



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

HELD: November 1, 2017

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on November 1, 2017 commencing at 7:08 p.m., New York time. Seven Trustees were present at the beginning of the meeting, representing a quorum. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily.

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

Ashley Cotton

Carlyle Leach

Kenneth Baum

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

Caleb Hurst-Hiller

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

Franklin Amoo

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

Michael Brown

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

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

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the October 4, 2017 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

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

CCS Supplemental Agreement and Scope of Work

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

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

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

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

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

Amendment to Financial Policies and Procedures Manual

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

**RESOLVED**, that the proposed amendment:

“Employee leave request is submitted and approved electronically,”

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

Other Matters

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

Mr. Beauregard led a discussion regarding 2018-18 Annual School-wide Goals and Key Benchmarks.

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

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

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

Discussion of School Visit

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

Discussion of Governance Action Items

Mr. Beauregard led a discussion regarding Governance Action Items.

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

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

Preview of Agenda Items for Next Meeting

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

Associate Board

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

Public Comment

There was no public comment.

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

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James Ellsworth  
Chairman