

# Application: Unity Preparatory Charter School of Brooklyn

Chris Doscher - cdoscher@unityprep.org  
2021-2022 Annual Report

## Summary

**ID:** 0000000288

**Last submitted:** Aug 2 2022 12:06 AM (UTC)

## Entry 1 School Info and Cover Page

**Completed** - Aug 2 2022

### Instructions

#### Required of ALL Charter Schools

Each Annual Report begins with a completed School Information and Cover Page. The information is collected in a survey format within Annual Report portal. When entering information in the portal, some of the following items may not appear, depending on your authorizer and/or your responses to related items.

## Entry 1 School Information and Cover Page

**(New schools that were not open for instruction for the 2021-2022 school year are not required to complete or submit an annual report this year).**

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 school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer **(as of June 30, 2022)** or you may not be assigned the correct tasks.

## BASIC INFORMATION

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**a. SCHOOL NAME**

(Select name from the drop down menu)

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

**a1. Popular School Name**

(No response)

**b. CHARTER AUTHORIZER (As of June 30th, 2021)**

Please select the correct authorizer as of June 30, 2022 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**d. DISTRICT / CSD OF LOCATION**

CSD #13 - BROOKLYN

**e. DATE OF INITIAL CHARTER**

11/2012

**f. DATE FIRST OPENED FOR INSTRUCTION**

8/2013

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

The mission of Unity Preparatory Charter School of Brooklyn is to empower students as scholars and citizens so they may lead fulfilling academic, personal, and professional lives.

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

KEY DESIGN ELEMENTS (Briefly describe each Key Design Elements (KDE) as presented in the schools approved charter. KDEs are those general aspects of the school that are innovative or unique to the school’s mission and goals, are core to the school’s overall design, and are critical to its success.

KDE 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 post-secondary studies.
KDE 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.
KDE 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.
KDE 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 afterschool and weekend tutoring.
KDE 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.
KDE 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.
KDE 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.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

#### Need additional space for variables

No

#### h. SCHOOL WEB ADDRESS (URL)

<https://www.unityprep.org/>

#### i. Total Approved Charter Enrollment for 2021-2022 School Year (**exclude Pre-K program enrollment**)

655

#### j. Total Enrollment on June 30, 2022 (**exclude Pre-K program enrollment**)

526

**k. Grades Served during the 2021-2022 School Year (exclude Pre-K program students)**

Check all that apply

Grades Served	6, 7, 8, 9, 10, 11, 12
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**l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

No
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## **FACILITIES INFORMATION**

**m. FACILITIES**

Will the school maintain or operate multiple sites in 2022-2023?

Yes, 2 sites
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**UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840**

**School Site 1 (Primary)**

**m1. SCHOOL SITES**

Please provide information on Site 1 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 1	432 Monroe Street	718-455-5046	NYC CSD 13	6-8	No

**m1a. Please provide the contact information for Site 1.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	Head of School	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>
Operational Leader	Casey Burns	Co-Principal	718-455-5046	646-245-0602	<a href="mailto:cburns@unityprep.org">cburns@unityprep.org</a>
Compliance Contact	Chris Doscher	Director of Administration	718-455-5046	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	Director of Administration	718-455-5046	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Chris Doscher	Director of Administration	718-455-5046	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-455-5046	917-584-0850	<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>

**m1b. Is site 1 in public (co-located) space or in private space?**

Co-located Space

**m1c. 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	n/a	No		No		Yes

**IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC**

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2021.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2021.**
- **If the fire inspection certificate is dated after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022.**

**Site 1 Certificate of Occupancy (COO)**

**Site 1 Fire Inspection Report**



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## School Site 2

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### m2. SCHOOL SITES

Please provide information on Site 2 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades to be Served at Site for coming year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 2	584 Driggs Avenue	718-682-3725	NYC CSD 14	9-12	9-12

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**m2a. Please provide the contact information for Site 2.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	Head of School	718-682-3725	917-584-0850	<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>
Operational Leader	Grace Yun	Co-Principal	718-682-3725	310-892-9511	<a href="mailto:gyun@unityprep.org">gyun@unityprep.org</a>
Compliance Contact	Chris Doscher	Director of Administration	718-682-3725	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	Director of Administration	718-682-3725	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Chris Doscher	Director of Administration	718-682-3725	347-746-1575	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-682-3725	917-584-0850	<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>

**m2b. Is site 2 in public (co-located) space or in private space?**

Private Space

## IF LOCATED IN PRIVATE SPACE IN NYC OR IN DISTRICTS OUTSIDE NYC

**m1d. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 1 if located in private space in NYC or located outside of NYC .**

**Certificate of Occupancy and Fire Inspection. Provide a copy of a current and non-expired certificate of occupancy (if outside NYC or in private space in NYC). For schools that are not in district space (NYC co-locations), provide a copy of a current and non-expired certificate of occupancy, and a copy of the current annual fire inspection results, which should be dated on or after July 1, 2022.**

- **Fire inspection certificates must be updated annually. For the upcoming school year 2022-2023, the fire inspection certificate must be dated after July 1, 2022.**
- **If the fire inspection certificate expires after the August 1, 2022 submission of the Annual Report, please submit the new certificate with the Annual Report entries due on November 1, 2022. Please note in the portal that this is the case**

### Site 1 Certificate of Occupancy (COO)

[certificate of occupancy 584 Driggs Ave. \(1\).pdf](#)

**Filename:** certificate of occupancy 584 Driggs Ave. (1).pdf **Size:** 402.7 kB

### Site 2 Fire Inspection Report

[584 Driggs ave K.pdf](#)

**Filename:** 584 Driggs ave K.pdf **Size:** 189.5 kB

## CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

**n1. Were there any revisions to the school's charter during the 2021-2022 school year? (Please include approved or pending material and non-material charter revisions).**

No

**o. Has your school's Board of Trustee's approved a budget for the 2021-2022 FY?**

Yes

## ATTESTATIONS

**p. Individual Primarily Responsible for Submitting the Annual Report. (To write type in a phone number with an extension, please use this format: 123-456-7890-3. The dash and number 3 at the end of the phone number refers to the individual's phone extension. Do not type in the work extension or the abbreviation for it - just the dash and the extension number after the phone number).**

Name	Chris Doscher
Position	Director of Administration
Phone/Extension	347-746-1575
Email	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>

**p. Our signatures (Executive Director/School Leader/Head of School and Board President) below attest that our school has reviewed, understands and will comply with the employee clearance and fingerprint requirements as outlined in Entry 10 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click **YES** to agree.**

## Responses Selected:

Yes

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

**Responses Selected:**

Yes

**Signature, Head of Charter School**

A handwritten signature in black ink, appearing to be "JMS", written on a light gray background.

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

A handwritten signature in black ink, appearing to be "K. Smith", written on a light gray background.

**Date**

Jul 28 2022

Thank you.



## Entry 3 Progress Toward Goals

Incomplete

## Instructions

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## Entry 3 Progress Toward Goals

### PROGRESS TOWARD CHARTER GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

Complete the tables provided. List each goal and measure as contained in the school's currently approved charter, and indicate whether the school has met or not met the goal. Please provide information for all goals no later than November 2, 2022.

**UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840**

## 1. ACADEMIC STUDENT PERFORMANCE GOALS

### Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY

The following tables reflect formatting in the online portal required for Board of Regents, NYCDOE, and Buffalo BOE authorized charter schools only. These charter schools should report all Progress Toward Charter Goals as per their currently approved charters no later than **November 1, 2022**.

#### 2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1				
Academic Goal 2				
Academic Goal 3				
Academic Goal 4				
Academic Goal 5				
Academic Goal 6				
Academic Goal 7				
Academic Goal 8				
Academic Goal 9				
Academic Goal 10				

## 2. Do have more academic goals to add?

(No response)

### 2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Meet	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 21				
Academic Goal 22				
Academic Goal 23				
Academic Goal 24				
Academic Goal 25				
Academic Goal 26				
Academic Goal 27				
Academic Goal 28				
Academic Goal 29				
Academic Goal 30				
Academic Goal 31				
Academic Goal 32				
Academic Goal 33				
Academic Goal 34				
Academic Goal 35				
Academic Goal 36				



Academic Goal 37				
Academic Goal 38				
Academic Goal 39				
Academic Goal 40				
Academic Goal 41				
Academic Goal 42				
Academic Goal 43				
Academic Goal 44				
Academic Goal 45				
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Academic Goal 57				
Academic Goal 58				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

Academic Goal 63				
Academic Goal 64				
Academic Goal 65				
Academic Goal 66				
Academic Goal 67				
Academic Goal 59				
Academic Goal 60				
Academic Goal 61				
Academic Goal 62				

#### 4. ORGANIZATION GOALS

**For the 2021-2022 school year, any organization goals that cannot be evaluated due to school closure resulting in a lack of data and changes in testing, surveying, and other usual practices should be reported as “N/A”.**

#### 2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1				
Org Goal 2				
Org Goal 3				
Org Goal 4				

Org Goal 5				
Org Goal 6				
Org Goal 7				
Org Goal 8				
Org Goal 9				
Org Goal 10				
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

## 5. Do have more organizational goals to add?

(No response)

## 6. FINANCIAL GOALS

## 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				

### 7. Do have more financial goals to add?

(No response)

## 2021-2022 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Partially Met	If not met, describe efforts the school will take to meet goal.
Financial Goal 6				
Financial Goal 7				
Financial Goal 8				
Financial Goal 9				
Financial Goal 10				

**Thank you.**

## Entry 4 - Audited Financial Statements

Incomplete

### **Required of ALL Charter Schools**

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-authorized charter schools** are asked to ensure that security features such as password protection are turned off.

