

# Application: Unity Preparatory Charter School of Brooklyn

Chris Doscher - cdoscher@unityprep.org  
2023-2024 Annual Report

## Summary

ID: 0000000318

Status: Annual Report Submission

Last submitted: Nov 1 2024 08:49 PM (UTC)

## Entry 1 – School Information and Cover Page

Completed - Aug 1 2024

### 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 the 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 2023-2024 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, 2024**) or you may not be assigned the correct tasks.

## BASIC INFORMATION

### a. LEGAL SCHOOL NAME (as chartered)

(Select name from the drop down menu)

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

**b. Unofficial or Popular School Name**

(No response)

**c. CHARTER AUTHORIZER (As of June 30th, 2024)**

Please select the correct authorizer as of June 30, 2024 or you may not be assigned the correct tasks.

BOARD OF REGENTS

**c. School Unionized**

Is your charter school unionized?

No

**d. District/CSD of Location**

CSD #13 - BROOKLYN

**e. Date of Approved Initial Charter**

Nov 1 2012

**f. Date School First Opened for Instruction**

Aug 1 2023

**g. Approved School Mission and Key Design Elements**

*(Regents, NYCDOE and Buffalo BOE authorized schools only)*

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.

**h. School Website Address**

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

**i. Total Approved Charter Enrollment for 2023-2024 School Year**

655

**j. Total Enrollment on June 30, 2024 - excluding Pre-K program enrollment**

558

k. Grades Served

Grades served during the 2023-2024 school year (exclude Pre-K program students):

Responses Selected:

6
7
8
9
10
11
12

I. Charter Management Organization/Educational Management Organization

Do you have a [Charter Management Organization](#)?

No
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FACILITIES INFORMATION

m. FACILITIES: Owned, rented, leased to educate students

Will the school maintain or operate multiple sites in 2024-2025?

	Yes, 2 sites
--	--------------

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 Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school 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, Brooklyn NY 11221	7184555046	NYC CSD 13	6-8	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		<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>
Operational Leader	Eddie Ortiz	AP of Operations	718-455-5046		<a href="mailto:eortiz@unityprep.org">eortiz@unityprep.org</a>
Compliance Contact	Chris Doscher	Director of Administration	718-455-5046		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	Director of Administration	718-455-5046		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Chris Doscher	Director of Administration	718-455-5046		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-455-5046		<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>

**m1b. Is site 1 in public space or in private space?**

Public Space

**m1c. Is site 1 in a co-located or not in a co-located facility?**

**Responses Selected:**

Co-Located with a District School

**m1d. 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

**School Site 2**

## m2. SCHOOL SITES

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

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to Be Served at Site for 2024-2025 School 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, Brooklyn, NY 11211	718-682-3725	NYC CSD 14	9-12	9-12	9-12

### 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		<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>
Operational Leader	Brandon Lopez	AP of Operations	718-682-3725		<a href="mailto:blopez@unityprep.org">blopez@unityprep.org</a>
Compliance Contact	Chris Doscher	Director of Administration	718-682-3725		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Complaint Contact	Chris Doscher	Director of Administration	718-682-3725		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
DASA Coordinator	Chris Doscher	Director of Administration	718-682-3725		<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-682-3725		<a href="mailto:jbeauregard@unityprep.org">jbeauregard@unityprep.org</a>

**m2b. Is site 2 in public space or in private space?**

Private Space

**m2c. Is site 2 in a co-located or not in a co-located facility?**

**Responses Selected:**

No Co-Located

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

**m2e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 2 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, 2024.

**Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.**

**If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.**

**Site 2 Certificate of Occupancy (COO)**

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

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

**Site 2 Fire Inspection Report**

*This is required, marked optional for administrative purposes.*

[584 Driggs ave K \(1\).pdf](#)

**Filename:** 584 Driggs ave K (1).pdf **Size:** 189.5 kB

School Site 5

m5. SCHOOL SITES

Please provide information on Site 5 for the upcoming school year.

	Physical Address	Phone Number	District/CSD	Grades Served at Site for 2023-2024 School Year (K-5, 6-9, etc.)	Grades to be Served at Site for 2024-2025 school year (K-5, 6-9, etc.)	Receives Rental Assistance for Which Grades (If yes, enter the appropriate grades. If no, enter No).
Site 5						

**m5a. Please provide the contact information for Site 5.**

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader					
Operational Leader					
Compliance Contact					
Complaint Contact					
DASA Coordinator					
Phone Contact for After Hours Emergencies					

**m5b. Is site 5 in public space or in private space?**

(No response)

**m5c. Is site 5 in a co-located or not in a co-located facility?**

**No Responses Selected**

**m5d. 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 5						

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

m5e. Upload a current Certificate of Occupancy (COO) and the annual Fire Inspection Report for school site 5 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, 2024.

Fire inspection certificates must be updated annually. For the upcoming school year 2024-2025, please submit a current fire inspection certificate.

If the fire inspection certificate will expire between the August 1, 2024, submission of the Annual Report and the November 1 Annual Report submission please submit the new certificate with the Annual Report entries due no later than 11:59 PM on November 1, 2024.

Site 5 Certificate of Occupancy (COO)

Site 5 Fire Inspection Report

*This is required, marked optional for administrative purposes.*

n. List of owned, rented, leased facilities not used to educate students and the purpose of each.

Separate by semi-colon (;)

n/a

o1. Total Number of School Calendar Days

183

**o2. Total Number of Instructional Hours by Month (Entries are required for all months. Enter a zero for months with no instructional hours.)**

January 2024	154
February 2024	126
March 2024	133
April 2024	105
May 2024	154
June 2024	98
July 2023	0
August 2023	0
September 2023	126
October 2023	147
November 2023	126
December 2023	105

**CHARTER REVISIONS DURING THE 2023-2024 SCHOOL YEAR**

**p. Summary of Material and Non-Material Charter Revisions approved or pending in 2023-2024, including updates to the school's board of trustees' bylaws, enrollment policy, discipline policy, or complaint policy.**

*Please note, listing the revisions here does not constitute a request. Schools are advised to seek revision requests through their authorizer directly.*

Does the school have any material or non-material revisions approved or pending?

(No response)



## p2. Summary of Charter Revisions

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	Updated enrollment to 615 students.	10/17/2023	
2	Change in organizational structure	Updated organizational leadership structure with Assistant Principals.	10/17/2023	
3				
4				
5				

More revisions to add?

No

## ATTESTATIONS

q. Name/Position of Person Completing/Submitting the 2023-2024 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	
Email	<a href="mailto:cdoscher@unityprep.org">cdoscher@unityprep.org</a>

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

As outlined in ENTRY 7 (Employee Fingerprint Requirements Attestation):

Our E-Signatures (not digital 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 7 and found in the [NYSED CSO Fingerprint Clearance Oct 2019 Memo](#). Click [YES](#) to agree.

