



Entry 1 School Information

Created: 06/16/2017 • Last updated: 11/01/2017

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, 2017)** or you may not be assigned the correct tasks.

a. SCHOOL NAME AND BEDS# UNITY PREPARATORY CS OF BROOKLYN (REGENTS)

(Select name from the drop down menu)

b. CHARTER AUTHORIZER 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	info@unityprep.org

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 description of Key design elements 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, 2017 389

j. GRADES SERVED IN SCHOOL YEAR 2016-17

Check all that apply

Grades Served	6, 7, 8, 9
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k1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION? No

11. FACILITIES

Does the school maintain or operate multiple sites?

	Yes, 2 sites
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12. 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	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	432 Monroe Street, Brooklyn, NY 11221	718-455-5046	CSD 13	6th-8th	Yes	DOE space
Site 2	1150 East New York Avenue, 4th Floor, Brooklyn, NY 11212	718-363-7451	CSD 17	9th and 10th	No	DOE space
Site 3						

12a. 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	jbeauregard@unityprep.com
Operational Leader	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org
Compliance Contact	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org
Complaint Contact	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org

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	jbeauregard@unityprep.com
Operational Leader	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org
Compliance Contact	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org
Complaint Contact	Chris Doscher	718-455-5046	347-746-1575	cdoscher@unityprep.org

m1. Is the school or are the school sites co-located? 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	N/A	Yes
Site 2	08/2018	Yes	2017	No	N/A	No
Site 3						

n1. Were there any revisions to the school's charter during the 2016-17 school year? (Please include approved or pending material and non-material charter revisions). Yes

n2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Other	The school requested an amendment to the School's enrollment, achievement goals and graduation requirements which are non-material revisions.	12/7/2016	1/20/2017
2				
3				
4				
5				

o. Name and Position of Joshua Beauregard, Head of School
Individual(s) Who Completed the
2016-17 Annual Report.

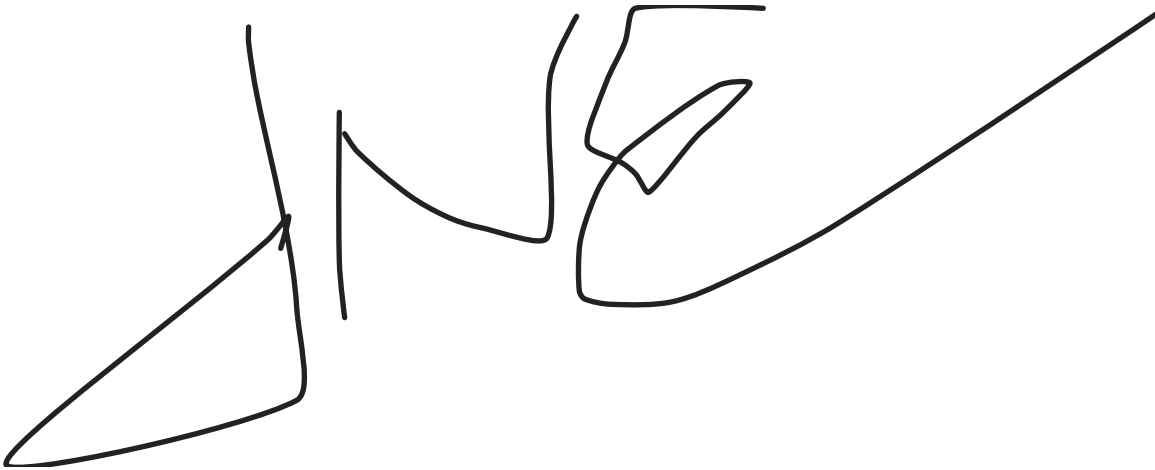
p. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and 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, sweeping tail that extends towards the top right.

Signature, President of the Board of Trustees

A handwritten signature in black ink, featuring a large, stylized 'N' or 'M' shape followed by a long, sweeping tail that extends towards the top right.

Date

2017/08/01

Thank you.



Entry 2 NYS School Report Card Link

Created: 07/05/2017 • Last updated: 07/12/2017

1. NEW YORK STATE REPORT CARD

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

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

<https://data.nysed.gov/reportcard.php?instid=800000075840&year=2016&createreport=1&allchecked=1&enrollment=1&avgclasssize=1&freelunch=1&attendance=1&suspensions=1&teacherqual=1&teacherturnover=1&staffcounts=1&38ELA=1&38MATH=1&48SCI=1&naep=1®ents=1&elemELA=1&elemMATH=1&elemSci=1&unweighted=1>



Entry 3 Progress Toward Goals

Created: 06/29/2017 • Last updated: 11/01/2017

PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2017. If the goals are based on student performance data that the school will not have access to before August 1, 2017 (e.g., the NYS Assessment results), please state this in the last column. The information can be updated when available. Please complete and submit no later than November 1, 2017.

1. ACADEMIC STUDENT PERFORMANCE GOALS

2016-17 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met or Not Met	If Not Met, Describe Efforts School Will Take
				Overall, Unity scholars demonstrated significant growth in proficiency on the 2017 state exams; students in Grade 6 exceeded their target goal proficiency listed in both ELA and mathematics. We aim to exceed the average state proficiency level at each grade level and continually improve outcomes for our students. To accomplish this, school leaders and teaching staff are continuing the implementation of a multi-year school improvement initiative. Efforts for 2017-18 focus on enhancing the

<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>Grade 6 (SWDs) ELA: 10%-15% Math: 10%-15%</p> <p>Grade 7 (SWDs) ELA: 15%-20% Math: 15%-20%</p> <p>Grade 8 (SWDs) ELA: 20%-25%</p>	<p>NYS Exam scores</p>	<p>Not Met</p>	<p>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 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.</p> <p>This has been evident through shifts to the instructional leadership structure as follows:</p> <ul style="list-style-type: none"> - Principals and department chairs spend 50% of their time providing teachers with instructional
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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%

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.