**ALL Regents, NYCDOE, and Buffalo BOE-authorized charter schools** must upload final, audited financial statements to the [Annual Report Portal](#) no later than **November 1, 2022**. Upload the independent auditor's report, any advisory and/or management letter, and the internal controls report as one submission, combined into a PDF file, ensuring that security features such as password protections are removed from all school uploaded documents.

**PLEASE NOTE: This task appears as visible and optional task in the online portal until August 1 2022 but will be identified as a required task thereafter and due on November 1, 2022. This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 4b - Audited Financial Report Template (BOR/NYC/BOE)**

Incomplete

### **Instructions - Regents-Authorized Charter Schools ONLY**

Regents-authorized schools must download and complete the Excel spreadsheet entitled "Audited Financial Report Template" from the online portal or the [2021-2022 Annual Reports](#) webpage. Upload the completed file in Excel format and submit by **November 1, 2022**.

**EDUCATION CORPORATIONS WITH MORE THAN ONE SCHOOL SHOULD COMPLETE THE EXCEL SPREADSHEET FOR THE EDUCATION CORPORATION AS A WHOLE, NOT FOR THE INDIVIDUAL SCHOOLS. PLEASE SUBMIT THE SAME EXCEL SPREADSHEET FOR EACH OF THE SCHOOLS.**

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 4c - Additional Financial Documents**

Incomplete

**Instructions - Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit by **November 1, 2022**. The items listed below should be uploaded, with an explanation if not applicable or available. For example, a "federal Single Audit was not required because the school did not expend federal funds of more than the \$750,000 Threshold."

1. Advisory and/or Management letter
2. Federal Single Audit
3. CSP Agreed-Upon Procedure Report
4. Evidence of Required Escrow Account for each school<sup>[1]</sup>
5. Corrective Action Plan for Audit Findings and Management Letter Recommendations

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<sup>[1]</sup> Note: For BOR schools chartered or renewed after the 2017-2018 school year, the escrow account per school is \$100,000.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes**

only.

## Entry 4d - Financial Services Contact Information

Incomplete

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal by **November 1, 2022**.

### Form for "Financial Services Contact Information"

#### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone

#### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm

**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

## Entry 5 - Fiscal Year 2022-2023 Budget

Incomplete

**SUNY-authorized charter schools** should download the [2022-23 Budget and Quarterly Report Template and the 2022-23 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed template into Epicenter. SUNY CSI will forward to NYSED CSO. **Due November 1, 2022.**

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY22 Budget using the [2022-2023 Budget Template](#) in the portal or from the Annual Report website. **Due November 1, 2022.**

The assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

## **Entry 6 - Board of Trustees Disclosure of Financial Interest Form**

**Completed** - Aug 2 2022

Due on August 1, 2022, each member of the charter school's Board of Trustees who served on a charter school education corporation governing one or more charter schools for any period during the 2021-2022 school year must complete and sign a [Trustee Disclosure of Financial Interest Form](#). Acceptable signature formats include:

- Digitally certified PDF signature (i.e., DocuSign)
- Manual signature (1. download to print, 2. manually sign, 3. scan signed document to PDF, and 4. upload into portal)

All completed forms must be collected and uploaded in .PDF format for each individual member. **The education corporation is responsible for completing the form for trustees who left the board during the reporting year.**

Forms completed from past years will not be accepted. **Only the latest version of the form** (updated in April, 2022) is acceptable.).

Trustees serving on an education corporation that governs more than one school are not required to complete a separate disclosure for each school governed by the education corporation. In the Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### **[Disclosure Financial Interest - Merged](#)**

**Filename:** Disclosure\_Financial\_Interest\_-\_Merged.pdf **Size:** 966.5 kB

## **Entry 7 BOT Membership Table**

**Completed** - Aug 2 2022

### **Instructions**

### **Required of ALL charter schools**

ALL charter schools or education corporations governing multiple schools must complete the Board of Trustees Membership Table within the online portal. Please be sure to include and identify parents who are members of the Board of Trustees and indicate whether parents are voting or non-voting members.

## **Entry 7 BOT Table**

1. SUNY-AUTHORIZED charter schools are required to provide information for VOTING Trustees only.

2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools are required to provide information for all --VOTING and NON-VOTING-- trustees.

## UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

### Authorizer:

Who is the authorizer of your charter school?

Board of Regents

### 1. 2021-2022 Board Member Information (Enter info for each BOT member)

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Jake Elghanyan	<a href="mailto:jake.elghanyan@TFCornerstone.com">jake.elghanyan@TFCornerstone.com</a>	Vice Chair	Executive, Development & Finance	Yes	3	06/01/2021	06/01/2024	8
2	Jeannette Bander	<a href="mailto:banderj@sullcrom.com">banderj@sullcrom.com</a>	Trustee/Member	Executive, Student Learning, Audit & Finance	Yes	2	12/01/2021	06/01/2024	11
	Jim	<a href="mailto:james.n.">james.n.</a>		Executive, Audit &					



3	Ellsworth	<a href="mailto:ellsworth@gmail.com">ellsworth@gmail.com</a>	Chair	Finance, Development & Finance	Yes	2	06/01/2020	06/01/2023	9
4	Marion Leydier	<a href="mailto:marion.leydier@gmail.com">marion.leydier@gmail.com</a>	Treasurer	Executive, Audit & Finance	Yes	4	06/01/2022	06/01/2025	7
5	Sal Siddiqui	<a href="mailto:sal.siddiqui1@gmail.com">sal.siddiqui1@gmail.com</a>	Trustee/Member	Development & Finance, Enrichment and Community Partnership	Yes	2	06/01/2021	06/01/2024	11
6	Trudy Sandy	<a href="mailto:mstrudy.sandy@gmail.com">mstrudy.sandy@gmail.com</a>	Parent Rep	Executive, Enrichment & Community Partnership	Yes	2	04/01/2021	04/01/2024	7
7	Madonna Afriyie-Adams	<a href="mailto:madonna@stemstrategies.org">madonna@stemstrategies.org</a>	Trustee/Member	Executive, Student Learning	Yes	1	06/01/2021	06/01/2024	6
8	Lenny Singletary	<a href="mailto:lenny.singletary@gmail.com">lenny.singletary@gmail.com</a>	Trustee/Member	Executive Committee, Audit & Finance Committee	Yes	1	12/01/2021	12/01/2024	5 or less
9									

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

No

**2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES**

1. SUNY-AUTHORIZED charter schools provide response relative to VOTING Trustees only.
2. REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED charter schools provide a response relative to all trustees.

a. Total Number of BOT Members on June 30, 2022	8
b.Total Number of Members Added During 2021-2022	1
c. Total Number of Members who Departed during 2021-2022	0
d.Total Number of members, as set in Bylaws, Resolution or Minutes	5-11

**3. Number of Board meetings held during 2021-2022**

12

**4. Number of Board meetings scheduled for 2022-2023**

12

**Total number of Voting Members on June 30, 2022:**

8

**Total number of Voting Members added during the 2021-2022 school year:**

1

**Total number of Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Voting members in 2021-2022, as set by the board in bylaws, resolution, or minutes:**

11

**Total number of Non-Voting Members on June 30, 2022:**

0

**Total number of Non-Voting Members added during the 2021-2022 school year:**

0

**Total number of Non-Voting Members who departed during the 2021-2022 school year:**

0

**Total Maximum Number of Non-Voting members in 2021-2022, as set by the board in bylaws, resolution or minutes:**

0

**Board members attending 8 or fewer meetings during 2021-2022**

5

**Thank you.**

## **Entry 8 Board Meeting Minutes**

**Completed** - Aug 2 2022

### **Instructions - Required of Regents, NYCDOE, and Buffalo BOE Authorized Schools ONLY**

Schools must upload a complete set of monthly board meeting minutes (July 2021-June 2022), which should match the number of meetings held during the 2021-2022 school year, as indicated in the above table. The minutes provided must be the final version approved by the school's Board of Trustees and may be uploaded individually or as one single combined file. Board meeting minutes must be submitted by **August 1, 2022**.