**Responses Selected:**

Yes

**Signature, Head of Charter School**

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Signature, President of the Board of Trustees

(If you are not signing the application now, please click "Clear" on both signature fields before saving this task or else the system will return an error.)

Date

Jul 31 2024



Thank you.

## Entry 2 – Links to Critical Documents on School Website

Completed - Aug 1 2024

### Instructions

**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

1. Current Annual Report (i.e., 2023-2024 Annual Report);[\[1\]](#)
2. Board meeting notices, agendas and documents;
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law;[\[2\]](#) (Even if there is no school data yet reported, provide a direct web link to the most recent [New York State School Report Card](#) for the charter school.
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 July 2023 [Emergency Response Plan Memo](#) – Charter Schools Only);
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.)

[2] SRC data is included in the reporting requirements for New York charter schools in 8 NYCRR 119.3.

## Entry 2 – Links to Critical Documents on School Website

School Name: Unity Preparatory Charter School of Brooklyn

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**Required of ALL Charter Schools (Note that SUNY-authorized charter schools are not required to submit item 4: Authorizer-approved Dignity for All Students Act (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. All links must be readily found on the school's website.

[New York State Report Card](#)

[Emergency Response Plan Memo](#)

[NYSED Subject Matter List](#)

	Link to Documents
1. Current Annual Report (i.e., 2023-2024 Annual Report)	<u><a href="https://www.unityprep.org/governance/annual-report/">https://www.unityprep.org/governance/annual-report/</a></u>
2. Board meeting notices, agendas and documents	<u><a href="https://www.unityprep.org/governance/minutes/">https://www.unityprep.org/governance/minutes/</a></u>
3. New York State School Report Card. This report captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State law; (Even if there is no school data yet reported, provide a direct web link to the most recent New York State School Report Card for the charter school.	<u><a href="https://www.unityprep.org/governance/nys-school-report-card/">https://www.unityprep.org/governance/nys-school-report-card/</a></u>
4a. Authorizer-approved DASA Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u><a href="https://www.unityprep.org/families/dignity-for-all-students-act-dasa-policy/">https://www.unityprep.org/families/dignity-for-all-students-act-dasa-policy/</a></u>
4b. Authorizer-approved School Discipline Policy (For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)	<u><a href="https://www.unityprep.org/families/student-family-handbook/">https://www.unityprep.org/families/student-family-handbook/</a></u>
5. District-wide safety plan, not a building level safety plan (as per the September 2021 Emergency Response Plan Memo	<u><a href="https://www.unityprep.org/governance/district-wide-safety-plan/">https://www.unityprep.org/governance/district-wide-safety-plan/</a></u>
6. Authorizer-approved FOIL Policy	<u><a href="https://www.unityprep.org/families/access-student-grades/">https://www.unityprep.org/families/access-student-grades/</a></u>
7. Subject matter list of FOIL records. (Example: See NYSED Subject Matter List)	<u><a href="https://www.unityprep.org/families/access-student-grades/">https://www.unityprep.org/families/access-student-grades/</a></u>

Thank you.



## Entry 3 – Board of Trustees Disclosure of Financial Interest Form

Completed - Aug 1 2024

### Required of ALL Charter Schools

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 2023-2024 school year must complete and sign a Trustee [Disclosure of Financial Interest Form](#) due **no later than 11:59 PM on August 1, 2024**. 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 ensuring that each member who served on the board during the 2023-2024 school year completes the form.**

Charter schools **must** submit the latest version of the form. Forms completed from past years will not be accepted.

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 Trustee Disclosure of Financial Interest Form, trustees must disclose information relevant to any of the schools served by the governing education corporation.

### [Unity Prep 2023-24 Disclosure of Financial Interest For Board Member - signed \(1\)](#)

Filename: Unity\_Prep\_2023-24\_Disclosure\_of\_F\_My0m0hw.pdf Size: 653.1 kB

### [Unity Prep 2023-24 Disclosure of Financial Interest For Board Member - signed](#)

Filename: Unity\_Prep\_2023-24\_Disclosure\_of\_F\_HJpUFP2.pdf Size: 554.5 kB

### [2021-22-ar-current-former-trustee-financial-disclosure-form \(1\) - signed](#)

Filename: 2021-22-ar-current-former-trustee-\_PRS6M8X.pdf Size: 555.8 kB

### [2021-22-ar-current-former-trustee-financial-disclosure-form \(1\) - signed \(1\)](#)

Filename: 2021-22-ar-current-former-trustee-\_0diQRoC.pdf Size: 555.4 kB

## Entry 4 – Board of Trustees Membership Table

Completed - Aug 1 2024

## 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 4 – Board of Trustees Membership 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.

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**Authorizer:**

Who is the authorizer of your charter school?

Board of Regents

**1. 2023-2024 Board Member Information (Enter info for each BOT member)**

	Voting Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliation (s)	Voting Member Per By-Laws (Y/N)	Number of Completed Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2023- 2024
1	Jeannette Bander		Trustee/ Member	Student Learning, Audit & Finance	Yes	3	06/01/2024	06/01/2024	9
2	Jim Ellsworth		Chair	Audit & Finance, Development & Facilities	Yes	3	06/01/2023	06/01/2026	11
3	Lenny Singletary		Vice Chair	Audit & Finance	Yes	1	12/01/2021	12/01/2024	5 or less
4	Marion Leydier		Treasurer	Audit & Finance	Yes	4	06/01/2022	06/01/2025	7
5	Sal Siddiqui		Trustee/ Member	Development & Finance, Enrichment & Community Partnership	Yes	3	06/01/2024	06/01/2027	10
6	Trudy Sandy		Secretary	Enrichment & Community Partnership	Yes	3	04/01/2024	04/01/2027	5 or less



7									
8									
9									

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

No

2. Number of board meetings conducted in 2023-2024

11

3. Number of board meetings scheduled for the 2024-2025 school year

11

#### 4. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

a. Total number of Voting Members on June 30, 2024	6
b. Total number of Voting Members added during the 2023-2024 school year	0
c. Total number of Voting Members who left the board during 2023-2024 school year	0
d. Total Maximum Number of Voting Members in 2023-2024; as set by the board in bylaws, resolution, or minutes	11

#### 5. INFORMATION ABOUT NON-VOTING MEMBERS OF THE BOARD OF TRUSTEES (REGENTS, NYCDOE, and BUFFALO BOE-AUTHORIZED ONLY)

a. Total number of Non-Voting Members on June 30, 2024	0
b. Total number of Non-Voting Members added during the 2023-2024 school year	0
c. Total number of Non-Voting Members who left the board during the 2023-2024 school year	0
d. Total Maximum Number of Non-Voting members in 2023-2024, as set by the board in bylaws, resolution, or minuteset by the board in bylaws, resolution, or minutes	0
e. Board members attending 8 or fewer meetings during 2023-2024	0

Thank you.

