/17	FTE Classroom Teachers Departed 7/1/17 - 6/30/18	FTE Classroom Teachers Filling Vacant Positions 7/1/17 - 6/30/18	FTE Classroom Teachers Added in New Positions 7/1/17 - 6/30/18	FTE of Classroom Teachers on 6/30/18
	42	22	20	7	49

### 2. Administrator Position Attrition Table

	FTE Administrative Positions on 6/30/17	FTE Administrators Departed 7/1/17 - 6/30/18	FTE Administrators Filling Vacant Positions 7/1/17 - 6/30/18	FTE Administrators Added in New Positions 7/1/17 - 6/30/18	FTE Administrative Positions on 6/30/18
	13	0	0	4	17



**3. Tell your school's story**

**Charter schools may provide additional information in this section of the Annual Report about their respective teacher and administrator attrition rates as some teacher or administrator departures do not reflect advancement or movement within the charter school networks. Schools may provide additional detail to reflect a teacher’s advancement up the ladder to a leadership position within the network or an administrator’s movement to lead a new network charter school.**

(No response)

**4. Charter schools must ensure that all prospective employees receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.**

**Have all employees have been cleared through the NYSED TEACH system?**

Yes

**5. For perspective or current employees whose clearance has been denied, have you terminated their employment and removed them from the TEACH system?**

	Not Applicable
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**Thank you**



# Entry 12 Uncertified Teachers

Last updated: 07/30/2018

**FTE Count of All Teachers 49**  
**(Certified and Uncertified) as of**  
**6/30/18**

**FTE Count of All Certified 13**  
**Teachers as of 6/30/18**

## Instructions for Reporting Percent of Uncertified Teachers

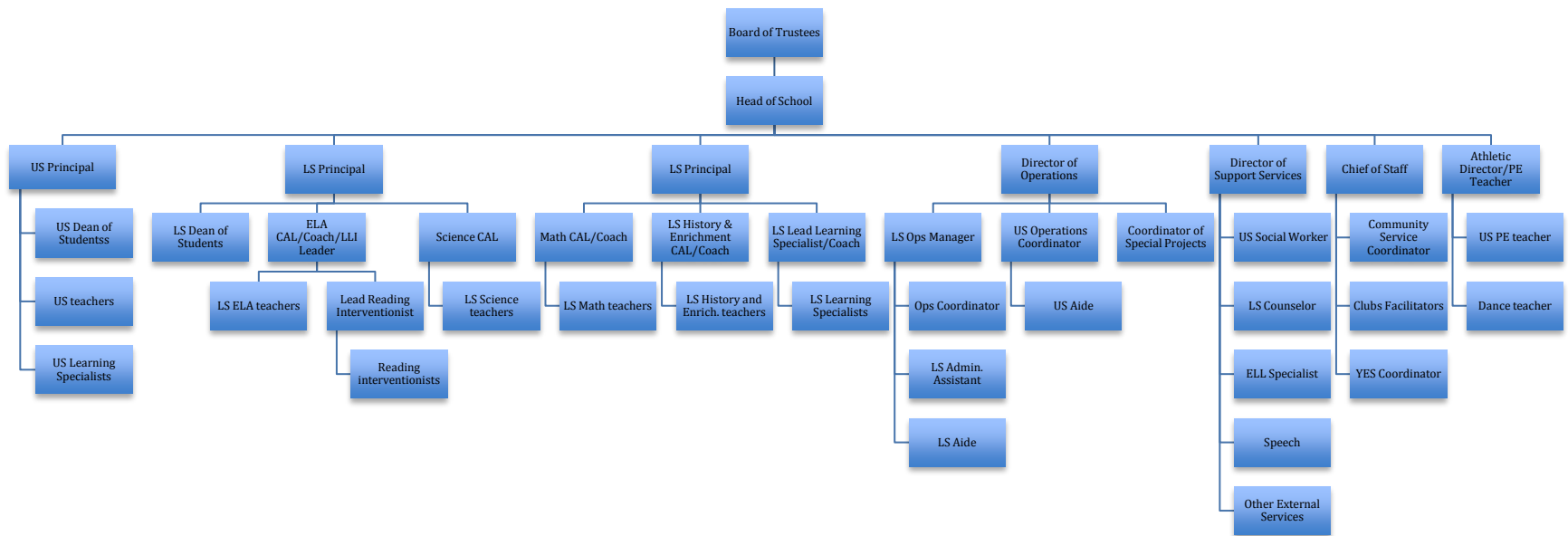
The table below is reflective of the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Enter the relevant full time equivalent (FTE) count of teachers in each column. For example, a school with 20 full time teachers and 5 half time teachers would have an FTE count of 22.5. If more than one column applies to a particular teacher, please select one column for the FTE count. Please do not include paraprofessionals, such as teacher assistants.

**FTE count of uncertified teachers on 6/30/18, and each uncertified teacher should be counted only once.**

	FTE Count
1. Total FTE count of uncertified teachers (6-30-18)	36
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-18)	23
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-18)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-18)	1
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-18)	0
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-18)	12

**Thank you.**







# UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

## 2018-19 Academic Calendar for Middle School Families

Updated 6/17/18

July				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

7/2-7/6: School closed  
7/9-7/27: Summer Academy  
7/30-8/10: School closed

Days this month: 17 Total: 56

November				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

11/6: No school for students - staff only  
11/12: No school - Veteran's Day  
11/20: End of Tri-I; Student early dismissal  
11/21-11/23: No school - Thanksgiving Break

Days this month: 21 Total: 125

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/15: End of Tri-II; Student early dismissal  
3/28-3/29: Family Conferences\*