### **2021-22 Board Meeting Minutes (Combined)**

**Filename:** 2021-22\_Board\_Meeting\_Minutes\_Combined.pdf **Size:** 1.3 MB

## **Entry 9 Enrollment & Retention**

**Completed** - Aug 2 2022

### **Instructions for submitting Enrollment and Retention Efforts**

#### **Required of ALL Charter Schools**

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), 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 2022-2023.

## **Entry 9 Enrollment and Retention of Special Populations**

## Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>To recruit Economically Disadvantaged students (71% in 2021-22), Unity 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. Virtual Open House Events – Unity Prep held monthly virtual Open House events. Each event provided attendees an opportunity to meet and speak with Unity rep’s co-founders and staff, meet current students, tour the school, and take part in a presentation regarding Unity Prep’s school model and inclusive environment.</p> <p>b. Attending virtual fairs hosted by the NYC Charter School Center and other organizations.</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. These information packets were addressed to the Guidance Counselors and Parent Coordinators in each school. The information packets contained</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home.</p>

	<p>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 social media platforms popular with our families, including Facebook and Instagram. 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 2021-22, 4% of students were English Language Learners. To recruit these students, Unity Prep used the following strategies:</p> <p>a. Virtual 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. Unity staff performed targeted outreach with the families of our current ELL scholars to target new scholars from their community</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home</p>

Students with Disabilities	<p>To recruit Students with Disabilities (20% in 2021-22), the school implemented the following efforts:</p> <ul style="list-style-type: none"> <li>a. Outreach to Special Education Coordinators at CSD 13 and 16</li> <li>b. Ongoing partnerships with the Committee on Special Education</li> <li>c. Information on Special Education and Intervention services highlighted in all written materials and advertisements</li> <li>d. Information on Special Education and Intervention Services distributed at all visits, open houses and school fairs</li> </ul>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home.</p>
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### Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>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.</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home.</p>
	<p>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</p>	

English Language Learners	<p>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. Students will be continually assessed to ensure these services are providing the appropriate level of support and supplemental instruction needed for ongoing student growth.</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home</p>
	<p>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 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</p>	



Students with Disabilities	<p>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.</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home</p>
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## Entry 10 - Teacher and Administrator Attrition

Completed - Aug 2 2022

### Form for "Entry 10 - Teacher and Administrator Attrition" Revised to Employee Fingerprint Requirements Attestation

## **A. TEACH System - Employee Clearance**

Charter schools must ensure that all prospective employees<sup>[1]</sup> receive clearance through [the NYSED Office of School Personnel Review and Accountability](#) (OSPRA) prior to employment. **This includes paraprofessionals and other school personnel who are provided or assigned by the district of location, or related/contracted service providers.** After an employee has been cleared, schools are required to maintain proof of such clearance in the file of each employee. For the safety of all students, charter schools must take immediate steps to terminate the employment of individuals who have been denied clearance. Once the employees have been terminated, the school must terminate the request for clearance in the TEACH system.

In the Annual Report, charter schools are asked to confirm that all employees have been cleared through the NYSED TEACH system; and, if denied clearance, confirm that the individual or employee has been removed from the TEACH system, and is not employed by the school.

<sup>[1]</sup> Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at [http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee\\_fingerprintoct19.pdf](http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee_fingerprintoct19.pdf) or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

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## **B. Emergency Conditional Clearances**

### **Emergency Conditional Clearances**

Charter schools are **strongly discouraged** from using the emergency conditional clearance provisions for prospective employees. This is because the school must request clearance through NYSED TEACH, and the school's emergency conditional clearance of the employee terminates automatically once the school receives notification from NYSED regarding the clearance request. Status notification is provided for all prospective employees through the NYSED TEACH portal within 48 hours after the clearance request is submitted. Therefore, at most, a school's emergency conditional clearance will be valid for only 48 hours after approval by the board.

Schools are not permitted to renew or in any way re-establish a prospective employee's emergency conditional clearance after status notification is sent by NYSED through the TEACH portal.

Schools are asked to attest that they have reviewed and understand these requirements. More information can be found in the memo at [NYSED CSO Employee Clearance and Fingerprint Memo 10-2019](#).

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### **Attestation**

#### **Responses Selected:**

I hereby attest that the school has reviewed, understands, and will comply with these requirements.

## **Entry 11 Percent of Uncertified Teachers**

**Completed** - Aug 2 2022

### **Instructions**

#### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education.

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.

## **Entry 11 Uncertified Teachers**

**School Name:**

# Instructions for Reporting Percent of Uncertified Teachers

## Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. 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 line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

### CATEGORY A. 30% OR 5 UNCERTIFIED TEACHERS WHICHEVER IS LESS

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	0
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	0
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	0
Total Category A: 5 or 30% whichever is less	5.0

**CATEGORY B. PLUS FIVE UNCERTIFIED TEACHERS IN MATHEMATICS, SCIENCE, COMPUTER SCIENCE, TECHNOLOGY OR CAREER AND TECHNICAL EDUCATION.**

	FTE Count
i. Mathematics	3
ii. Science	1
iii. Computer Science	1
iv. Technology	0
v. Career and Technical Education	0
Total Category B: not to exceed 5	5.0

**CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS**

	FTE Count
i. FTE count of uncertified teacher with at least three years of elementary, middle or secondary classroom teaching experience (as of June 30, 2022)	5
ii. FTE count of uncertified teachers who are tenured or tenure track college faculty (as of June 30, 2022)	
iii. FTE count of uncertified teachers with two years of Teach for America experience (as of June 30, 2022)	
iv. FTE count of uncertified teachers with exceptional business, professional, artistic, athletic, or military experience (as June 30, 2022)	
Total Category C: not to exceed 5	5.0

## TOTAL FTE COUNT OF UNCERTIFIED TEACHERS (Sum of Categories A, B AND C)

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total	15

## CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

(Include teachers who do not fit in one of these categories or if did fit would exceed the numerical limits for that category)

	FTE Count
Total Category D	24

## CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

## CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	70

Thank you.



## Entry 12 Organization Chart

Completed - Aug 2 2022

## Instructions

### **Required of Regents, NYCDOE, and Buffalo BOE Authorized Charter Schools ONLY**

Upload the 2021-2022 **Organization Chart**. The organization chart should include position titles and reporting relationships. Employee names should **not** appear on the chart.

### **Organizational Chart Visuals - Unity (1)**

**Filename:** Organizational\_Chart\_Visuals\_-\_Unity\_1.pdf **Size:** 834.1 kB

## Entry 13 School Calendar

**Completed** - Aug 2 2022

### Instructions for submitting School Calendar

#### **Required of ALL Charter Schools**

If the charter school has a tentative calendar based on available information and guidance at the time, please submit with the August 1, 2022 submission. Charter schools must upload a final school calendar into the portal and may do so at any time but no later than **September 15, 2022**.

School calendars must meet the [minimum instructional requirements](#) as required of other public schools *"... unless the school's charter requires more instructional time than is required under the regulations."*

Board of Regents-authorized charter schools also are required to submit school calendars that clearly indicate the start and end date of the instructional year AND the number of instructional hours and/or instructional days for each month. See an example of a calendar showing the requested information. Schools are encouraged to use a calendar template and ensure there is a monthly tally of instructional days.

**PLEASE NOTE: This is a required task, and it is marked optional for administrative purposes only.**

### **2022-23 Calendar**

**Filename:** 2022-23\_Calendar.pdf **Size:** 95.7 kB

## Entry 14 Links to Critical Documents on School Website

**Completed** - Aug 2 2022

### Instructions

#### **Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 5: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the [link](#) from the school's website for each of the items:

1. Current Annual Report (i.e., 2021-2022 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;

5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#);
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

[1] Each charter school is required to make the Annual Report publicly available by August 1 and to post on their respective charter school website. Each school should post an updated and complete version to include accountability data and financial statements that are not or may not be available until after the August deadline (i.e., Repost when financials have been submitted in November.)

## **Form for Entry 14 Links to Critical Documents on School Website**

**School Name:   Unity Preparatory Charter School of Brooklyn**

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**Required of ALL Charter Schools noting that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved DASA policy and NYSED-Approved School Discipline Policy**

**By law, each charter school is required to maintain certain notices and policies listed on its website. Please insert the link from the school's website for each of the items:**

	Link to Documents
1. Current Annual Report (i.e., 2021-2022 Annual Report)	<a href="https://www.unityprep.org/governance/annual-report/">https://www.unityprep.org/governance/annual-report/</a>
2. Board meeting notices, agendas and documents	<a href="https://www.unityprep.org/governance/minutes/">https://www.unityprep.org/governance/minutes/</a>
3. New York State School Report Card	<a href="https://www.unityprep.org/governance/nys-school-report-card/">https://www.unityprep.org/governance/nys-school-report-card/</a>
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<a href="https://www.unityprep.org/families/student-family-handbook/">https://www.unityprep.org/families/student-family-handbook/</a>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<a href="https://www.unityprep.org/families/student-family-handbook/">https://www.unityprep.org/families/student-family-handbook/</a>
6. Authorizer-approved FOIL Policy	<a href="https://www.unityprep.org/families/student-family-handbook/">https://www.unityprep.org/families/student-family-handbook/</a>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<a href="https://www.unityprep.org/governance/by-laws/">https://www.unityprep.org/governance/by-laws/</a>

Thank you.