## Entry 5 – Board Meeting Minutes

Completed - Aug 1 2024

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

Schools must upload a complete set of final monthly board meeting minutes (July 2023-June 2024), which should match the number of meetings held during the 2023-2024 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 **no later than 11:59 PM on August 1, 2024**.

#### 11

Filename: 11.14.23-Board-Meeting-Minutes.pdf Size: 84.2 kB

#### 9

Filename: 9.27.23-Board-Meeting-Minutes.pdf Size: 83.9 kB

#### 5

Filename: 5.21.24-Board-Meeting-Minutes.pdf Size: 87.5 kB

#### 12

Filename: 12.19.23-Board-Meeting-Minutes.pdf Size: 86.1 kB

#### 10

Filename: 10.17.23-Board-Meeting-Minutes.pdf Size: 84.5 kB

#### 1

Filename: 1.23.24-Board-Meeting-Minutes.pdf Size: 84.8 kB

#### 4

Filename: 4.16.24-Board-Meeting-Minutes.pdf Size: 86.1 kB

#### 3

Filename: 3.12.24-Board-Meeting-Minutes-Draft-1.pdf Size: 86.6 kB

#### 6

Filename: 6.18.24-Board-Meeting-Minutes.pdf Size: 89.7 kB

#### 8

Filename: 8.22.23-Board-Meeting-Minutes.pdf Size: 84.2 kB

#### 7

Filename: 7.27.23-Board-Meeting-Minutes.pdf Size: 84.4 kB

## Entry 6 – Enrollment & Retention

Completed - Aug 1 2024

### Instructions for submitting Enrollment and Retention Efforts

#### Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2023-2024 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWD), English Language Learner(s) (ELL), 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 2024-2025.

**\*SUNY-authorized charter schools**

The education corporation must include a plan for the charter to meet or exceed enrollment and retention targets established by the SUNY Trustees for students with disabilities, ELLs, and students who are eligible to participate in the FRPL program. See the [enrollment and retention target calculator](#) to find specific targets.

## **Entry 6 – Enrollment and Retention of Special Populations**

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## Good Faith Efforts to Meet Recruitment Targets (Attract)

	Describe Recruitment Efforts in 2023-2024	Describe Recruitment Plans in 2024-2025
Students with Disabilities	<p>To recruit Students with Disabilities (25% in 2023-24), 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 2023-24 school year and continue building partnerships with neighborhood schools and community organizations, especially those that support support families of students with disabilities.</p>
English Language Learners	<p>In 2023-24, 5% of students were English Language Learners. To recruit these students, Unity Prep used the following strategies:</p> <ul style="list-style-type: none"> <li>a. Virtual and in person open house presentations were made in both English and Spanish with translations provided in Fulani, Arabic and French.</li> <li>b. The school brought translators to all school fairs attended.</li> <li>c. All informational materials were provided in Spanish and English.</li> <li>d. Unity staff performed targeted outreach with the families of our current ELL scholars to target new scholars from their community</li> </ul>	<p>Unity plans on continuing all efforts made during the 2023-24 school year and continue building partnerships with neighborhood schools and community organizations, especially those that support support families whose first language might not be English.</p>
Economically Disadvantaged	<p>To recruit Economically Disadvantaged students (78% in 2023-24), Unity targeted its</p>	<p>Unity plans on continuing all efforts made during the 2023-24 school year and continue building</p>

outreach to the families in high needs communities within Community School District (CSD)

13. Specifically, the school undertook the following efforts:

a. Virtual & In Person Open House Events –

Unity

Prep held monthly virtual and in person 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.

b. Attending virtual fairs hosted by the NYC Charter School Center and other organizations.

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 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

partnerships with neighborhood schools and community organizations, especially those that support support economically disadvantaged families.

	<p>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>	
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## Good Faith Efforts To Meet Retention Targets

	Describe Retention Efforts in 2023-2024	Describe Retention Plans in 2024-2025
Students with Disabilities	<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 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 2023-24 school year in fostering close relationships with families of students with disabilities and ensuring students have access to all services as recommended on their IEP.</p>



English Language Learners	<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 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 2023-24 school year and ensure that families have access to information in their preferred home language.</p>
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</p>	<p>Unity plans on continuing all efforts made during the 2023-24 school year, including ensuring all students have access to a Chromebook and internet, along with access to school supplies.</p>

relationships with families and will alert leadership of any student or family who requires additional support.	
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## Entry 7 – Employee Fingerprint Requirements Attestation

Completed - Aug 1 2024

## Entry 7 – Employee Fingerprint Requirements Attestation

### A. TEACH System – Employee Clearance

#### Required of ALL Charter Schools

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 [NYSED CSO Employee Clearance and Fingerprint Memo](#) or visit the NYSED website at [Who Must Be Fingerprinted Charts](#) for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

## **B. 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](#).

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### **Attestation**

#### **Responses Selected:**

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

## **Entry 8 – Organization Chart**

Completed - Aug 1 2024

### **Instructions**

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

Upload the 2023-2024 **Organization Chart**. The organization chart should be a graphic representation (A list will not be accepted.) and should include position titles and reporting (hierarchical) relationships. Employee names should **not** appear on the chart.

#### **Proposed Organizational Chart, 2024 - 2025**

Filename: Proposed\_Organizational\_Chart\_2024\_jirsytH.pdf Size: 208.6 kB

## **Entry 9 – School Calendar**

Completed - Aug 1 2024

### **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 it **no later than 11:59 PM on August 1, 2024**. Charter schools must upload a final school calendar into the portal and may do so at any time but **no later than 11:59 PM on September 16, 2024**.








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 (also used to align to schools with extended days/years referenced in their mission statements/key design elements). See an example of a calendar showing the requested information. Schools **must** use a calendar format and ensure there is a monthly tally of instructional days.

#### Sample Calendar:

12 Month Calendar 2021-2022 184 Instructional Days										
<b>July</b>					<b>January (20)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
			1	2	3	4	5	6	7	
5	6	7	8	9	10	11	12	13	14	
12	13	14	15	16	17	18	19	20	21	
19	20	21	22	23	24	25	26	27	28	
26	27	28	29	30	31					
<b>August</b>					<b>February (15)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
2	3	4	5	6		1	2	3	4	
9	10	11	12	13	7	8	9	10	11	
16	17	18	19	20	14	15	16	17	18	
23	24	25	26	27	21	22	23	24	25	
30	31				28					
<b>September (18)</b>					<b>March (23)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3		1	2	3	4	
6	7	8	9	10	7	8	9	10	11	
13	14	15	16	17	14	15	16	17	18	
20	21	22	23	24	21	22	23	24	25	
27	28	29	30		28	29	30	31		
<b>October (20)</b>					<b>April (15)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
				1					1	
4	5	6	7	8	4	5	6	7	8	
11	12	13	14	15	11	12	13	14	15	
18	19	20	21	22	18	19	20	21	22	
25	26	27	28	29	25	26	27	28	29	
<b>November (18)</b>					<b>May (21)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
1	2	3	4	5	2	3	4	5	6	
8	9	10	11	12	9	10	11	12	13	
15	16	17	18	19	16	17	18	19	20	
22	23	24	25	26	23	24	25	26	27	
29	30				30	31				
<b>December (17)</b>					<b>June (17)</b>					
Mon	Tues	Wed	Thurs	Fri	Mon	Tues	Wed	Thurs	Fri	
		1	2	3			1	2	3	
6	7	8	9	10	6	7	8	9	10	
13	14	15	16	17	13	14	15	16	17	
20	21	22	23	24	20	21	22	23	24	
27	28	29	30	31	27	28	29	30		