- The school has hired additional middle school teachers to provide additional learning time for students, including providing double block of ELA in all grades.

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.

				<p>Although this goal was not met, the maximum percentage of students demonstrating "Far Below Proficiency" at Unity was below comparable local district and state levels.</p> <p>- 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.</p> <p>- 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</p> <p>- Unity has hired additional middle school teachers to provide additional learning time for</p>
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>	NYS Exam scores	Not Met	

	<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>			<p>students. The budget also supports providing double blocks of ELA for all grades (expanded from 6th grade only) (from 52 to 112 minutes 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>
Academic Goal 3	<p>Literacy:</p> <p>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</p>	Internal Assessments	Not Met	<p>This goal was met for some grades but not all. To improve student achievement in literacy in the coming year, Unity Prep will:</p> <p>- 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.</p> <p>- Revise training in the LLI system for teachers based on data from prior years corresponding to</p>

	the year			<p>each teacher's particular strengths and possible areas of improvement.</p> <p>- Prioritize smaller groups of students and our most experienced intervention teachers for the students who need the most support.</p>
Academic Goal 4	<p>Roundtables:</p> <p>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 we have more academic goals to add? No

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

4. ORGANIZATIONAL GOALS

2016-17 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:</p> <p>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 each year</p>	Internal Records	Not Met	<p>While the first half of this goal was met (99% were up-to-date), 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"> - Provide Integrated Collaborative Teaching for history classes at our middle school site - Utilize agencies assigned to us by the New York City Department of Education for speech-language services - Increase collaboration and advocacy for students with special class placements
Org Goal 2	<p>Discipline:</p> <p>The out-school-suspension rate for all students and for students with disabilities will be less than 10% as of June 15th each year</p>	Internal Records	Met	

Org Goal 3	<p>Attendance:</p> <p>95% average daily attendance or greater and fewer than 10% of students categorized as chronically absent as of June 15th each year</p>	Attendance Records	Not Met	<p>In 2016-17, the average daily attendance was 94.23%, and the chronic absence rate was 16.3%. It also varies by school: the High School met this goal, but the Middle School did not. Therefore, in 2017-18, the school will:</p> <ul style="list-style-type: none"> - Make daily calls to parents of students that are absent or late on a particular school day. - 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. - Develop individualized intensive attendance contracts with clear expectations for the student and family members.
				<p>Although this goal was not fully met as the school did</p>

Org Goal 4	<p>Enrollment:</p> <p>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>not have 500 applications for the incoming 6th Grade, we had 233 applications in our lottery, including applications from 100 families from CSDs 13 and 16 who had attended open houses, completed paper applications, and expressed strong in the school. As a result, the 6th Grade is fully enrolled for the upcoming year. In addition, we had 524 applications received for all grades.</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>
	<p>Student Retention:</p> <p>Student retention will be greater</p>	Enrollment		

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

2016-17 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 year	School Records As of August 1, 2017, 81% of staff who were offered renewed agreements returned as employees in the current year.	Met	
				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

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 School Report each year will be greater than the citywide average</p>	<p>NYC Department of Education's Framework for Great Schools report</p>	<p>Not Met</p>	<p>and sequences, maps and units as well as assessments to learn from last year and ensuring curricular alignment to the Common Core Standards.</p> <p>Unity 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.</p> <p>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.</p>
	Family Involvement:			

Org Goal 8	More than 70% of families, on average, will participate in the following events: Curriculum Night, Fall Conferences, Spring Conferences, Roundtables	Attendance Records	Met	
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	Met	
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	Met	
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				

6. FINANCIAL GOALS

2016-17 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 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	As the end of the school year, the school had 77 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 90 days of cash on hand through full growth.
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: 07/05/2017 • Last updated: 07/23/2017

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 2016-17 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	6611717
Line 2: Year End FTE student enrollment	384
Line 3: Divide Line 1 by Line 2	17210

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 2016-17 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)	217924
Line 2: Management and General Cost (Column)	241350
Line 3: Sum of Line 1 and Line 2	459275
Line 5: Divide Line 3 by the Year End FTE student enrollment	1195

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, 2017
(With Comparative Totals for 2016)



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, 2017, 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, 2017, 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, 2016 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated September 30, 2016. In our opinion, the summarized comparative information presented herein as of June 30, 2016 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 October 6, 2017 on our consideration of Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and compliance.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 6, 2017

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2017

(With Comparative Totals for 2016)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2017</u>	<u>2016</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,078,732	\$ 783,941
Cash in escrow	75,141	75,104
Grants and other receivables	215,912	143,284
Prepaid expenses and other current assets	<u>17,081</u>	<u>62,933</u>
TOTAL CURRENT ASSETS	1,386,866	1,065,262
<u>PROPERTY AND EQUIPMENT, net</u>	<u>280,150</u>	<u>238,493</u>
TOTAL ASSETS	<u>\$ 1,667,016</u>	<u>\$ 1,303,755</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 95,324	\$ 88,457
Accrued payroll and benefits	318,829	183,333
Deferred revenue	<u>-</u>	<u>7,480</u>
TOTAL CURRENT LIABILITIES	414,153	279,270
<u>NET ASSETS</u>		
Unrestricted	<u>1,252,863</u>	<u>1,024,485</u>
TOTAL NET ASSETS	<u>1,252,863</u>	<u>1,024,485</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 1,667,016</u>	<u>\$ 1,303,755</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, 2017
(With Comparative Totals for 2016)

	Year ended June 30,	
	2017	2016
Operating revenue and support:		
State and local per pupil operating revenue	\$ 6,468,035	\$ 4,897,678
Government grants	289,066	185,083
Contributions	91,936	14,291
Other income	37	313
TOTAL OPERATING REVENUE AND SUPPORT	6,849,074	5,097,365
Expenses:		
Program:		
Regular education	4,797,062	3,275,940
Special education	1,349,163	1,163,137
Management and general	441,351	390,171
Fundraising and special events	33,120	27,977
TOTAL EXPENSES	6,620,696	4,857,225
CHANGE IN NET ASSETS	228,378	240,140
Net assets at beginning of year	1,024,485	784,345
NET ASSETS AT END OF YEAR	\$ 1,252,863	\$ 1,024,485