## Entry 15 Staff Roster

Completed - Aug 2 2022

### INSTRUCTIONS

**Required of Regents and NYCDOE-authorized Charter Schools ONLY**

Please click on the MS Excel [Faculty/Staff Roster Template](#) and provide the following information for **ANY and ALL** instructional and non-instructional employees.

**Use of the 2021-2022 Annual Report Faculty/Staff roster template is required. Each of the data**

**elements, with the exception of the Notes, are required, and use of the drop-down options, when provided, is also required. Reminders:** Please use the notes section provided to add any additional information as deemed necessary. Failure to adhere to the guidelines and validations in the Staff Roster Template will result in a resubmission of a fully corrected roster.

Please note the roster should include all staff employed any point from July 1, 2021 to June 30, 2022, including those employed on June 30th.

### **[Faculty & Staff Roster 2021-22 v2](#)**

**Filename:** Faculty\_\_Staff\_Roster\_2021-22\_v2.xlsx **Size:** 28.7 kB

## **Optional Additional Documents to Upload (BOR)**

**Incomplete**

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
--

**Trustee Name:**

James Ellsworth

---

**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Board Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

917.449.4596

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**Business Address:**

88 Lexington Avenue, New York, NY 10016

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**E-mail Address:**

james.n.ellsworth@gmail.com

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**Home Telephone:**

917.449.4596

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**Home Address:**

88 Lexington Avenue, New York, NY 10016

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**Signature**

July 27, 2022

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**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jacob Elghanayan

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**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Vice Chair

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.



6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

212-672-1000

**Business Address:**

387 Park Ave S

**E-mail Address:**

jake.elghanayan@tfc.com

**Home Telephone:**

646-483-3135

**Home Address:**

95 Horatio Street

   
Signature Date

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

MARION LEYDIER

**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee  
Treasurer

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☐ None

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 you
Since inception	Providing pro bono legal services to the charter school	<ul style="list-style-type: none"> <li>- Did not vote or participate in discussion of retention</li> <li>- Services are provided on a pro bono basis ie free of charge</li> </ul>	Self

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☐ 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 LLP (law firm of which I am a partner, along with Trustee Jeannette Bander)	Providing pro bono legal services		Same as above #6	

*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

212 558 4000

---

**Business Address:**

125 BROAD ST. , NY , NY 10004

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**E-mail Address:**

MARION. LEYDIEC @GMAIL.COM

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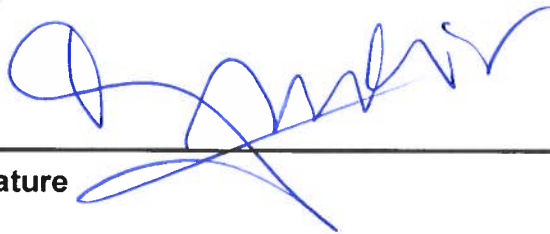
**Home Telephone:**

---

**Home Address:**

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**Signature**



**Date**

July 28, 2022

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Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

**Disclosure of Financial Interest by a Current  
or Former Trustee**

**Trustee Name:**

Jeannette Bander

**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Trustee

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ Yes ☒ No

If Yes, please describe the nature of your relationship and if the student could benefit from your participation.



- 
4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ Yes ☒ No

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ Yes ☒ No

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

<b>Date(s)</b>	<b>Nature of financial interest / transaction</b>	<b>Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)</b>	<b>Name of person holding interest or engaging in transaction and relationship to you</b>

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☐ **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 and Cromwell LLP	Pro bono legal services	—	Jeannette Bander	—

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*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

(212) 558-4000

**Business Address:**

125 Broad Street NY NY 10004

**E-mail Address:**

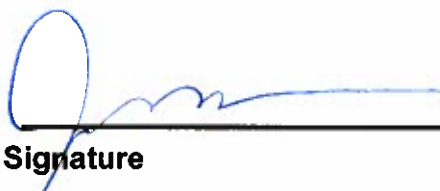
banderj@sullcrpm.com

**Home Telephone:**

—

**Home Address:**

—



**Signature**

July 27, 2022

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
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**Trustee Name:**

sa1 Siddiqui

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**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☐ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes**   ☐ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes**   ☐ **No**

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☐ **None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☐ **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



Unity Preparatory Charter School of Brooklyn

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**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

sal.siddiqui1@gmail.com

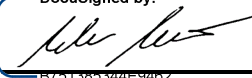
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**Home Telephone:**

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**Home Address:**

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7/28/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*

<b>Disclosure of Financial Interest by a Current or Former Trustee</b>
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**Trustee Name:**

Trudy Sandy

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**Name of Charter School Education Corporation:**

Unity Preparatory Charter School of Brooklyn

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1. List all positions held on the education corporation Board of Trustees ("Board") (e.g., chair, vice-chair, treasurer, secretary, parent representative, etc.).

Parent representative/secretary

2. Are you related, by blood or marriage, to any person employed by the school and/or education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and the person's position, job description, and other responsibilities with the school.

3. Are you related by blood, or marriage, or legal adoption/guardianship to any student currently enrolled in a school operated by the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

4. Are you related, by blood or marriage, to any person that could otherwise benefit from your participation as a board member of the education corporation?

☐ **Yes** ☒ **No**

If **Yes**, please describe the nature of your relationship and if this person could benefit from your participation.

5. Are you a past, current, or prospective employee of the charter school, education corporation, and/or an entity that provides comprehensive management services ("CMO"), whether for-profit or not-for-profit, which contracts, or may contract, with the charter school or education corporation; or do you serve as an employee, officer, or director of, or own a controlling interest in, a business or entity that contracts, or does business with, or plans to contract or do business with, the charter school, education corporation, and/or a CMO, whether for-profit or not-for-profit, including, but not limited to, the lease of real or personal property to the said entities?

☐ **Yes** ☒ **No**

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

6. Identify each interest/transaction (and provide the requested information) that you, any of your immediate family members, and/or any persons who you reside with have held or engaged in with the charter school(s) operated by the education corporation during the time you have served on the Board, and in the six months prior to such service. If there has been no such interest or transaction, check **None**.

☒ **None**

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 you

7. Identify each individual, business, corporation, union association, firm, partnership, 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) operated 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) you reside with had a financial interest or other relationship. If you are a member, director, officer, or employee of an organization formally partnered with and/or 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, check **None**.

☒ **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

Unity Preparatory Charter School of Brooklyn

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*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. The personal contact information provided below will be redacted.*

**Business Telephone:**

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**Business Address:**

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**E-mail Address:**

mstrudy.sandy@gmail.com

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**Home Telephone:**

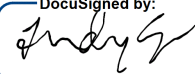
9176603243

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**Home Address:**

611 kosciuszko street, Brooklyn Ny 11221

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8/1/2022

**Signature**

**Date**

Acceptable signature formats include:

- Digitally certified PDF signature
- Print form, manually sign, scan to PDF

*last revised 04/2022*



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

HELD: July 1, 2021

A virtual meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on June 1, 2021 commencing at 5:00 p.m., New York time. Four Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website.

The following Trustees were present at the beginning of the meeting:

Madonna Afriyie

Jeannette Bander

Marion Leydier

Sal Siddiqui

Also in attendance at the invitation of the Board were Joshua Beauregard and Earl Silas. Jr.

Ms. Leydier 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.

Usage of Portable Classrooms for the 2021-22 School Year

The Trustees discussed and considered approval of entering agreements of up to one year with portable classroom vendor, William Scott, and the owner of 165 North 5th Street in Brooklyn, New York, as previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that Josh Beauregard, under the guidance of members of the Development & Finance Committee, may enter agreements of up to one year and at a maximum combined amount of \$250,000 with portable classroom vendor, William Scott, and the owner of 165 North 5th Street in Brooklyn, New York.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 5:32 p.m.

\_\_\_\_\_  
James Ellsworth  
Chairman



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

HELD: July 20, 2021

A virtual meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on July 20, 2021 commencing at 7:06 p.m., New York time. Three Trustees were present at the beginning of the meeting; quorum was not met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

Marion Leydier

Sal Siddiqui

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

Ms. Leydier 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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity’s academic and operations programming. Mr. Beauregard and the Trustees present discussed the School’s updates to its data dashboard.

Committee Reports

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

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

Mr. Siddiqui led a discussion regarding updates from the Enrichment and Community Partnership Committee.



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

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:16 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



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

HELD: August 24, 2021

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on August 24, 2021 commencing at 7:05 p.m., New York time. Four Trustees were present at the beginning of the meeting; quorum was not met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jake Elghanayan

(via videoconference at 387 Park South, New York, NY 10016)

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Dr. Madonna Afriyie-Adams joined the meeting via audio but did not count for voting or quorum purposes.