	Staff Report - August 23rd		Early Dismissal Days		Holiday/Recess (No Students or Staff)
	Superintendent's Conference Day (No School for Students)		Regents and School-level Exams		
	September 8, 2021 All Grade Levels Report		June 24, 2022 - Last Day of School		

#### [2024-25 Calendar](#)

Filename: 2024-25\_Calendar.pdf Size: 363.8 kB

# Entry 10 – Faculty/Staff Roster Template

Completed - Aug 1 2024

## INSTRUCTIONS

### Required of Regents, NYCDOE, and Buffalo BOE-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 (all faculty and staff employed by the school during the 2023-2024 school year).

**Use of the 2023-2024 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 Faculty/Staff Roster Template will result in a resubmission of a fully corrected roster.

Here is the complete list of data elements in the roster template and an explanation of what information is required to correctly complete this task.

Roster Data Elements	Explanations
Authorizer <b>NOTE: MUST BE DONE FIRST</b>	<b>Select</b> your school's authorizer from the <b>drop-down list first</b> , before completing the roster.
School Name and Institution ID	<b>Select</b> your school's name from the <b>drop-down list</b> .
Faculty/Staff First Name	Enter the first name of the Faculty/Staff person.
Faculty/Staff Last Name	Enter the last name of the Faculty/Staff person.
TEACH ID	Enter the <b>7 digit TEACH ID</b> for the Faculty/Staff person.
Role in School	<b>Select</b> the best choice of role of the Faculty/Staff person from the <b>drop-down list</b> .
CPR/AED Certification Status	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Hire Date	Enter the date that the Faculty/Staff person was hired.
Start Date	Enter the date that the Faculty/Staff person actually began employment in this school.
Total Years' Experience in this Role	Enter Total Years of Experience that the Faculty/Staff person has in their current role.
Total Years at this School	Enter the Total Years that the Faculty/Staff person has been employed in this school.
Out-of-Certification Justification	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Subject Taught	<b>Select</b> the appropriate choice from the <b>drop-down list</b> .
Notes	Optional

## Unity 2023-24 Roster for Annual Report

Filename: Unity\_2023-24\_Roster\_for\_Annual\_Report.xlsx Size: 41.5 kB

# Entry 11 – Progress Toward Goals

In Progress - Last edited: Nov 1 2024

## Instructions

### SUNY-Authorized Charter Schools ONLY- Complete Template and Upload to Epicenter

SUNY-authorized charter schools must download an Accountability Plan Progress Report template at [Accountability Plan Progress Report](#). After completing, SUNY-authorized charter schools must upload the document into the Annual Report Portal, and into the SUNY Epicenter document management system **no later than 11:59 PM on September 16, 2024**.

**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 11:59 PM on November 1, 2024.**

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

**Entry 11 – 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 1, 2024.

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**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, 2024.**

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## 2023-2024 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	Recognition, Good Standing, Targeted Support and Improvement, and Comprehensive Support and Improvement Schools.	ESEA Accountability Designation	Unable to Assess	
Academic Goal 2	Comparison of the performance of all schools in NYS with similar grade configurations and similar population of students identified as students with disabilities, English language learners/multi-lingual learners, and economically disadvantaged students. Performance is based on charter schools' aggregate proficiency compared to similar schools (district schools and/or charter schools) on 3-8 ELA, math, and science assessments and/or high school cohort	Comparative Proficiency	Met	

	graduation rate outcomes.			
Academic Goal 3	The % of students in the school maintaining a proficient testing level (3 or 4) or trending toward proficiency from one year's test administration to the next.	Aggregate Standards-Based Trend Toward Proficiency – Math and ELA	Unable to Assess	
Academic Goal 4	The % of students with disabilities, English language learners/multi-lingual learners, and economically disadvantaged students in the school maintaining a proficient testing level (3 or 4) or trending toward proficiency from one year's test administration to the next.	Subgroup Standards-Based Trend Toward Proficiency – Math and ELA	Unable to Assess	
Academic Goal 5	The % of students who score proficiently on 3-8 State assessments for all students at the school level.	Aggregate School Level Proficiency – Math, ELA, and Science	Met	
Academic Goal 6	The % of students who score proficiently on 3-8 State assessments by subgroup at the school level compared to the subgroup. Includes students with	Subgroup School Level Proficiency – Math, ELA, and Science	Met	



	disabilities, English language learners/multi-lingual learners, and economically disadvantaged students.			
Academic Goal 7	The % of students who score proficiently on 3-8 State assessments for all students by grade level.	Aggregate Grade Level Proficiency – Math, ELA, and Science	Met	
Academic Goal 8	The % of students who score proficiently on 3-8 State assessments for each subgroup by grade level.	Subgroup Grade Level Proficiency – Math, ELA, and Science	Met	
Academic Goal 9	4-year, 5-year, and 6-year cohort Regents testing outcomes for ELA, Mathematics, Science, Global History and Geography, and US History and Government, or a NYSED approved equivalent, for all students with an emphasis on the final testing outcome for students. <sup>12</sup> Passing shall be defined as obtaining a Regents exam score of 65 or higher.	Aggregate Total Cohort Regents Testing Outcomes	Not Met	We saw increases in ELA and have maintained pass rates in global but have decreased and not met target in Living Environment, Algebra I, and US History. In response, we have made shifts in curriculum to OpenSci, which aligns well to the new Biology NGSS standards and are using the Illustrative Mathematics for Algebra. Courses where students underperformed are receiving increased administrative support for intellectual preparation, data

				analysis, and instruction.
Academic Goal 10	4-year, 5-year, and 6-year cohort Regents testing outcomes for ELA, Mathematics, Science, Global History and Geography, and US History and Government, or a NYSED approved equivalent, by subgroup with an emphasis on the final testing outcome for students. <sup>13</sup> Passing shall be defined as obtaining a Regents exam score of 65 or higher.	State Passing Rate	Not Met	We saw increases in ELA and have maintained pass rates in global but have decreased and not met target in Living Environment, Algebra I, and US History. In response, we have made shifts in curriculum to OpenSci, which aligns well to the new Biology NGSS standards and are using the Illustrative Mathematics for Algebra. Courses where students underperformed are receiving increased administrative support for intellectual preparation, data analysis, and instruction.