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, 2017
(With Comparative Totals for 2016)

	No. of Positions	Year ended June 30, 2017						2016	
		Program Services			Supporting Services			Total	Total
		Regular Education	Special Education	Sub-total	Fundraising and special events	Management and general	Sub-total		
Personnel services costs:									
Administrative staff personnel	6	\$ 50,595	\$ 21,595	\$ 72,190	\$ 25,791	\$ 217,924	\$ 243,715	\$ 315,905	\$ 271,000
Instructional personnel	40	2,451,703	622,553	3,074,256	-	-	-	3,074,256	2,084,696
Non-instructional personnel	17	1,044,556	361,317	1,405,873	19	159	178	1,406,051	961,266
Total salaries and wages	63	3,546,854	1,005,465	4,552,319	25,810	218,083	243,893	4,796,212	3,316,962
Fringe benefits and payroll taxes		657,029	186,256	843,285	4,781	40,398	45,179	888,464	599,926
Retirement expenses		2,713	769	3,482	20	167	187	3,669	2,210
Accounting / audit services		-	-	-	-	20,500	20,500	20,500	19,900
Other purchased / professional / consulting services		143,069	36,329	179,398	850	148,138	148,988	328,386	301,956
Repairs and maintenance		2,012	571	2,583	15	124	139	2,722	965
Insurance		34,128	9,674	43,802	248	2,098	2,346	46,148	39,830
Supplies and materials		158,324	40,868	199,192	164	1,434	1,598	200,790	263,673
Non-capitalized equipment / furnishings		8,713	2,234	10,947	5	44	49	10,996	12,933
Staff development		54,682	13,914	68,596	7	60	67	68,663	76,085
Marketing / recruitment		46,663	12,594	59,257	183	1,550	1,733	60,990	34,923
Technology		31,959	9,060	41,019	233	1,965	2,198	43,217	45,108
Office expense		35,803	10,150	45,953	261	2,201	2,462	48,415	41,279
Depreciation and amortization		74,641	21,159	95,800	543	4,589	5,132	100,932	96,936
Other		472	120	592	-	-	-	592	4,539
		<u>\$ 4,797,062</u>	<u>\$ 1,349,163</u>	<u>\$ 6,146,225</u>	<u>\$ 33,120</u>	<u>\$ 441,351</u>	<u>\$ 474,471</u>	<u>\$ 6,620,696</u>	<u>\$ 4,857,225</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, 2017
(With Comparative Totals for 2016)

	Year ended June 30,	
	2017	2016
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 228,378	\$ 240,140
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	100,932	96,936
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(72,628)	(57,594)
Prepaid expenses and other current assets	45,852	(46,094)
Accounts payable and accrued expenses	6,867	27,262
Accrued payroll and benefits	135,496	59,436
Deferred revenue	(7,480)	5,014
NET CASH PROVIDED FROM OPERATING ACTIVITIES	437,417	325,100
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(142,589)	(141,610)
Change in cash in escrow	(37)	(48)
NET CASH USED FOR INVESTING ACTIVITIES	(142,626)	(141,658)
NET INCREASE IN CASH	294,791	183,442
Cash at beginning of year	783,941	600,499
CASH AT END OF YEAR	<u>\$ 1,078,732</u>	<u>\$ 783,941</u>

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2017

(With Comparative Totals for 2016)

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. The Charter School has submitted its application for renewal as its charter expires in June 2018.

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, 2017 or 2016.

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, 2017 or 2016.

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, 2017

(With Comparative Totals for 2016)

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, 2017 and 2016 was \$75,141 and \$75,104, 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, 2017 and 2016.

Property and equipment

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

Contributed services

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2017

(With Comparative Totals for 2016)

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, 2014 through June 30, 2017 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 \$60,990 and \$34,923 for the years ended June 30, 2017 and 2016, respectively.

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, 2016

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, 2016, 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 October 6, 2017, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2017

(With Comparative Totals for 2016)

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	June 30,	
	2017	2016
Furniture and fixtures	\$ 53,017	\$ 49,727
Computers and equipment	419,960	328,408
Leasehold improvements	121,527	73,780
	594,504	451,915
Less accumulated depreciation and amortization	314,354	213,422
	<u>\$ 280,150</u>	<u>\$ 238,493</u>

Total depreciation and amortization expense was \$100,932 and \$96,936 for the years ended June 30, 2017 and 2016, 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, 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 calls for rent at \$34.00 per square foot with an estimated square footage of 35,000 for total rent of \$1,119,000 per year. Should the School wish to reduce the per-square-foot rent, it is obligated to make a one-time payment of eight times the ratable reduction in rent. After the first year, rent will increase by 2.4% annually. Every subsequent ten years, the rent shall be adjusted to ninety-five percent of the then prevailing fair market rent for charter school facilities located in privately-owned buildings located in Kings County, New York which were constructed or substantially rehabilitated after 2015. The lease calls for an initial security deposit of \$46,625 with subsequent increases upon completing certain milestones as defined in the agreement. As of June 30, 2017, no security deposit payment has been made.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2017

(With Comparative Totals for 2016)

NOTE C: SCHOOL FACILITY, Cont'd.

The future minimum payments on this agreement, through year 2058, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2018	\$ -
2019	1,119,000
2020	1,146,000
2021	1,173,000
2022	1,201,000
Thereafter	69,133,000
	<u>\$ 73,772,000</u>

During 2017, the Charter School entered into an agreement in connection with the above mentioned forty year lease. The Charter School has agreed to share in certain architectural and legal fees relating to the development of the premises. The Charter School is obligated to pay up to \$50,000 of architectural fees and 50% of legal fees relative to this agreement.