Also in attendance at the invitation of the Board were Earl Silas Jr., Joshua Beauregard, Chris Doscher, Melissa Duphiney, and Alex Poole.

Ms. Sandy 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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

#### Committee Reports

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

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

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

Mr. Siddiqui led a discussion regarding updates from the Enrichment and Community Partnership Committee.

#### Minutes of Prior Meeting – July 20, 2021

The Trustees discussed and considered approval of the minutes of the July 20, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the July 20, 2021 Board meeting minutes be, and hereby are, approved.

#### Minutes of Prior Meeting – June 15, 2021

The Trustees discussed and considered approval of the minutes of the June 15, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the June 15, 2021 Board meeting minutes be, and hereby are, approved.

#### Agreement with Charter School Business Management (CSBM) for the 2021-22 School Year

The Trustees discussed and considered approval of the proposed agreement with Charter School Business Management for financial services the 2021-22 school year. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the proposed agreement with Charter School Business Management, be, and he hereby is, approved.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 7:52 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



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

HELD: September 21, 2021

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on September 21, 2021 commencing at 7:04 p.m., New York time. Four Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

James Ellsworth

(via videoconference at Fort Boettcher, Walden, CO 80480)

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Dr. Madonna Afriyie-Adams joined the meeting via audio but did not count for voting or quorum purposes.

Also in attendance at the invitation of the Board were Earl Silas Jr., Joshua Beauregard, Chris Doscher, and Melissa Duphiney.

Ms. Sandy 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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

#### Committee Reports

Ms. Poole led a discussion regarding updates from the Audit & Finance Committee via a prerecorded video.

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

Mr. Siddiqui led a discussion regarding updates from the Enrichment and Community Partnership Committee.

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

#### Minutes of Prior Meeting – August 24, 2021

The Trustees discussed and considered approval of the minutes of the August 24, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the August 24, 2021 Board meeting minutes be, and hereby are, approved.

#### Updates to Financial Policies and Procedures Manual

The Trustees discussed and considered approval of the proposed updates to Unity's Financial Policies and Procedures Manual, as previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the proposed updates to Unity's Financial Policies and Procedures Manual be, and he hereby are, approved.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:01 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



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

HELD: October 12, 2021

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on October 12, 2021 commencing at 7:06 p.m., New York time. Four Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

James Ellsworth

(via videoconference at Fort Boettcher, Walden, CO 80480)

Jake Elghanayan

(via videoconference at 387 Park Sout, New York, NY 10016)

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, and Alexandra Poole.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity’s academic and operations programming. Mr. Beauregard and the Trustees present discussed the School’s updates to its data dashboard.

## Committee Reports

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

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

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

Mr. Siddiqui led a discussion regarding updates from the Enrichment and Community Partnership Committee.

## Minutes of Prior Meeting – September 21, 2021

The Trustees discussed and considered approval of the minutes of the September 21, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the September 21, 2021 Board meeting minutes be, and hereby are, approved.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:29 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman





MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: November 9, 2021

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on November 9, 2021 commencing at 7:07 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

James Ellsworth

(via videoconference at 902 Broadway, New York, NY 10010)

Jake Elghanayan

(via videoconference at 387 Park South, New York, NY 10016)

Marion Leydier

(via videoconference at 864 Carroll Street, Brooklyn, NY 11215)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Alexandra Poole, and Earl Silas. Jr.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

## Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

## Committee Reports

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

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

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

Mr. Siddiqui led a discussion regarding updates from the Enrichment and Community Partnership Committee.

## Minutes of Prior Meeting – October 12, 2021

The Trustees discussed and considered approval of the minutes of the October 12, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the October 12, 2021 Board meeting minutes be, and hereby are, approved.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:36 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: December 14, 2021

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on December 14, 2021 commencing at 7:05 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

James Ellsworth

(via videoconference at 902 Broadway, New York, NY 10010)

Marion Leydier

(via videoconference at 864 Carroll Street, Brooklyn, NY 11215)

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Dr. Madonna Afriyie-Adams joined the meeting via audio but did not count for voting or quorum purposes.

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Josh Phillips, and Alexandra Poole.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

### Head of School Report; Data Dashboard; Strategic Planning

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard. Mr. Phillips provided updates regarding the educational landscape of schools at large, including updates related to Unity.

Trustee Jake Elghanayan joined at 7:32pm via videoconference at 387 Park South, New York, NY 10016.

### Committee Reports

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

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

Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

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

### Minutes of Prior Meeting – November 9, 2021

The Trustees discussed and considered approval of the minutes of the November 9, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the November 9, 2021 Board meeting minutes be, and hereby are, approved.

### 403b Plan for Employees

The Trustees discussed and considered approval a 3% employer match on Unity's 403b retirement plan for employees who have been with the school at least 12 months, with a three-year vesting schedule, to begin on February 1<sup>st</sup>, 2022. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that a 3% employer match for Unity's 403b retirement plan for employees who have been with the school at least 12 months, with a three-year vesting schedule on terms substantially consistent with those presented to the Trustees, be, and hereby is, approved to begin on February 1<sup>st</sup>, 2022.

### COVID-19 Testing Agreement

The Trustees discussed and considered approval of COVID19 testing services for students through Telopoint; provided that the costs of such testing services for the 2022-2023 School year may not exceed \$40,000. The Trustees present unanimously adopted the following resolutions:

***RESOLVED***, that Joshua Beauregard be, and he hereby is, authorized to cause the School to incur up to \$40,000 in costs for COVID19 testing through Telopoint and to execute such agreements as Mr. Beauregard determines necessary or appropriate in connection with such COVID 19 testing; and

***RESOLVED***, that any actions related to such COVID 19 testing services heretofore taken on behalf of the School are hereby ratified, approved and confirmed.

### Bus Transportation Agreement

The Trustees discussed and considered approval of school bus services for students through Royalty Transit; provided that the cost of such services for the 2022-2023 School year may not exceed \$80,000. The Trustees present unanimously adopted the following resolutions:

***RESOLVED***, that Joshua Beauregard be, and he hereby is, authorized to cause the School to incur up to \$80,000 in costs for school bus services through Royalty Transit; and

***RESOLVED***, that any actions related to such Royalty Transit school bus services heretofore taken on behalf of the School are hereby ratified, approved and confirmed.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:58 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: January 18, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on January 18, 2022 commencing at 7:06 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Jake Elghanayan

(via videoconference at 95 Horatio Street, New York, NY 10013)

James Ellsworth

(via videoconference at 902 Broadway, New York, NY 10010)

Marion Leydier

(via videoconference at 864 Carroll Street, Brooklyn, NY 11215)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

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

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

## Head of School Report; Data Dashboard

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

## Committee Reports

Mr. Doscher led a discussion regarding updates from the Audit & Finance Committee.

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

Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

Ms. Duphiney led a discussion regarding updates from the Student Learning Committee.

## Minutes of Prior Meeting – December 14, 2021

The Trustees discussed and considered approval of the minutes of the December 14, 2021 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the December 14, 2021 Board meeting minutes be, and hereby are, approved.

## Custodial Agreement

The Trustees discussed and considered approval of custodial services for the high school campus through Ascent Cleaning; provided that the cost of such services for the 2021-2022 School year may not exceed \$53,000. The Trustees present unanimously adopted the following resolutions:

***RESOLVED***, that Joshua Beauregard be, and he hereby is, authorized to cause the School to incur up to \$53,000 in costs for the 2021-2022 School year for custodial services for the high school through Ascent Cleaning; and

***RESOLVED***, that any actions related to such custodial services through Ascent Cleaning heretofore taken on behalf of the School are hereby ratified, approved and confirmed.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:22 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: February 15, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on February 15, 2022 commencing at 7:07 p.m., New York time. Three Trustees were present at the beginning of the meeting; quorum was not met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Marion Leydier

(via videoconference at 864 Carroll Street, Brooklyn, NY 11215)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Lenny Singletary was linked via video and audio, but did not count towards voting or quorum.

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Alexandra Poole, and Earl Silas, Jr.

Ms. Leydier 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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

Mr. Beauregard provided updates regarding Unity’s academic and operations programming. Mr. Beauregard and the Trustees present discussed the School’s updates to its data dashboard.



## Committee Reports

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

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

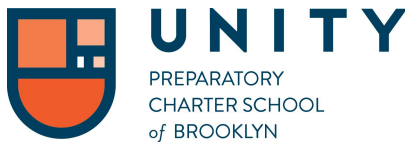
Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

Ms. Duphiney led a discussion regarding updates from the Student Learning Committee.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:32 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: March 15, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on March 15, 2022 commencing at 7:11 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Jake Elghanayan

(via videoconference at 387 Park South, New York, NY 10016)

James Ellsworth

(via videoconference at 902 Broadway, New York, NY 10010)

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Dr. Madonna Afriyie-Adams was linked via audio, but did not count towards voting or quorum.