August				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

8/27-8/28: 6th grade student orientation  
8/29: New 7th & 8th grade student orientation  
8/30: No school for students - staff only  
8/31-9/3: No school - Labor Day

Days this month: 15 Total: 71

December				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12/6-12/7: Family Conferences\*  
12/21: Student early dismissal  
12/24-1/4: No school - Winter Break

Days this month: 16 Total: 141

April				
M	T	W	T	F
1	2	3	4	P
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/3: Lottery for 2019-20 School Year  
4/3-4/4: ELA State Exam  
4/8-5/17: NYSESLAT testing window  
4/19 - 4/26: No school - Spring Break

Days this month: 17 Total: 17

September				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

8/31-9/3: No school - Labor Day  
9/4: No school for students - staff only  
9/5: First day of school  
9/27: Family Orientation, 6:00pm\*  
9/28: No school for students - staff only

Days this month: 18 Total: 89

January				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

12/24-1/4: No school - Winter Break  
1/7: Students return  
1/21: No school - MLK Jr. Day

Days this month: 22 Total: 163

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/2-5/3: Math State Exam  
5/6-5/10: Spirit Week  
5/9-5/10: Grade-level field trips  
5/22-5/31: 8th Grade Science Performance Exam  
5/27: No school - Memorial Day

Days this month: 22 Total: 39

October				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

10/8: No school - Columbus Day (Indigenous People's Day)

Days this month: 15 Total: 104

February				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

2/18-2/22: No school - Mid-Winter Break

Days this month: 17 Total: 180

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/3: 8th Grade Science Written Exam  
6/14: End of Tri-III; Last Day of Classes  
6/17-6/20: Roundtable presentations\*  
6/18-6/25: Regents exams  
6/21: End of year field trips  
6/21: Last day of school  
6/24: Make-up Roundtable presentations and 8th grade dance  
6/25: 8th grade graduation

### KEY

- First and Last Days of School
- End of Trimester
- No School for Students
- State Assessment and Roundtable Dates
- Student Orientation
- Family Conferences and Orientation

\*Note: The events with asterisks represent Mission-Critical Days for parents. In the spirit of being fully united with families in support of our students, 100% of families are expected to be in attendance during these events.

### Weekly Middle School Hours for Students

Monday, Tuesday, & Thursday: 7:30am - 4:30pm  
Wednesday: 7:30am - 1:15pm  
Friday: 7:30am - 3:35pm

Please see our website, <http://www.unityprep.org>, for calendar updates and further details on our 2018-2019 school year calendar.

Unity Preparatory Charter School of Brooklyn - 432 Monroe Street, 3rd Floor, Brooklyn, NY 11221 - 718-455-5046 (P) 718-455-5049 (F)

# UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

## 2018-19 Academic Calendar for High School Families

Updated 7/23/18

July				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

7/2-7/13: School closed  
7/17: Summer Reading HW pick-up  
7/17-8/15: Summer Academy

Days this month: 17 Total: 56

November				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

10/30-11/1: Midterm (Unit) Exams (regular class schedule)  
11/6: No school for students  
11/12: No school - Veterans Day  
11/20: Student early dismissal  
11/20: End of First Quarter  
11/21-11/23: No school - Thanksgiving Break

Days this month: 20 Total: 124

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

3/6: SAT I Exam for 11th grade only  
3/15: No school for students  
3/25-3/27: Midterm (Unit) Exams (regular class schedule)  
3/29: End of 3rd Quarter

August				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

8/14-8/15: Mandatory Student and Family Meetings  
8/16-8/17: Regents Exams  
8/28-8/29: New building tours  
8/31-9/3: No school - Labor Day

Days this month: 15 Total: 71

December				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

12/18-12/20: Family Conferences\*  
12/18-12/20: Roundtable presentations  
12/21: Make-up Roundtable presentations  
12/24-1/2: No school - Winter Break

Days this month: 16 Total: 140

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

4/3: Lottery for 2019-20 School Year  
4/17-4/18: Family Conferences\*  
4/19-4/26: No school - Spring Break  
4/30-5/2: Mock Regents Exams

Days this month: 17 Total: 17

September				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

8/31-9/4: No school - Labor Day  
9/5: First day of school  
9/27: Family Orientation, 6:00pm\*  
9/28: No school for students

Days this month: 18 Total: 89

January				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

12/24-1/4: No school - Winter Break  
1/7: Students return  
1/21: No school - MLK Jr. Day  
1/22-1/25: Regents Exams/S1 Final Exams  
1/25: End of First Semester

Days this month: 22 Total: 162

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

5/6: AP Environmental Science Exam (PM)  
5/8: AP Literature Exam (AM)  
5/10: AP U.S. History Exam (AM)  
5/10: AP CS Principles Exam (PM)  
5/16: AP World History Exam (AM)  
5/27: No school - Memorial Day

Days this month: 22 Total: 39

October				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

10/8: No school - Columbus Day (Indigenous People's Day)  
10/10: PSAT for 11th grade only  
10/30-11/1: Midterm (Unit) Exams (regular class schedule)

Days this month: 15 Total: 104

February				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	

2/18-2/22: No school - Mid-Winter Break

Days this month: 18 Total: 180

June				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

6/3: Global History & Geography II Regents (proposed)  
6/17: End of Second Semester  
6/18-6/25: Regents exams/S2 Final Exams  
6/27: No school for students

### KEY

	First and Last Days of School
	End of Quarter/Semester
	No School for Students
	Assessment Dates
	Student Orientation
	Family Conferences

### Weekly High School Hours for Students

Monday through Thursday: 8:00am - 3:30pm  
Friday: 8:00am - 1:00pm

\*Note: The events with asterisks represent Mission-Critical Days for parents. In the spirit of being fully united with families in support of our students, 100% of families are expected to be in attendance during these events.