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>
2018	\$ 18,432
2019	13,092
2020	2,182
	<u>\$ 33,706</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, 2017

(With Comparative Totals for 2016)

NOTE F: CONCENTRATIONS

At June 30, 2017, approximately 89% of grants and other receivables relate to certain grants due from the New York State Department of Education. At June 30, 2016 approximately 45% of grants and other receivables relate to certain grants due from the federal government.

During the years ended June 30, 2017 and 2016 approximately 94% and 96% 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 \$86,800 and \$13,192 to the Charter School during the years ended June 30, 2017 and 2016, respectively. The donations are included in contributions on the statement of activities and changes in net assets.

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

NOTE H: 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, 2017 or 2016.

NOTE I: RENEWAL PROCESS

The Charter School is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2018. The renewal process includes review by New York State Education Department (NYSED) of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. The Charter School has submitted its application for renewal. Upon review of the application and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of the Charter School expects the charter to be renewed.

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, 2017 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 October 6, 2017.

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 October 6, 2017.

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, Barz & Co. LLP

Rochester, New York
October 6, 2017

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

ADVISORY COMMENT LETTER

JUNE 30, 2017



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants

October 6, 2017

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, 2017 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.

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, 2017



MENGEL METZGER BARR & CO. LLP

Certified Public Accountants



October 6, 2017

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, 2017 and for the year then ended, and have issued our report thereon dated October 6, 2017. 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 25, 2017, 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, 2017. 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, 2017
School Fiscal Contact Name:	Chris Doscher
School Fiscal Contact Email:	cdoscher@unityprep.org
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:	mcain@mmb-co.com
School Audit Contact Phone:	(585) 423-1860 x3259
Audit Period:	2016-17
Prior Year:	2015-16

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
Form 990	In progress - Extension to be filed in November 2017
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>2017</u>	<u>2016</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 1,153,873	\$ 859,045
Grants and contracts receivable	215,912	143,284
Accounts receivables	-	-
Prepaid Expenses	17,081	62,933
Contributions and other receivables	-	-
Other current assets	-	-
TOTAL CURRENT ASSETS	1,386,866	1,065,262
<u>NON-CURRENT ASSETS</u>		
Property, Building and Equipment, net	\$ 280,150	\$ 238,493
Restricted Cash	-	-
Security Deposits	-	-
Other Non-Current Assets	-	-
TOTAL NON-CURRENT	280,150	238,493
TOTAL ASSETS	<u><u>1,667,016</u></u>	<u><u>1,303,755</u></u>
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 95,324	\$ 88,457
Accrued payroll, payroll taxes and benefits	318,829	183,333
Current Portion of Loan Payable	-	-
Due to Related Parties	-	-
Refundable Advances	-	-
Deferred Revenue	-	7,480
Other Current Liabilities	-	-
TOTAL CURRENT	414,153	279,270
<u>LONG-TERM LIABILITIES</u>		
Loan Payable; Due in More than One Year	\$ -	\$ -
Deferred Rent	-	-
Due to Related Party	-	-
Other Long-Term Liabilities	-	-
TOTAL LONG-TERM	-	-
TOTAL LIABILITIES	<u>414,153</u>	<u>279,270</u>

NET ASSETS

Unrestricted

\$ 1,252,863

\$ 1,024,485

Temporarily restricted

-

-

Permanently restricted

-

-

TOTAL NET ASSETS1,252,8631,024,485**TOTAL LIABILITIES AND NET ASSETS**1,667,0161,303,755

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

	2017			2016
	Unrestricted	Temporarily Restricted	Total	Total
OPERATING REVENUE				
State and Local Per Pupil Revenue - Reg. Ed	\$ 5,402,850	\$ -	\$ 5,402,850	\$ 4,355,241
State and Local Per Pupil Revenue - SPED	900,401	-	900,401	474,027
State and Local Per Pupil Facilities Revenue	-	-	-	-
Federal Grants	256,961	-	256,961	169,916
State and City Grants	196,890	-	196,890	83,577
Other Operating Income	-	-	-	-
Food Service/Child Nutrition Program	-	-	-	-
TOTAL OPERATING REVENUE	6,757,101	-	6,757,101	5,082,761
EXPENSES				
Program Services				
Regular Education	\$ 4,797,062	\$ -	\$ 4,797,062	\$ 3,275,940
Special Education	1,349,163	-	1,349,163	1,163,137
Other Programs	-	-	-	-
Total Program Services	6,146,225	-	6,146,225	4,439,077
Management and general	441,351	-	441,351	390,171
Fundraising	33,120	-	33,120	27,977
TOTAL EXPENSES	6,620,696	-	6,620,696	4,857,225
SURPLUS / (DEFICIT) FROM OPERATIONS	136,405	-	136,405	225,536
SUPPORT AND OTHER REVENUE				
Interest and Other Income	\$ 37	\$ -	\$ 37	\$ 313
Contributions and Grants	91,936	-	91,936	14,291
Fundraising Support	-	-	-	-
Investments	-	-	-	-
Donated Services	-	-	-	-
Other Support and Revenue	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	91,973	-	91,973	14,604
Net Assets Released from Restrictions / Loss on Disposal	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	228,378	-	228,378	240,140
NET ASSETS - BEGINNING OF YEAR	\$ 1,024,485	\$ -	\$ 1,024,485	\$ 784,345
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-