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, and Earl Silas, Jr.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

## Head of School Report; Data Dashboard

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

## Committee Reports

Ms. Poole led a discussion regarding updates from the Audit & Finance Committee via a prerecorded video.

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

Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

Ms. Duphiney led a discussion regarding updates from the Student Learning Committee.

## Minutes of Prior Meeting – January 18, 2022

The Trustees discussed and considered approval of the minutes of the January 18, 2022 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the January 18, 2022 Board meeting minutes be, and hereby are, approved.

## Minutes of Prior Meeting – February 15, 2022

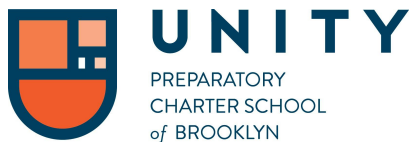
The Trustees discussed and considered approval of the minutes of the February 15, 2022 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the February 15, 2022 Board meeting minutes be, and hereby are, approved.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:45 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: April 12, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on April 12, 2022 commencing at 7:08 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting:

Jeannette Bander

(via videoconference at 70 East 10th Street, New York, NY 10003)

Jake Elghanayan

(via videoconference at 387 Park South, New York, NY 10016)

James Ellsworth

(via videoconference at 902 Broadway, New York, NY 10010)

Marion Leydier

(via videoconference at 864 Carroll Street, Brooklyn, NY 11215)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Philadelphia, PA 19147)

Trustee Dr. Madonna Afriyie-Adams was linked via audio, but did not count towards voting or quorum.

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Alex Poole, and Earl Silas Jr.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Trustee Lenny Singletary joined at 7:25pm (via videoconference at 121 DeKalb Avenue Brooklyn, NY 11201).

#### Head of School Report; Data Dashboard

Mr. Beauregard provided updates regarding Unity's academic and operations programming. Mr. Beauregard and the Trustees present discussed the School's updates to its data dashboard.

#### Committee Reports

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

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

Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

Ms. Duphiney led a discussion regarding updates from the Student Learning Committee.

#### Minutes of Prior Meeting – March 15, 2022

The Trustees discussed and considered approval of the minutes of the March 15, 2022 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the March 15, 2022 Board meeting minutes be, and hereby are, approved.

#### 2020 Form 990

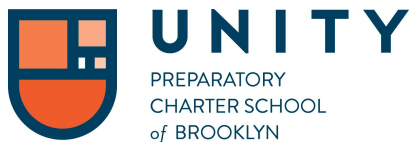
The Trustees discussed and considered approval of the 2020 Form 990 that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the 2020 Form 990 in the form circulated to the Trustees be, and hereby is, approved for submission to the Internal Revenue Service, and Joshua Beauregard be, and hereby is, authorized to sign and file the Form 990 on behalf of the School.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:24 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming from COVID-19.

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James Ellsworth  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: May 18, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on May 18, 2022 commencing at 7:12 p.m., New York time. Four Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting at 584 Driggs Avenue, Brooklyn, New York 11211 except as otherwise noted:

Jeannette Bander

Jake Elghanayan

James Ellsworth

Trudy Sandy

(via videoconference at 611 Kosciuszko Street, Brooklyn, NY 11221)

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Alex Poole, and Earl Silas Jr.

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.

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

Mr. Beauregard provided updates regarding Unity’s academic and operations programming. Mr. Beauregard and the Trustees present discussed the School’s updates to its data dashboard.

Committee Reports

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

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

Mr. Beauregard led a discussion regarding updates from the Enrichment and Community Partnership Committee.

Ms. Duphiney led a discussion regarding updates from the Student Learning Committee.

#### Minutes of Prior Meeting – April 12, 2022

The Trustees discussed and considered approval of the minutes of the April 12, 2022 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the April 12, 2022 Board meeting minutes be, and hereby are, approved.

#### Renewal of Employee Benefits

The Trustees discussed and considered approval of the renewal of the School's employee benefit plans. The benefit plan options were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the Employee Benefit plans, including employee medical, dental, vision, life, short-term disability and long-term disability plans be, and hereby are, approved on terms substantially consistent with the terms circulated to the Trustees.

#### Purchase of Student & Staff Computers

The Trustees discussed and considered approval of the purchase of student and staff computers from vendor iWise, totaling a cost of \$20,592. The quote was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and he hereby is, authorized to cause the School to incur up to \$20,592 in costs for computer purchases through iWise.

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., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming from COVID-19.

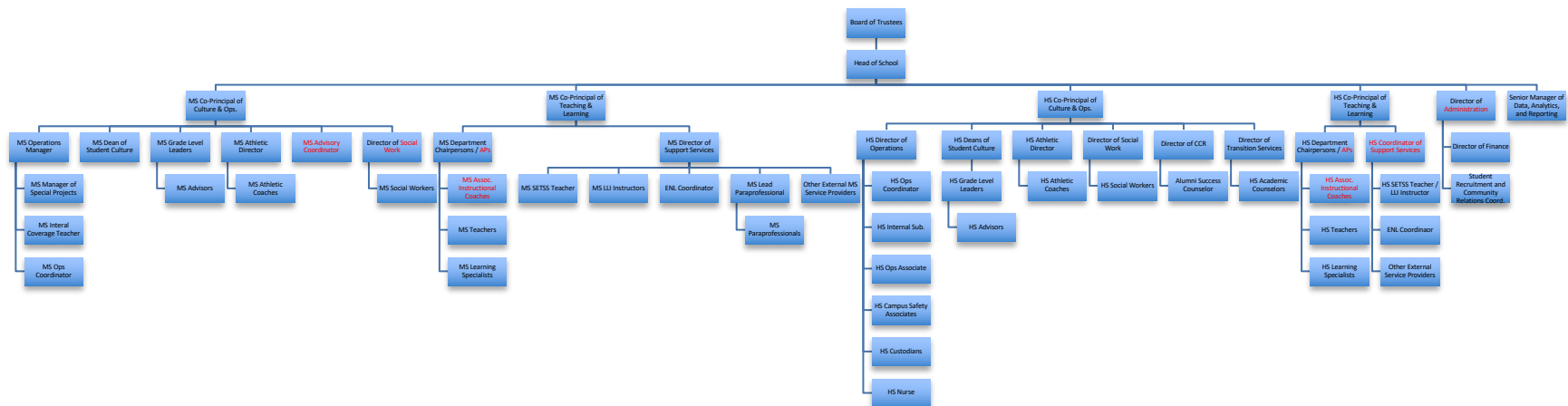
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James Ellsworth  
Chairman