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

Yes

## 2023-2024 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	2019-2020 progress toward attainment of goal Met/Not Met/Unable to Assess During Due to Closure
Academic Goal 11	4-year cohort Regents testing outcomes for ELA and Mathematics, or a NYSED approved equivalent, for graduating students.14 College and career readiness shall be defined as obtaining a Regents exam score of 75 or higher on the ELA Regents test and 80 or higher on any Regents Math test.	Aggregate College and Career Readiness	Not Met	We saw increases in ELA and have maintained pass rates in global but have decreased and not met target in Living Environment, Algebra I, and US History. In response, we have made shifts in curriculum to OpenSci, which aligns well to the new Biology NGSS standards and are using the Illustrative Mathematics for Algebra. Courses where students underperformed are receiving increased administrative support for intellectual preparation, data analysis, and instruction.
Academic Goal 12	4-year cohort Regents testing outcomes for ELA and Mathematics, or a NYSED approved equivalent, for graduating student subgroups.16	Subgroup College and Career Readiness	Not Met	We saw increases in ELA and have maintained pass rates in global but have decreased and not met target in Living Environment, Algebra I, and US

	College and career readiness shall be defined as obtaining a Regents exam score of 75 or higher on the ELA Regents test and 80 or higher on any Regents Math test.			History. In response, we have made shifts in curriculum to OpenSci, which aligns well to the new Biology NGSS standards and are using the Illustrative Mathematics for Algebra. Courses where students underperformed are receiving increased administrative support for intellectual preparation, data analysis, and instruction.
Academic Goal 13	4-year (August), 5-year (August), and 6-year (June) graduation rate for all students with an emphasis on the final graduation outcome for students.	Aggregate Cohort Graduation Rate	Met	
Academic Goal 14	4-year (August), 5-year (August), and 6-year (June) graduation rate for students identified as students with disabilities, English language learners/multi-lingual learners, and economically disadvantaged students with an emphasis on the final graduation	Subgroup Cohort Graduation Rate	Met	Copared to the 2023 NYS graduation rate (the most recently available), our Unity graduation rate of 93% exceeds the NYS average.

	outcome for students.			
Academic Goal 15	% of all students in a cohort who have passed 3 out of 5 Regents exams, or a NYSED approved equivalent, required for graduation by August of the end of the student's 3rd year of high school (overage/under-credited school cohorts will be measured by their 4th year of high school in passing 3 out of 5 Regents exams by August of that year).	Aggregate On-Track to Graduate	Unable to Assess	In the Class of 2025, 95% of students have successfully completed at least three regents exams, which we believe is likely higher than NYS average.
Academic Goal 16	% of cohort by subgroup that has passed 3 out of 5 Regents exams, or a NYSED approved equivalent, required for graduation by the end of the student's 3rd year of high school (overage/under-credited school cohort subgroups will be measured by their 4th year of high school in passing 3 out of 5 Regents exams).	Subgroup On-Track to Graduate	Unable to Assess	In the Class of 2025, 95% of students have successfully completed at least three regents exams, which we believe is likely higher than NYS average.
Academic Goal 17				
Academic Goal 18				
Academic Goal 19				

Academic Goal 20				
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3. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

**For the 2022-2023 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”.**

## 2022-2023 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**

**2022-2023 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 12 – Audited Financial Statements

Completed - Oct 29 2024

### Required of ALL Charter Schools

**ALL SUNY-authorized charter schools** must upload the financial statements and related documents in PDF format into the Annual Report Portal and into the SUNY Epicenter document management system **no later than 11:59 PM on November 1, 2024**. **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 11:59 PM on November 1, 2024**. 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 2024 but will be identified as a required task thereafter and due on November 1, 2024. This is a required task, and it is marked optional for administrative purposes only.**

### 06

Filename: 06.30.2024\_-\_UPCSB\_FS\_-\_FINAL.pdf Size: 446.0 kB

## Entry 12b – Audited Financial Report Template (BOR)

Completed - Oct 29 2024

### 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 [2023-2024 Annual Reports](#) webpage. Upload the completed file in Excel format and submit **no later than 11:59 PM on November 1, 2024**.

**Please complete one spreadsheet at the Education Corporation level and submit the same spreadsheet for each of the schools.**

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

### [23-24 audited-financial-report-template-nysed](#)

Filename: 23-24\_audited-financial-report-te\_ts6M8L3.xlsx Size: 75.0 kB

## Entry 12c – Additional Financial Documents

Completed - Oct 29 2024

**Regents, NYCDOE and Buffalo BOE authorized schools** must upload financial documents and submit **no later than 11:59 PM on November 1, 2024**. 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. 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

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

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

#### [4\) Evidence of Required Escrow Account](#)

Filename: 4\_Evidence\_of\_Required\_Escrow\_Account.pdf Size: 82.2 kB

### Entry 12d – Financial Contact Information

Completed - Oct 29 2024

**Regents, NYCDOE, and Buffalo BOE authorized schools** should enter financial contact information directly into the form within the portal **no later than 11:59 PM on November 1, 2024**.

## Form for "Financial Contact Information"

#### 1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Kristin Johnson	<a href="#">_____</a>	

#### 2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain	<a href="mailto:mcain@mmb-co.com">mcain@mmb-co.com</a>	585-423-1860	11

#### 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 13 – Fiscal Year 2024-2025 Budget

Completed - Oct 29 2024

**SUNY-authorized charter schools** should download the [2024-2025 Budget and Quarterly Report Template and the 2024-2025 Budget Narrative Questionnaire](#) from the SUNY website and upload the completed templates into the Annual Report Portal and into the Epicenter document management system. **Due no later than 11:59 PM on November 1, 2024**.

**Regents, NYCDOE, and Buffalo BOE authorized charter schools** should upload a copy of the school's FY25 Budget using the [2024-2025 Budget Template](#) into the Annual Report Portal or from the Annual Report website. **Due no later than 11:59 PM on November 1, 2024**.

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.**

### **[24-25 annual-report-budget-template](#)**

**Filename:** 24-25\_annual-report-budget-template.xlsx **Size:** 48.3 kB

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

Incomplete

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

Salman 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

*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:**

302-559-9828

---

**Business Address:**

223 Bedford Ave Suite A2045 Brooklyn, NY 11211

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**E-mail Address:**

sal.siddiqui1@gmail.com

---

**Home Telephone:**

302-559-9828

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**Home Address:**

565 Putnam Ave Unit 3 Brooklyn 11221

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7/23/24

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*








# Unity Prep 2023-24 Disclosure of Financial Interest For Board Member

Final Audit Report

2024-07-23

Created:	2024-07-23
By:	Chris Doscher (cdoscher@unityprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAH2JFmv015ich-tzY7FRoJdmBHN4rFGG7