NET ASSETS - END OF YEAR

\$ 1,252,863 \$ - \$ 1,252,863 \$ 1,024,485

Unity Preparatory Charter School of Brooklyn
Statement of Cash Flows

as of June 30

	2017	2016
CASH FLOWS - OPERATING ACTIVITIES		
Increase (decrease) in net assets	\$ 228,378	\$ 240,140
Revenues from School Districts		-
Accounts Receivable		-
Due from School Districts		-
Depreciation	100,932	96,936
Grants Receivable	(72,628)	(57,594)
Due from NYS		-
Grant revenues		-
Prepaid Expenses	45,852	(46,094)
Accounts Payable	5,148	29,483
Accrued Expenses	1,719	(2,222)
Accrued Liabilities	135,496	59,436
Contributions and fund-raising activities	-	-
Miscellaneous sources	-	-
Deferred Revenue	(7,480)	5,014
Interest payments	-	-
Other	-	-
Other	-	-
NET CASH PROVIDED FROM OPERATING ACTIVITIES	\$ 437,418	\$ 325,099
CASH FLOWS - INVESTING ACTIVITIES	\$	\$
Purchase of equipment	(142,589)	(141,610)
Other	(37)	(48)
NET CASH PROVIDED FROM INVESTING ACTIVITIES	\$ (142,626)	\$ (141,658)
CASH FLOWS - FINANCING ACTIVITIES	\$	\$
Principal payments on long-term debt	-	-
Other	-	-
NET CASH PROVIDED FROM FINANCING ACTIVITIES	\$ -	\$ -
NET (DECREASE) INCREASE IN CASH AND CASH EQUIVALENTS	\$ 294,792	\$ 183,441
Cash at beginning of year	783,940	600,499
CASH AND CASH EQUIVALENTS AT END OF YEAR	\$ 1,078,732	\$ 783,940

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

		2017						
	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	6.00	50,595	21,595	-	72,191	25,791	217,924	243,715
Instructional Personnel	40.00	2,451,703	622,553	-	3,074,256	-	-	-
Non-Instructional Personnel	17.00	1,044,555	361,317	-	1,405,873	19	159	178
Total Salaries and Staff	63.00	3,546,854	1,005,466	-	4,552,319	25,809	218,083	243,893
Fringe Benefits & Payroll Taxes		657,030	186,256	-	843,285	4,781	40,398	45,179
Retirement		2,713	769	-	3,483	20	167	187
Management Company Fees		-	-	-	-	-	-	-
Legal Service		-	-	-	-	-	-	-
Accounting / Audit Services		-	-	-	-	-	20,500	20,500
Other Purchased / Professional / Consulting Services		143,069	36,329	-	179,398	850	148,138	148,988
Building and Land Rent / Lease		-	-	-	-	-	-	-
Repairs & Maintenance		2,013	571	-	2,583	15	124	138
Insurance		34,127	9,674	-	43,801	248	2,098	2,346
Utilities		-	-	-	-	-	-	-
Supplies / Materials		158,324	40,868	-	199,193	164	1,434	1,598
Equipment / Furnishings		8,713	2,234	-	10,947	5	44	50
Staff Development		54,682	13,914	-	68,596	7	60	67
Marketing / Recruitment		46,663	12,594	-	59,257	183	1,550	1,733
Technology		31,959	9,060	-	41,019	233	1,965	2,198
Food Service		-	-	-	-	-	-	-
Student Services		-	-	-	-	-	-	-
Office Expense		35,803	10,150	-	45,953	261	2,201	2,462
Depreciation		74,641	21,159	-	95,800	543	4,589	5,132
OTHER		472	119	-	591	0	0	0
Total Expenses		\$ 4,797,062	\$ 1,349,163	\$ -	\$ 6,146,225	\$ 33,119	\$ 441,353	\$ 474,471

	2016
Total	
\$	\$
315,905	271,000
3,074,256	2,084,696
1,406,051	961,266
4,796,212	3,316,962
888,465	599,926
3,669	2,210
-	-
-	-
20,500	19,900
328,386	301,956
-	-
2,722	965
46,147	39,830
-	-
200,791	263,674
10,996	12,932
68,663	76,085
60,990	34,923
43,217	45,108
-	-
-	-
48,415	41,280
100,933	96,936
592	4,539
\$ 6,620,696	\$ 4,857,225



Entry 6d Additional Financial Docs

Created: 07/05/2017 • Last updated: 10/24/2017

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.

1. Management Letter

<https://nysed-cso-reports.fluidreview.com/resp/10745647/8mMlunnVv3/>

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

2. Form 990

<https://nysed-cso-reports.fluidreview.com/resp/10745647/FINDqRIBTE/>

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

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 - School did not spend \$750,000 in federal funds for 2016-17 school year

4. CSP Agreed Upon Procedure Report

(No response)

Explanation for not uploading the procedure report. N/A - School did not receive CSP funding for 2016-17 school year

5. Evidence of Required Escrow Account

<https://nysed-cso-reports.fluidreview.com/resp/10745647/pN6H0Nalce/>

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

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 the Corrective Action Plan. Corrective action plan was not required



Entry 5d Financial Services Contact Information

Created: 07/05/2017 • Last updated: 07/26/2017

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.

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Christopher Doscher	cdoscher@unityprep.org	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	mcain@mmb-co.com	585-423-1860	7

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	Heather Blumberg	237 West 35th Street, Suite 301, New York, NY 10001	hblumberg@csbm.com	888-710-2726	8

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

Trustee Name:

Angn Bowman

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).

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
<div> <div>NONE</div> <div>Please write "None" if applicable. Do not leave this space blank.</div> </div>			

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: 510 566 8352

Business Address: 2101 35th Ave Oakland, CA 94609

E-mail Address: anyn.bowman@gmail.com

Home Telephone: 510 566 8352

Home Address: 3514 Redding St Oakland CA 94619

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

Trustee Name:

Ashley 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).

Secretary

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>			

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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>				
			<i>None</i>	

Signature

Alh

Date

7/16/17

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:

718.923.8690

Business Address:

1 MetroTech Center, Brooklyn, NY 11201

E-mail Address:

Alcator @ FCRC.COM

Home Telephone:

Home Address:

550 Vanderbilt Avenue, Brooklyn, NY 11238

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

Trustee Name:

Caleb Hurst-Hiller

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).

Member, Student Learning Committee

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.

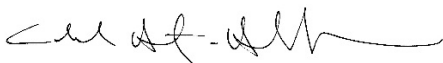
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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			

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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				



Signature

July 5, 2017
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: 6173540047

Business Address: 245 Bent Street, 02141

E-mail Address: chh@ccscambridge.org

Home Telephone: 6172296323

Home Address: 77 Pearl Street, 02139

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

Trustee Name:

CARLYLE G. 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).

