



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

HELD: March 19, 2020

A meeting of the Executive Committee (the “Executive Committee”) of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on March 19, 2020 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees. Six Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustee was present at 15 Minturn Street, Hastings-on-Hudson, NY 10706 and was linked by videoconference:

Kenneth Baum

The following Trustee was present at 7 East 14<sup>th</sup> Street, New York, New York 10003 and was linked by videoconference:

Jeannette Bander

The following Trustee was present at 95 Horatio St, New York, NY 10014 and was linked by videoconference:

Jake Elghanayan

The following Trustee was present at 291 Shin Creek Road, Lew Beach, NY 12758 and was linked by videoconference:

James Ellsworth

The following Trustee was present at 864 Carroll Street, Brooklyn, NY 11215 and was linked by videoconference:

Marion Leydier

The following Trustee was present at 611 Kosciuszko Street, Brooklyn NY 11221 and was linked by videoconference:

Trudy Sandy

Also in attendance at the invitation of the Executive Committee was Josh Beauregard.

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

Mr. Beauregard discussed the status of the School’s responses to school closures required by COVID-19 and responded to questions from the Trustees present.

## Remote Learning

Mr. Beauregard led a discussion regarding the School's change to remote learning in response to safety concerns resulting from COVID-19. Following discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that, from March 20, 2020 (for the Middle School) or March 23, 2020 (for the High School) until April 20, 2020 or such later date determined by the Board or required by applicable law or authorizer, the School shall conduct classes and other activities on a remote basis.

## Daily Schedule

Mr. Beauregard led a discussion regarding the changes being made to the School's daily schedules in order to accommodate remote learning. Following discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that, for such period as the School conducts classes remotely, the School's daily schedules shall be modified as set forth in the Exhibit, subject to such further changes as may be required by applicable law or authorizer or approved by the Board.

## Laptop Purchases

Mr. Ellsworth was recused from the discussion. The Trustees present and Mr. Beauregard discussed the School's purchase of laptops to enable remote learning. After a discussion of the School's research into available laptop models and pricing, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and he hereby is, authorized to purchase up to 60 laptops from such vendors as he reasonably determines on terms consistent with those discussed with the Trustees present; and

**FURTHER RESOLVED**, that Joshua Beauregard be, and he hereby is, authorized to purchase the foregoing laptops from James Ellsworth, or a party related to or associated with Mr. Ellsworth, provided that such laptops are purchased at no greater than the market price offered by such source and Mr. Ellsworth does not receive any profit from such purchase.

There being no further business to come before the Executive Committee, upon motion duly made and seconded, the meeting adjourned at approximately 8:00 p.m., New York time.

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James Ellsworth  
Chairman

## Exhibit<sup>1</sup>

- The remote learning schedule shall include all courses that students receive as part of regular instruction
- The schedule for students shall be materially consistent with the following:

<b>Time</b>	<b>Activities</b>
8:50 am – 9 am	Students log into the platform
9 am - noon	Live instruction with teachers and students through the school's instructional platform. Instruction follows shortened blocks as followed below: <ul style="list-style-type: none"><li>• <i>[please add]</i></li></ul>
After lunch	Students work independently on assignments and activities on their own time. Designated school staff are available through 2:50 to provide support.

- The schedule for staff shall be materially consistent with the following:

<b>Time</b>	<b>Activities</b>
8:00 am – 8:10 am	All-staff meeting
8:10 am – 8:50am	Grade level and/or department level team meetings
8:50 am – 9 am	Transition time to set up online platform.
9 am -12:20 pm	Live instruction through instructional platform Instruction follows shortened blocks described above
12:20 pm – 2:50 pm	Preparation time, lunch and professional work

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<sup>1</sup> Josh/Chris – Taken from DOE materials – please modify to reflect Unity's schedule.