## "Unity Prep 2023-24 Disclosure of Financial Interest For Board Member" History

-  Document created by Chris Doscher (cdoscher@unityprep.org)  
2024-07-23 - 6:57:07 PM GMT- IP address: 24.45.39.228
-  Document emailed to Sal Siddiqui (sal.siddiqui1@gmail.com) for signature  
2024-07-23 - 6:57:19 PM GMT
-  Email viewed by Sal Siddiqui (sal.siddiqui1@gmail.com)  
2024-07-23 - 7:22:28 PM GMT- IP address: 74.125.210.3
-  Document e-signed by Sal Siddiqui (sal.siddiqui1@gmail.com)  
Signature Date: 2024-07-23 - 7:25:26 PM GMT - Time Source: server- IP address: 96.227.93.220
-  Agreement completed.  
2024-07-23 - 7:25:26 PM GMT

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

**Trustee Name:**

Trudy Sandy

---

**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

*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:**

---

**E-mail Address:**

mstrudy.sandy@gmail.com

---

**Home Telephone:**

9176603143

---

**Home Address:**

611 Kosciuszko street Brooklyn Ny 11221

---

*Trudy sandy*

Trudy sandy (Jul 27, 2024 22:05 EDT)

7/27/2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*








# Unity Prep 2023-24 Disclosure of Financial Interest For Board Member

Final Audit Report

2024-07-28

Created:	2024-07-23
By:	Chris Doscher (cdoscher@unityprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAzckPlxHi9ILrGOPP-j8hkhhtEy2lwTeT

## "Unity Prep 2023-24 Disclosure of Financial Interest For Board Member" History

-  Document created by Chris Doscher (cdoscher@unityprep.org)  
2024-07-23 - 6:56:36 PM GMT- IP address: 24.45.39.228
-  Document emailed to mstrudy.sandy@gmail.com for signature  
2024-07-23 - 6:56:48 PM GMT
-  Email viewed by mstrudy.sandy@gmail.com  
2024-07-24 - 11:35:26 PM GMT- IP address: 172.226.196.16
-  Email viewed by mstrudy.sandy@gmail.com  
2024-07-28 - 2:01:16 AM GMT- IP address: 104.28.55.231
-  Signer mstrudy.sandy@gmail.com entered name at signing as Trudy sandy  
2024-07-28 - 2:05:20 AM GMT- IP address: 100.2.48.143
-  Document e-signed by Trudy sandy (mstrudy.sandy@gmail.com)  
Signature Date: 2024-07-28 - 2:05:22 AM GMT - Time Source: server- IP address: 100.2.48.143
-  Agreement completed.  
2024-07-28 - 2:05:22 AM GMT

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

Jim Ellsworth

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**Name of Charter School Education Corporation:**

James Ellsworth

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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

*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:**

9174494596

---

**Business Address:**

88 Lexington Avenue, 407, NYC, NY 10016

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**E-mail Address:**

james.n.ellsworth@gmail.com

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**Home Telephone:**

9174494596

---

**Home Address:**

88 Lexington Avenue, 407, NYC, NY 10016

---

*Jim Ellsworth*

Jim Ellsworth (Jul 23, 2024 14:58 EDT)

---

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*


# 2021-22-ar-current-former-trustee-financial-disclosure-form (1)

Final Audit Report

2024-07-23

Created:	2024-07-23
By:	Chris Doscher (cdoscher@unityprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAjgy86QtxP-VKa4hEchbMSCZEJ4SGu_YP

## "2021-22-ar-current-former-trustee-financial-disclosure-form (1)" History

-  Document created by Chris Doscher (cdoscher@unityprep.org)  
2024-07-23 - 6:43:50 PM GMT- IP address: 24.45.39.228
-  Document emailed to james.n.ellsworth@gmail.com for signature  
2024-07-23 - 6:44:16 PM GMT
-  Email viewed by james.n.ellsworth@gmail.com  
2024-07-23 - 6:48:47 PM GMT- IP address: 38.76.82.185
-  Signer james.n.ellsworth@gmail.com entered name at signing as Jim Ellsworth  
2024-07-23 - 6:58:57 PM GMT- IP address: 38.76.82.185
-  Document e-signed by Jim Ellsworth (james.n.ellsworth@gmail.com)  
Signature Date: 2024-07-23 - 6:58:59 PM GMT - Time Source: server- IP address: 38.76.82.185
-  Agreement completed.  
2024-07-23 - 6:58:59 PM GMT

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

**Trustee Name:**

Jeannette Bander

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**Name of Charter School Education Corporation:**

Jeannette Bander

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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

*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, New York, NY 10004

---

**E-mail Address:**

banderj@sullcrom.com

---

**Home Telephone:**

4409157872

---

**Home Address:**

70 E 10th St New York NY 10003

---

*Jeannette Bander*

Jeannette Bander (Jul 23, 2024 14:43 EDT)

Jul 23, 2024

**Signature**

**Date**

Acceptable signature formats include:

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

*last revised 04/2022*




# 2021-22-ar-current-former-trustee-financial-disclosure-form (1)

Final Audit Report

2024-07-23

Created:	2024-07-23
By:	Chris Doscher (cdoscher@unityprep.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAAT4mSVcrKgzwSyTMg7QkcanyuV9mlbOq

## "2021-22-ar-current-former-trustee-financial-disclosure-form (1)" History

-  Document created by Chris Doscher (cdoscher@unityprep.org)  
2024-07-23 - 6:40:06 PM GMT- IP address: 24.45.39.228
-  Document emailed to banderj@sullcrom.com for signature  
2024-07-23 - 6:40:52 PM GMT
-  Email viewed by banderj@sullcrom.com  
2024-07-23 - 6:41:23 PM GMT- IP address: 3.231.98.208
-  Signer banderj@sullcrom.com entered name at signing as Jeannette Bander  
2024-07-23 - 6:43:32 PM GMT- IP address: 205.134.0.45
-  Document e-signed by Jeannette Bander (banderj@sullcrom.com)  
Signature Date: 2024-07-23 - 6:43:34 PM GMT - Time Source: server- IP address: 205.134.0.45
-  Agreement completed.  
2024-07-23 - 6:43:34 PM GMT



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

HELD: November 14, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on November 14, 2023 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Marion Leydier

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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

Ms. Johnson presented 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.

### Minutes of Prior Meeting – October 17, 2023

The Trustees discussed and considered approval of the minutes of the October 17, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the October 17, 2023 Board meeting minutes be, and hereby are, approved.

Trustee Lenny Singletary joined via videoconference at 121 DeKalb Avenue, Brooklyn, NY 11201. He was present for the remainder of the meeting.

### Strategic Planning

Mr. Beauregard and Ms. Duphiney provide updates regarding strategic planning.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:44 p.m.

---

James Ellsworth  
Chairman



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

HELD: September 27, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on September 27, 2023 commencing at 7:05 p.m., New York time. Three 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 432 Monroe Street, Brooklyn, New York 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

Jim Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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. Beauregard and Ms. Duphiney provide updates regarding strategic planning.

### Committee Reports

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

Ms. Johnson presented 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.