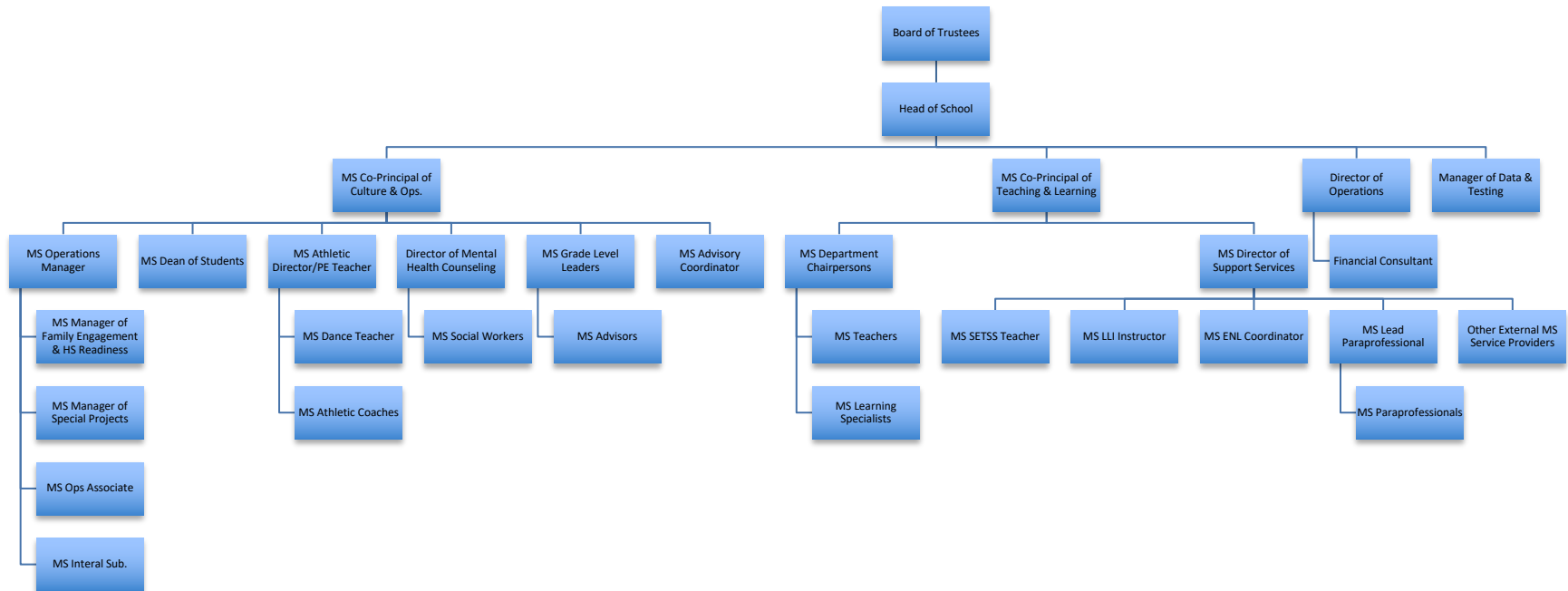


## Unity Preparatory Charter School of Brooklyn Visuals for Organizational Chart

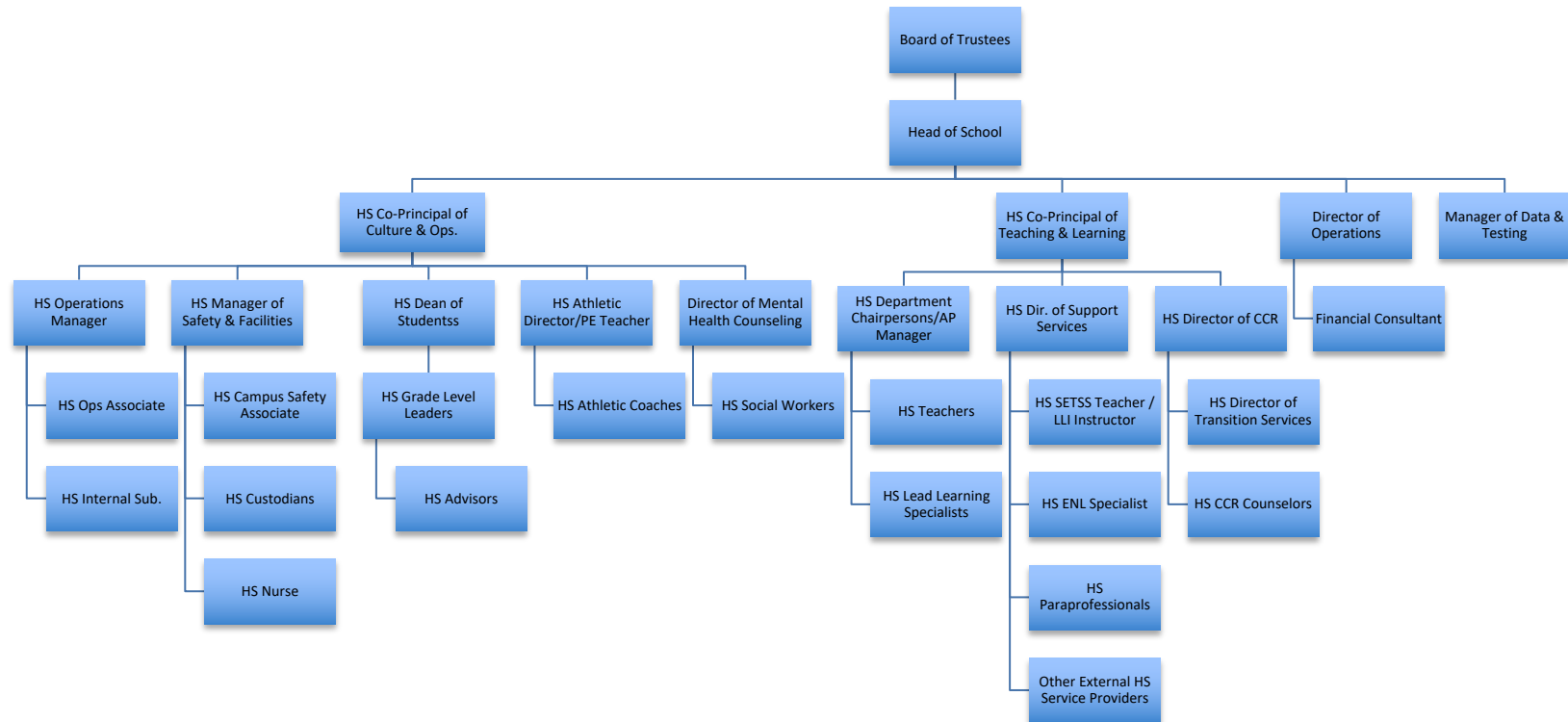
### Full School Organizational Chart



## Middle School Organizational Chart



## High School Organizational Chart





# UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

## 2022-23 Calendar for Middle School (grades 6-8) and High School (grades 9-12)

Updated 7/18/22 (JB)

### MS

June 2022				
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	

- 6/1: 8th grade prom
- 6/16: Algebra 1 Regents
- 6/17: Earth Science Regents
- 6/17: Co-principal Chat
- 6/17: Last day of regular classes
- 6/20: No school - Juneteenth
- 6/21-6/24: MS Roundtable presentations
- 6/24: 12th grade graduation, 10am
- 6/27: Last day of school for students
- 6/28: 8th grade graduation, 10am
- 6/28: Last day of school for non-returning staff
- 6/29: 1/2 day for new and returning staff
- 6/30: 12-month staff on

### HS

June 2022				
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	

- 6/1: US History Regents
- 6/14: Last day of regular classes
- 6/15-23: Regents Exams
- 6/20: No school - Juneteenth
- 6/24: Graduation
- 6/27: Last day of school for students
- 6/28: Last day of school for non-returning staff
- 6/29: 1/2 day for new and returning staff
- 6/30: 12-month staff on

### MS and HS

July 2022				
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

- 7/1-7/22: 12-month staff off
- 7/12-8/5: MS Summer Academy
- 7/11-7/29: HS Summer Academy
- 7/11-8/7: Summer Enrichment Programming
- 7/25-7/29: 12-month staff on (remote), 8-4pm

### MS and HS

August 2022				
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		

- 8/1-8/31: 12-month staff on (in person), 8-4pm
- 8/5, 8/12, 8/19: 1/2 day for 12-month staff, 8-12pm
- 8/16-17: Regents Exams
- 8/22-8/31: All staff on (in person), 8-4pm
- 8/30-8/31: New Student Orientation

IN-CLASS days: 18 Total: 18

September 2022				
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

- 9/1: Family Kickoff Festival, 2-4:30pm (432 Monroe St.)
- 9/2-9/5: No school - Labor Day weekend
- 9/7: First day of school for all students
- 9/12-9/16: MS & HS Star assessment window
- 9/14: MS Back to School Night for families
- 9/15: HS Back to School Night for families
- 9/14-9/15: Fall Convocation for grades 6 and 9
- 9/26: Unity in session - Rosh Hashanah

IN-CLASS days: 20 Total: 38

October 2022				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 10/5: Unity in session - Yom Kippur
- 10/10: No school - Indigenous Peoples' Day
- 10/11-10/14: Fall Spirit and Homecoming
- 10/24-10/28: MS & HS Interim Assessment 1
- X/X: SAT for grade 12 (PLACEHOLDER)

IN-CLASS days: 18 Total: 56

November 2022				
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		

- 11/4: End of HS Quarter
- 11/8: In-service 1/2 day for all staff / remote asynchronous learning day for all students - Election Day, 8-2pm
- 11/10: End of MS Trimester 1
- 11/11: No school - Veteran's Day
- 11/21: MS & HS evening family conferences, 5-8pm (remote)
- 11/22: MS & HS anytime family conferences, 9-2pm (in-person)
- 11/23-25: No school - November recess
- X/X: PSAT for grades 10 (PLACEHOLDER)

IN-CLASS days: 16 Total: 72

December 2022				
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

- 12/22: Community Service day
- 12/22: Early dismissal
- 12/23-12/30: December recess

IN-CLASS days: 20 Total: 92

January 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

- 1/2: No school - New Year's Day (observed)
- 1/3: No school for students - In-service day for staff
- 1/3-6: MS Star Assessments
- 1/13: Annual Civil Rights Celebration
- 1/16: No school - MLK Jr. Day
- 1/23 - 2/3: MS Mock Assessments window
- 1/24 - 1/27: HS IA Assessments and Regents Exams
- 1/30-2/3: HS Star assessment window

IN-CLASS days: 15 Total: 107

February 2023				
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			

- 2/3: Last day of HS Semester 1
- 2/16: End of MS Trimester 2
- 2/17: In-service day for MS staff - asynchronous learning day for MS students
- 2/20-24: No school - February recess
- X/X: Schoolwide family event (PLACEHOLDER - BLM IN PARTNERSHIP WITH LOCAL ORG SUCH AS BAM OR THE BK MUSEUM)

IN-CLASS days: 23 Total: 130

March 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

- 3/16: MS evening family conferences, 5-8pm (remote)
- 3/17: MS daytime family conferences, 9-2pm (in-person)
- 3/20-3/24: HS Mock Exams
- 3/31: End of HS Quarter 3