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 "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:

646-673-5965

Business Address:

E-mail Address:

carlyle.leach@gmail.com

Home Telephone:

718-522-3414

Home Address:

32 Fort Greene Place
Brooklyn, NY 11217

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

Trustee Name:

____**Jacob N. Elghanayan**

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).

Treasurer, 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.

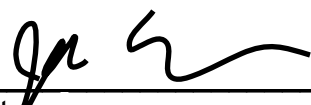
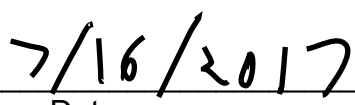
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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		

--	--	--	--

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			

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) 984-1757

Business Address: 387 Park Ave South, New York, NY 10016

E-mail Address: jake.elghanayan@tfc.com

Home Telephone: (646) 483-3135

Home Address: 712 Broadway, Apt 5, New York, NY 10003

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

Trustee Name:

James 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.

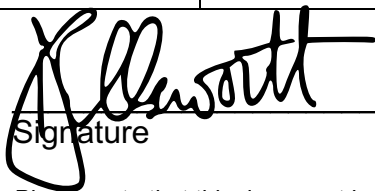
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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 Please write "None" if applicable. Do not leave this space blank.			

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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

July 5, 2017

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: _____

Business Address: _____

E-mail Address: james.n.ellsworth@gmail.com

Home Telephone: 917.449.4596

Home Address: 455 Park Avenue South, PH1, New York, NY 10016

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

Trustee Name:
Kabir Ahuja

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).

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.

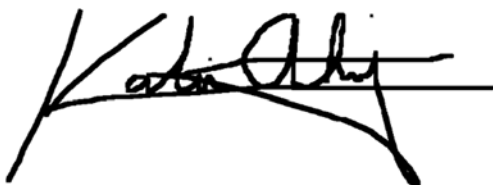
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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>None</i>			

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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>				



7/12/17

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:

7327786496

Business Address: 55 e52nd St, NY NY 10022

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

Home Telephone: 732786496

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

**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
<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
<i>Please write "None" if applicable. Do not leave this space blank.</i>				
<u>NONE</u>				

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: 328 Dean St. #3D Brooklyn, N.Y. 11217

E-mail Address: Kenbaum10@gmail.com

Home Telephone: 917-370-2629

Home Address: 328 Dean St. #3D Brooklyn, N.Y. 11217

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

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

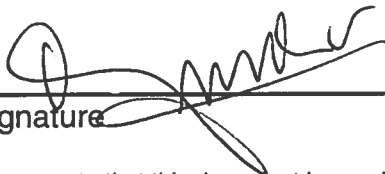
If **Yes**, for each school, please provide a description of the position(s) you hold, your responsibilities, your salary and your start date.

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.	Pro bono legal counsel (Julivan & Cromwell)	- no compensation received - did not participate in decision to retain	Myself + other associates and partners of 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	Please write "None" if applicable. Do not leave this space blank. pro bono legal counsel	\$0	MARION LEYDIER	- no compensation received - no participation in decision to retain

Signature 

July 18, 2017
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: 212 558 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: 24 Eldridge St. New York, New York 10002

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

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.

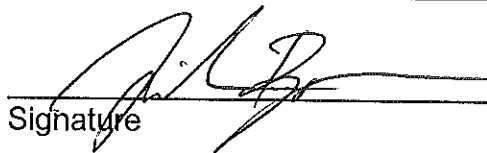
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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
None <i>Please write "None" if applicable. Do not leave this space blank.</i>			

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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>				
NONE				


Signature

7/12/17
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: _____

Business Address: _____

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

Home Telephone: 917.589.1504

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

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

Trustee Name:

Franklin O. 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).

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.

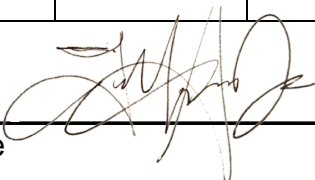
4. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house have held or engaged in with the charter school(s) governed by the Education Corporation during the time you have served on the 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 align="center">NONE</p> <p align="center"><i>Please write "None" if applicable. Do not leave this space blank.</i></p>			

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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 "None" if applicable. Do not leave this space blank.</i>				


 Signature _____ July 27, 2017 _____
 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: 917-754-1128

Business Address: 1271 Avenue of the Americas, Suite 4300; New York, NY 10020

E-mail Address: famoo@baylisfunds.com

Home Telephone: 917-754-1128

Home Address: 510 W 52nd St, Apt 10G; New York, NY 10019



Entry 9 BOT Table

Created: 07/05/2017 • Last updated: 08/01/2017

(tab across or use scroll bar at bottom of table)

1. Current Board Member Information

	Trustee Name	Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws? (Y/N)	Area of Expertise, and/or Additional Role at School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)	Number of Board Mtgs Attended during 2016-17?
1	Kabir Ahuja	kabir.ahuja@gmail.com	Trustee/Member	Audit & Finance, Executive, Student Learning	Yes	Media & Technology	07/2013 – 06/2016; 07/2016 – 06/2019	7
2	Franklin Amoo	franklin.amoo@usmizuh-sc.com	Trustee/Member	Audit & Finance, Development & Facilities	Yes	Finance	07/2013 – 06/2016; 07/2016 – 06/2019	5 or less
3	Ashley Cotton	acotton@fcrc.com	Secretary	Executive, Development & Facilities	Yes	Communications	07/2013 – 06/2016; 07/2016 –	6