### Minutes of Prior Meeting – August 22, 2023

The Trustees discussed and considered approval of the minutes of the August 22, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the August 22, 2023 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 8:23 p.m.

---

James Ellsworth  
Chairman



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

HELD: May 21, 2024

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on May 21, 2024 commencing at 7:07 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Trudy Sandy

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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 Marion Leydier joined the meeting at 7:20pm via videoconference, from 864 Carroll Street, Brooklyn NY 11214. She was present for the remainder of the meeting.



## 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. Beauregard and Ms. Duphiney provided updates regarding strategic planning,

## Committee Reports

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

Ms. Johnson presented updates from the Audit & Finance Committee.

Mr. Ellsworth and Mr. Siddiqui 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 – April 16, 2024

The Trustees discussed and considered approval of the minutes of the April 16, 2024 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the April 16, 2024 Board meeting minutes be, and hereby are, approved.

Matthew Libby, representative from MDG Benefits, joined the meeting at 8:24pm via videoconference.

## Renewal of Employee Benefits

Matthew Libby and 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 Joshua Beauregard and Chris Doscher be, and hereby are, authorized to cause the School to renew its employee benefit plans on terms substantially consistent with the terms circulated to the Trustees and to negotiate and enter into such agreements as are necessary with respect thereto.

## Review of Board Policies

Joshua Beauregard reviewed existing board existing board policies, including the Freedom of Information Law (FOIL), Conflict of Interest Policy, Code of Ethics, and Whistleblower Policy.

### Preview of Next Meeting

Mr. Beauregard discussed preliminary details of the upcoming board meeting, scheduled for June 18, 2024.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:34 p.m.

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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 19, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on December 19, 2023 commencing at 7:09 p.m., New York time. Three 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Trudy Sandy

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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. Beauregard and Ms. Duphiney provide updates regarding strategic planning.

Committee Reports

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

Ms. Johnson presented 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.

#### Minutes of Prior Meeting – November 14, 2023

The Trustees discussed and considered approval of the minutes of the November 14, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the November 14, 2023 Board meeting minutes be, and hereby are, approved.

#### Renovations to The Auditorium at 432 Monroe Street

The Trustees discussed and considered approval of permitting the school to incur costs of \$25,000 for Robert Stark Lighting for the renovations of the auditorium at 432 Monroe Street, Brooklyn, linked to a grant received by the school earlier in the 2023 calendar year. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$25,000 for Robert Stark Lighting for the renovations of the auditorium at 432 Monroe Street, Brooklyn.

#### Geotechnical Investigation of 584 Driggs Avenue

The Trustees discussed and considered approval of permitting the school to incur costs of \$24,000 for GeoTech Consultants for geotechnical investigative work at 584 Driggs Avenue, Brooklyn. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$24,000 for GeoTech Consultants for geotechnical investigative work at 584 Driggs Avenue, Brooklyn.

#### Investment of Funds

The Trustees discussed and considered approval of permitting the school to invest funds with the New York Liquid Asset Fund, with the maximum amount invested based on the cash flow needs of the school. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to invest with the New York Liquid Asset Fund, with the maximum amount based on the cash flow needs of the school.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:41 p.m.

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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 17, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on October 17, 2023 commencing at 6:10 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 following Trustees were present at the beginning of the meeting at 584 Driggs Avenue, Brooklyn, NY 11211 except as otherwise noted:

James Ellsworth

Marion Leydier

Trudy Sandy

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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 Jeannette Bander joined via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016. She was present for the remainder of the meeting.

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. Beauregard and Ms. Duphiney provide updates regarding strategic planning.

Committee Reports

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

Ms. Johnson presented 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.

Trustee Sal Siddiqui left the meeting.

#### Minutes of Prior Meeting – September 27, 2023

The Trustees discussed and considered approval of the minutes of the September 27, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the September 27, 2023 Board meeting minutes be, and hereby are, approved.

#### Material Charter Revision Request: Enrollment

The Trustees discussed and considered approval of a material charter revision request decreasing the enrollment cap to 615 students. The proposed request 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 submit a material charter revision request to the New York State Education Department decreasing the School's authorized student enrollment to 615 students.

#### Material Charter Revision Request: Organizational Leadership Structure

The Trustees discussed and considered approval of a material charter revision request regarding an updated organizational leadership structure. The proposed request 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 submit a material charter revision request to the New York State Education Department with the updated organizational leadership structure

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 7:05 p.m.

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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 23, 2024

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on January 23, 2024 commencing at 6:08 p.m., New York time. Three 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 following Trustees were present at the beginning of the meeting at 584 Driggs Avenue, Brooklyn NY 11211 except as otherwise noted:

Jeannette Bander

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Sal Siddiqui

Also in attendance at the invitation of the Board were Joshua Beauregard, Chris Doscher, Melissa Duphiney, Kristin Johnson, and Juliana Worrell (via videoconference).

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

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. Beauregard and Ms. Duphiney provided updates regarding strategic planning.

Committee Reports

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

Ms. Johnson presented updates from the Audit & Finance Committee.



Mr. Ellsworth and Mr. Siddiqui 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 – December 19, 2023

The Trustees discussed and considered approval of the minutes of the December 19, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the December 19, 2023 Board meeting minutes be, and hereby are, approved.

#### Agreement with EP Engineering

The Trustees discussed and considered approval of permitting the school to incur costs of \$46,000 for EP Engineering for the engineering services associated with the building expansion at 584 Driggs Avenue. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$46,000 for EP Engineering.

#### Agreement with Gilsanz Murray Steficek LLP Engineers and Architects

The Trustees discussed and considered approval of permitting the school to incur costs of \$63,000 for Gilsanz Murray Steficek LLP Engineers and Architects for architectural services associated with the building expansion at 584 Driggs Avenue. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$63,000 for Gilsanz Murray Steficek LLP Engineers and Architects.

#### 2024-25 Calendar for the School Year

The Trustees discussed and considered approval of the 2024-25 school year academic calendar, as was previously circulated to the trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that 2024-24 school year academic calendar be, and hereby is approved pending additional reviews and updates from the Student Learning Committee.

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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 16, 2024

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on April 16, 2024 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Marion Leydier

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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 Trudy Sandy joined the meeting at 7:20pm via videoconference, from 611 Kosciuszko Street, Brooklyn NY 11221; she was present for the remainder of the meeting.

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. Beauregard and Ms. Duphiney provided updates regarding strategic planning, including updates on the expansion of 584 Driggs Avenue and forecasted staff retention for the 2024-25 school year.

#### Committee Reports

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

Ms. Johnson presented updates from the Audit & Finance Committee.

Mr. Ellsworth and Mr. Siddiqui 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 – March 8, 2024

The Trustees discussed and considered approval of the minutes of the March 8, 2024 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the March 8, 2024 Board meeting minutes be, and hereby are, approved.