IN-CLASS days: 13 Total: 143

April 2023				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 4/6-4/14: No school - April recess
- 4/19: HS evening family conferences, 5-8pm (remote)
- 4/20: HS daytime family conferences, 9-2pm (in-person)
- 4/19-21: MS ELA state exam window
- 4/19-21: HS family conferences
- 4/21: In-service day for HS staff - asynchronous learning day for HS students
- X/X: SAT for grade 11 (PLACEHOLDER)
- X/X: Schoolwide family event (PLACEHOLDER - COMMUNITY SERVICE)

IN-CLASS days: 22 Total: 165

May 2023				
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		

- 5/2-5/4: MS math state exam window
- 5/15-5/26: NYSLAT exam window - grades 6-12
- 5/23-6/2: 8th grade science performance exam window
- 5/29: No school - Memorial Day
- 5/1-5/12: Advanced Placement exams
- 6/12: College Signing Day event for all students
- 5/24: Last day of regular classes for 12th grade students in good standing
- 5/30-6/9: Star assessment window, grades 6-12
- X/X: Family planning meeting, grades 6-12

IN-CLASS days: 16 Total: 181

June 2023				
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

- 6/5: 8th grade science written exam window
- 6/2: End of MS Trimester 3
- 6/9: Last day of regular MS classes - WHAT IS GOING ON ON 6/12 AND 6/13?
- 6/13: Last day of regular HS classes
- 6/14-23: Regents exams
- 6/19: No school - Juneteenth
- 6/14-6/20: MS Roundtable presentations
- 6/23: Last day of school year for all students
- 6/23: 8th grade graduation, 9am
- 6/23: 12th grade graduation, 11am

Key	
	Vacation/Holiday/Teacher Work Day (No School for Students)
	Modified Student Schedule
	First Day & Last Day of School
	Family Engagement Days (we welcome families to participate)
	Assessment Days
	End of Grading Period



# FIRE DEPARTMENT

9 METROTECH CENTER BROOKLYN, N.Y. 11201-3857

## BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.28.2022.

### PREMISES

Unity Preparatory School of Brooklyn  
584 Driggs Avenue  
Brooklyn NY 11211

Unity Preparatory School of Brooklyn  
584 Driggs Avenue  
Brooklyn NY 11211

To Whom It May Concern:

The New York City Fire Department ("FDNY"), Bureau of Fire Prevention, Public Buildings Unit conducted an inspection of the above-referenced premises on **05.17.2022**.

~~XXX~~ The inspection did not reveal any violations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ The inspection resulted in issuance of violations of the Fire Code or other laws, rules or regulations that FDNY's Public Buildings Unit is authorized to inspect and enforce.

\_\_\_\_\_ As of XXXXXX documents were submitted to FDNY as proof of correction, and such correction was deemed acceptable to FDNY

\_\_\_\_\_ The inspection, and a review of premises records, has disclosed that the premises may not be in compliance with the lawful occupancy established by the New York City Department of Buildings.

This letter shall not be construed to be a permit for, or an approval of the premises. FDNY does not certify that the premises is free from any violation for which it has not inspected, in accordance with its standard inspection protocols. This letter shall not prevent FDNY from inspecting the premises at a later date, requiring the correction of any deficiencies its finds at the premises, and/or issuing violations against the premises for conditions that do not comply with the Fire Code or other laws, rules or regulations.

Examined by: \_\_\_\_\_  
Tomasz Korbas, Supervising Inspector, PBU

## DEPARTMENT OF BUILDINGS

BOROUGH OF Brooklyn, THE CITY OF NEW YORKNo. 198865  
Date FEB 2 1968

## CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C26-181.0 to C26-187.0 inclusive Administrative Code 21:3.1 to 21:3.7 Building Code.)

This certificate supersedes C. O. No. \_\_\_\_\_

To the owner or owners of the building or premises:

THIS CERTIFIES that the ~~new~~ altered ~~existing~~ building premises located atOff & Disp. 581-90 Driggs Avenue, north side of South west of  
north 6th StreetBlock 2336 Lot 18, 26 & 31

conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

CERTIFIES FURTHER that, any provisions of Section 646F of the New York Charter have been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent.

N.B. Alt. No. Alt. 3018-1951Construction classification— class 1—first floorOccupancy classification— SchoolHeight 3

stories,

40.0 feetDate of completion— const. 1-26-68

Located in

unrestricted

Use District

plumb. 4-28-67B

Area

Height Zone at time of issuance of permit

This certificate is issued subject to the limitations hereinafter specified and to the following resolutions of the Board of Standards and Appeals: (Calendar numbers to be inserted here)

## PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	on earth	-	-	235	gymnasium, locker room, showers and toilet, stairs
First	60, 100 corr.	-	-	3	upper part of gymnasium, offices, toilets, showers and lockers, storage tickets and stairs
Second	60 Cr 100 corr. 120 Library	-	-	175	classrooms, library, nurse, toilets and stairs
Third	60 Cr 100 corr	-	-	175	classrooms, teachers room, toilet and stairs
TOTAL:- School					

FIRE DEPARTMENT APPROVAL DATED JANUARY 23, 1968 - (Interior fire alarm)

Samuel Pinsker

Borough Superintendent

CERTIFICATE WILL BE NULL AND VOID IF ALTERED IN ANY MANNER OR ADDITIONS ARE MADE THERETO.

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# DEPARTMENT OF BUILDINGS

CITY OF NEW YORK

BUREAU OF BUILDINGS

## NO CHANGES OF USE OR OCCUPANCY NOT CONSISTENT WITH THIS CERTIFICATE SHALL BE MADE UNLESS FIRST APPROVED BY THE BOROUGH SUPERINTENDENT

Unless an approval for the same has been obtained from the Borough Superintendent, no change or rearrangement in the structural parts of the building, or affecting the light and ventilation of any part thereof; or in the exit facilities, shall be made; no enlargement, whether by extending on any side or by increasing in height shall be made; nor shall the building be moved from one location or position to another; nor shall there be any reduction or diminution of the area of the lot or plot on which the building is located.

The building or any part thereof shall not be used for any purpose other than that for which it is certified.

The superimposed, uniformly distributed loads, or concentrated loads producing the same stresses in the construction in any story shall not exceed the live loads specified on reverse side; the number of persons of either sex in any story shall not exceed that specified when sex is indicated, nor shall the aggregate number of persons in any story exceed the specified total; and the use to which any story may be put shall be restricted to that fixed by this certificate except as specifically stated.

This certificate does not in any way relieve the owner or owners or any other person or persons in possession or control of the building, or any part thereof from obtaining such other permits, licenses or approvals as may be prescribed by law for the uses or purposes for which the building is designed or intended; nor from obtaining the special certificates required for the use and operation of elevators; nor from the installation of fire alarm systems where required by law; nor from complying with any lawful order for additional fire extinguishing appliances under the discretionary powers of the fire commissioner; nor from complying with any lawful order issued with the object of maintaining the building in a safe or lawful condition; nor from complying with any authorized direction to remove encroachments into a public highway or other public place, whether attached to or part of the building or not.

If this certificate is marked "Temporary", it is applicable only to those parts of the building indicated on its face, and certifies to the legal use and occupancy of only such parts of the building; it is subject to all the provisions and conditions applying to a final or permanent certificate; it is not applicable to any building under the jurisdiction of the Housing Division unless it is also approved and endorsed by them, and it must be replaced by a full certificate at the date of expiration.

If this certificate is for an existing building, erected prior to March 14, 1916, it has been duly inspected and it has been found to have been occupied or arranged to be occupied prior to March 14, 1916, as noted on the reverse side, and that on information and belief, since that date there has been no alteration or conversion to a use that changed its classification as defined in the Building Code, or that would necessitate compliance with some special requirement or with the State Labor Law or any other law or ordinance; that there are no notices of violations or orders pending in the Department of Buildings at this time; that Section 646F of the New York City Charter has been complied with as certified by a report of the Fire Commissioner to the Borough Superintendent, and that, so long as the building is not altered, except by permission of the Borough Superintendent, the existing use and occupancy may be continued.

§ 646 F. No certificate of occupancy shall be issued for any building, structure, enclosure, place or premises wherein containers for combustibles, chemicals, explosives, inflammables and other dangerous substances, articles, compounds or mixtures are stored, or wherein automatic or other fire alarm systems or fire extinguishing equipment are required by law to be or are installed, until the fire commissioner has tested and inspected and has certified his approval in writing of the installation of such containers, systems or equipment to the Borough Superintendent of the borough in which the installation has been made. Such approval shall be recorded on the certificate of occupancy."

Additional copies of this certificate will be furnished to persons having an interest in the building or premises, upon payment of a fee of fifty cents per copy.

(This is not a receipt) - See also Building Code and Regulations

RECEIVED BY THE BOROUGH SUPERINTENDENT