				es			06/2019	
4	James Ellsworth	james.n.ellsworth@gmail.com	Chair/Board President	Executive, Development & Facilities	Yes	Real Estate	06/2014 – 06/2017; 07/2017 – 06/2020	11
5	Carlyle G. Leach	carlyle.leach@gmail.com	Vice Chair/Vice President	Executive, Student Learning	Yes	Education	07/2013 – 06/2016; 07/2016 – 06/2019	7
6	Marion C. Leydier	marion.leydier@gmail.com	Trustee/Member	Executive, Audit & Finance	Yes	Law	07/2013 – 06/2016; 07/2016 – 06/2019	10
7	Caleb Hurst-Hiller	chursthiller@ccsca.mbridge.org	Trustee/Member	Student Learning	Yes	Education	07/2013 – 06/2016; 07/2016 – 06/2019	9
8	Aryn Bowman	aryn.bowman@gmail.com	Trustee/Member	Student Learning	Yes	Education	10/2015 – 06/2018	9
9	Jake Elghanyan	jake.Elghanyan@tfcornerstone.com	Treasurer	Executive, Audit & Finance, Development & Facilities	Yes	Real Estate Law	07/2015 – 06/2018	8

				es				
10	Kenneth Baum	kenbaum10@gmail.com	Trustee/Member	Executive, Student Learning	Yes	Education	10/2016 - 06/2019	5 or less
11	Michael Brown	michael.v.brown@gmail.com	Trustee/Member	Executive, Development & Facilities	Yes	Finance	09/2016 - 06/2019	8
12								
13								
14								
15								
16								
17								
18								
19								
20								

2. Total Number of Members on June 30, 2016 10

3. Total Number of Members Joining the Board 2016-17 School Year 1

4. Total Number of Members Departing the Board during the 2016-17 School Year 0

5. Number of Voting Members 11
**2016-17, as set by the by-laws,
resolution or minutes**

6. Number of Board Meetings 13
**Conducted in the 2016-17 School
Year**

7. Number of Board Meetings 12
**Scheduled for the [2017-18](#)
School Year**

Thank you.



Entry 10 - Board Meeting Minutes

Created: 07/23/2017 • Last updated: 07/26/2017

[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 2016--June 2017.

A. Provide a URL link to the (No response)

Monthly Board Meeting Minutes

**which are posted on the School's
web page.**

OR

B. Upload All Monthly Board Meeting Minutes

Combine into one .PDF file

<https://nysed-cso-reports.fluidreview.com/resp/10962605/wNFCVDEEJA/>



Entry 11 Enrollment and Retention of Special Populations

Last updated: 07/24/2017

Instructions for Reporting Enrollment and Retention Strategies

Describe the efforts the charter school has made in 2016-2017 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 2017-2018.

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Recruitment Targets 2016-17)	Describe Plans Toward Meeting Recruitment Targets 2017-18)
Economically Disadvantaged	<p>To recruit Economically Disadvantaged students (83% in 2016-17), 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 2016 and April 2017. Each event provided attendees an opportunity to meet and speak with Unity Prep'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 sent information packets to every elementary school in CSD 13 and CSD 16.</p>	<p>As Unity Prep exceeded the enrollment target for Economically Disadvantaged students by 4 percentage points, the strategies used in 2016-17 will be employed again for the 2017-18 school year.</p>

	<p>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.</p> <p>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.</p>	
English Language Learners	<p>In 2016-17, 3% of students were English Language Learners. To recruit these students, Unity Prep used the following strategies:</p> <p>a. Open house presentations were made in both English and Spanish with translations provided in Fulani, Arabic and French.</p> <p>b. The school brought translators to all school fairs attended.</p> <p>c. All informational materials were provided in Spanish and English.</p> <p>d. Advertisements were placed in Spanish Media, such as El Diario.</p> <p>e. Applications and information about the application process were provided in Spanish and English on the school's website.</p>	<p>Unity Prep was only 1.2 percentage points below the enrollment target for English Language Learners. Therefore, the school will utilize similar strategies for 2017-18 as in 2016-17. 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.</p>
Students with	<p>To recruit Students with Disabilities (22% in 2016-17), the school implemented the following efforts:</p> <p>a. Outreach to Special Education Coordinators at CSD 13 and 16</p> <p>b. Ongoing partnerships with the Committee</p>	<p>As Unity Prep exceeded the enrollment target for Economically Disadvantaged students by</p>

Disabilities	<p>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 was distributed at all visits, open houses and school fairs.</p>	9.7 percentage points, the strategies used in 2016-17 will be employed again for the 2017-18 school year.
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Retention Efforts Toward Meeting Targets

	Describe Efforts Toward Meeting Retention Targets 2016-17)	Describe Plans Toward Meeting Retention Targets 2017-18)
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 2017-2018 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 2016-17. 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 12 Classroom Teacher and Administrator Attrition

Created: 07/05/2017 • Last updated: 07/26/2017

Report changes in teacher and administrator staffing.

Instructions for completing the Classroom Teacher and Administrator Attrition Tables

Charter schools must complete the two tables named 2016-2017 Classroom Teacher and Administrator Attrition to report changes in teacher and administrator staffing in 2016-2017. Please provide the full time equivalent (FTE) of staff on June 30, 2016; the FTE for any departed staff from July 1, 2016 through June 30, 2017; the FTE for added staff from July 1, 2016 through June 30, 2017; and the FTE of staff added in newly created positions from July 1, 2016 through June 30, 2017 using the two tables provided.

Classroom Teacher Attrition Table

	FTE Classroom Teachers on June 30, 2016	FTE Classroom Teachers Departed 7/1/16 - 6/30/17	FTE Classroom Teachers Filling Vacant Positions 7/1/16 - 6/30/17	FTE Classroom Teachers Added in New Positions 7/1/16 - 6/30/17	FTE of Classroom Teachers on June 30, 2017
	32	9	4	10	42

Administrator Position Attrition Table

	FTE Administrative Positions on June 30, 2016	FTE Administrators Departed 7/1/16 - 6/30/17	FTE Administrators Filling Vacant Positions 7/1/16 - 6/30/17	FTE Administrators Added in New Positions 7/1/16 - 6/30/17	FTE Administrative Positions on June 30, 2017
	10	1	0	3	13

Thank you



Entry 13 Uncertified Teachers

Created: 07/24/2017 • Last updated: 07/31/2017

FTE Count of All Teachers 42
(Certified and Uncertified) as of
June 30, 2017

FTE Count of All Certified 27
Teachers as of June 30, 2017

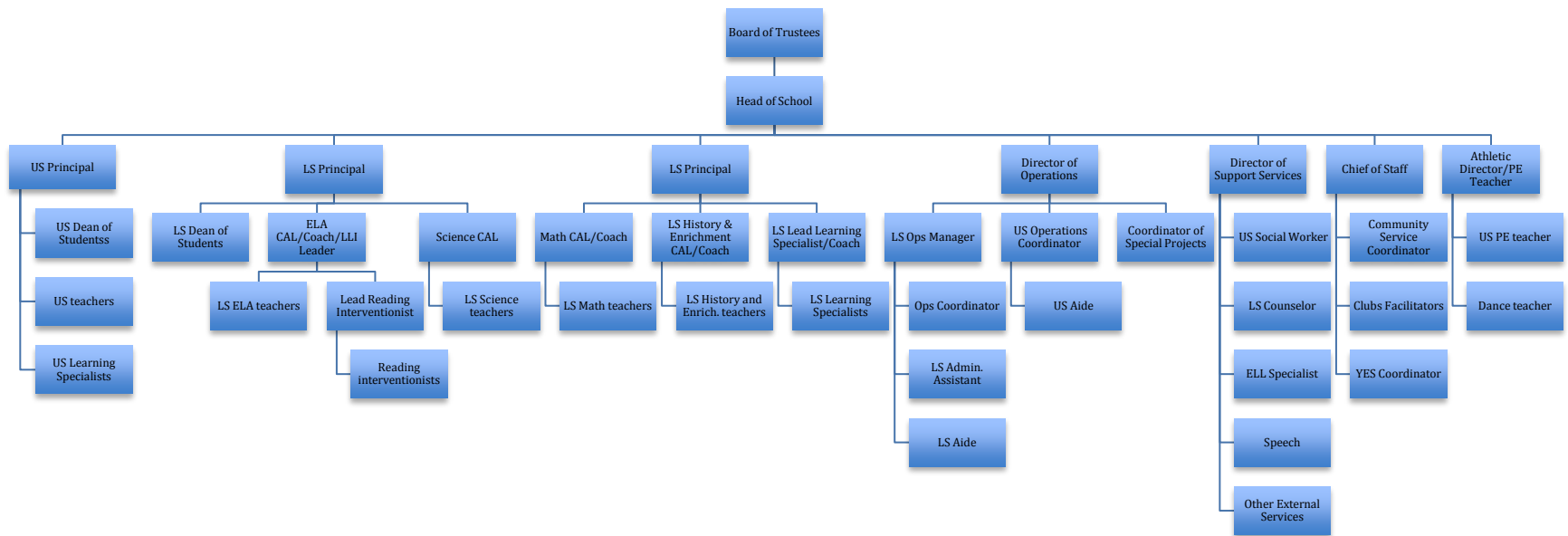
Instructions for Reporting Percent of Uncertified Teachers

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 June 30, 2017, and each uncertified teacher should be counted only once.

1. Total FTE count of uncertified teachers (6-30-17)	15
2. FTE count of uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience (6-30-17)	13
3. FTE count of uncertified teachers who are tenured or tenure track college faculty (6-30-17)	0
4. FTE count of uncertified teachers with two years of Teach for America experience (6-30-17)	1
5. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (6-30-17)	1
6. FTE count of uncertified teachers who do not fit into any of the prior four categories (6-30-17)	0

Thank you.





UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

2017-18 Academic Calendar for Middle School Families

July				
M	T	W	T	F
	3	4	5	6
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

7/4: No school/Independence Day
7/5 - 7/27 : Summer Academy

August				
M	T	W	T	F
		1	2	3
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

8/28-8/29: 6th Grade Orientation
8/30: New 7th and 8th Grade Orientation

September				
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

9/1 & 9/4: No school/Labor Day
9/5: No school for students/Staff only
9/6: First day of school
9/28: Curriculum Night, 6-7:30pm
9/29: No school for students/Staff only

October				
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

10/9: No school/Columbus Day
10/17 - 10/19: Interim Assessments
10/27: No school for students/Staff only

November				
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	

11/21: End of Tri-I; Student early dismissal
11/22-11/24: No school/Thanksgiving Break

December				
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

12/4 - 12/5: Interim Assessments
12/6 - 12/7: Family Conferences
12/15: No school for students/Staff Only
12/22: Student early dismissal
12/25 - 1/1: No school/Winter Break

January				
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		

12/25 - 1/1: No school/Winter Break
1/2: No school for students/Staff only
1/3: Students return
1/15: No school/MLK Day
1/29 - 1/30: ELA Mock Exam

February				
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		

2/5 - 2/6: Math Mock Exam
2/16: No school for students/Staff only
2/19 - 2/23: No school/Mid-Winter Break

March				
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

3/16: End of Tri-II; Student early dismissal
3/28 - 3/29: Family Conferences

April				
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				

4/2 - 4/6: No school/Spring Break
4/11 - 4/13: ELA State Exam
4/9 - 5/18: NYSESLAT

May				
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	

5/1 - 5/3: Math State Exam
5/4: Field Day, Student early dismissal
5/7 - 5/11: Spirit Week
5/10 - 5/11: Grade-level field trips
5/23 - 6/1: 8th Grade Science Practical Exam
5/28: No school/Memorial Day

June				
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

6/4: 8th Grade Science Written Exam
6/15: End of Tri-III
6/18 - 6/21: Roundtable presentations
6/22: End of year field trip
6/25: Make-up Roundtable presentations
6/26: 8th grade graduation/dance
6/27: No school for students/Staff only

KEY

	First and Last Day of School
	End of Trimester
	No School
	Assessment Dates
	Student Orientation
	Family Conferences

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 2017-2018 school calendar.