#### Loci Architecture

The Trustees discussed and considered approval of authorizing the school to incur costs of up to \$150,000 for Loci Architecture for services associated with the building expansion at 584 Driggs Avenue. Loci Architecture is the preferred architectural vendor for these services due to their unique knowledge of the 584 Driggs Avenue building and the existing needs of the school. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$150,000 for Loci Architecture.

#### Preview of Next Meeting

Mr. Beauregard discussed preliminary details of the upcoming board meeting, scheduled for May 21, 2024.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:17 p.m.

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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 12, 2024

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on March 12, 2024 commencing at 7:04 p.m., New York time. Three 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

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

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 Trudy Sandy joined the meeting via videoconference, from 611 Kosciuszko Street, Brooklyn NY 11221; she was present for the remainder of the meeting.

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. Beauregard and Ms. Duphiney provided updates regarding strategic planning, including updates on the expansion of 584 Driggs Avenue and forecasted staff retention for the 2024-25 school year.

## Committee Reports

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

Ms. Johnson presented updates from the Audit & Finance Committee.

Mr. Ellsworth and Mr. Siddiqui 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 – January 23, 2024

The Trustees discussed and considered approval of the minutes of the January 23, 2024 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the January 23, 2024 Board meeting minutes be, and hereby are, approved.

## Owner's Representative

The Trustees discussed and considered approval of permitting the school to choose an owner's representative for services associated with the building expansion at 584 Driggs Avenue. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and hereby is, authorized to take actions necessary to allow the school to incur costs of up to \$120,000 for MJM Associates Construction.

## 2024-25 Calendar for the School Year

The Trustees discussed and considered approval of the 2024-25 school year academic calendar, as was previously circulated to the trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that 2024-25 school year academic calendar be, and hereby is approved.

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.

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James Ellsworth  
Chairman



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

HELD: June 18, 2024

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on June 18, 2024 commencing at 7:05 p.m., New York time. Three 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 following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn NY 11221 except as otherwise noted:

Jeannette Bander

(via videoconference at 70 East 10<sup>th</sup> Street, New York, NY 10016)

James Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Marion Leydier

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

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

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. Beauregard and Ms. Duphiney provided updates regarding strategic planning,

Trustee Lenny Singletary joined the meeting at 8:01pm via videoconference, from 121 DeKalb Avenue, Brooklyn, NY 11201. He was present for the remainder of the meeting.

## Committee Reports

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

Ms. Johnson presented updates from the Audit & Finance Committee.

Mr. Ellsworth 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.

## Re-election of Jeannette Bander, Trudy Sandy, Sal Siddiqui, and Lenny Singletary to the Board of Trustees with a Three-year Term

The Trustees discussed and considered the re-election of Jeannette Bander, Trudy Sandy, Sal Siddiqui, and Lenny Singletary to the Board of Trustees with a three-year term. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Jeannette Bander, Trudy Sandy, Sal Siddiqui, and Lenny Singletary be, and he hereby are, elected to the Board of Trustees for a term that shall expire upon (i) the later of the School's July 2027 Board of Trustees meeting and such time as such Trustee's successor has been duly chosen and qualified, or (ii) such Trustee's earlier incapacity, death, resignation or removal.

## Minutes of Prior Meeting – May 21, 2024

The Trustees discussed and considered approval of the minutes of the May 21, 2024 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the May 21, 2024 Board meeting minutes be, and hereby are, approved.

## 2023-24 Audit Engagement

The Trustees discussed and considered approval of MMB + CO for 2023-24 school year audit engagement. the terms of which were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard be, and they hereby is, authorized to cause the School to incur costs of up to \$35,700 for MMB+CO for the 2023-24 school year audit engagement and related services.

## Renewal of Property-Casualty Insurance Policy

The Trustees discussed and considered approval of the renewal of property-casualty insurance policy, the terms of which were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that Joshua Beauregard and Chris Doscher be, and they hereby are, authorized to cause the School to renew the property-casualty insurance policy on the terms presented to the Trustees and to negotiate and enter into such agreements as are necessary with respect thereto.

#### Budget for 2024-25 School Year

The Trustees discussed and considered approval of the Budget for the 2024-25 school year, as previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the Budget for the 2024-25 school year as submitted to the Trustees be, and hereby is, approved.

#### Friends of Northwest Brooklyn (FONB) Loan Agreement

The Trustees discussed and considered approval of a loan of \$500,000 from FONB, the details of which were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that Joshua Beauregard be, and there hereby is, authorized to cause the School to receive a loan from Friends of Northwest Brooklyn for \$500,000 with 5.25% interest, with repayment due by July 22<sup>nd</sup>, 2024.

#### Preview of Next Meeting

Mr. Beauregard discussed preliminary details of the upcoming board meeting, scheduled for July 24, 2024.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:31 p.m.

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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 22, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on August 22, 2023 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 at 432 Monroe Street, Brooklyn, New York 11221 except as otherwise noted:

Jim Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Marion Leydier

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

Lenny Singletary

(via videoconference at 121 DeKalb Avenue, Brooklyn, NY 11201)

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

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 Jeannette Bander joined via videoconference at 7:21pm from 70 East 10th Street, New York, NY 10003.

#### 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. Beauregard and Ms. Duphiney provide updates regarding strategic planning.

#### Committee Reports

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

Ms. Johnson presented 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.

#### Minutes of Prior Meeting – July 27, 2023

The Trustees discussed and considered approval of the minutes of the July 27, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the July 27, 2023 Board meeting minutes be, and hereby are, approved.

#### Financial Policies & Procedures Manual

The Trustees discussed and considered approval an updated version of the Financial Policies and Procedures Manual for Unity Preparatory Charter School of Brooklyn. The draft of the updated version of the manual was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the updated version of the Financial Policies and Procedure Manual be, and hereby is, 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.

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James Ellsworth  
Chairman



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

HELD: July 27, 2023

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School” or “Unity”), was held on July 27, 2023 commencing at 7:07 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 432 Monroe Street, Brooklyn, New York 11221 except as otherwise noted:

Jim Ellsworth

(via videoconference at 88 Lexington Avenue, New York, NY 10016)

Marion Leydier

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

Sal Siddiqui

(via videoconference at 715 E. Passyunk Ave, Unit 2, Philadelphia, PA 19147)

Lenny Singletary

(via videoconference at 121 DeKalb Avenue, Brooklyn, NY 11201)

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

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.

Trustee Jeannette Bander joined via videoconference at 7:45pm from 70 East 10th Street, New York, NY 10003.

## Committee Reports

Ms. Johnson presented 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.

## Updated Calendar for 2023-24 School Year

The Trustees discussed and considered approval of the updated calendar for the 2023-24 school year that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the updated 2023-24 school year calendar be, and hereby is, approved.

## Minutes of Prior Meeting – June 20, 2023

The Trustees discussed and considered approval of the minutes of the June 20, 2023 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

***RESOLVED***, that the June 20, 2023 Board meeting minutes be, and hereby are, approved.

## Strategic Planning

Mr. Beauregard provide updates regarding strategic planning.

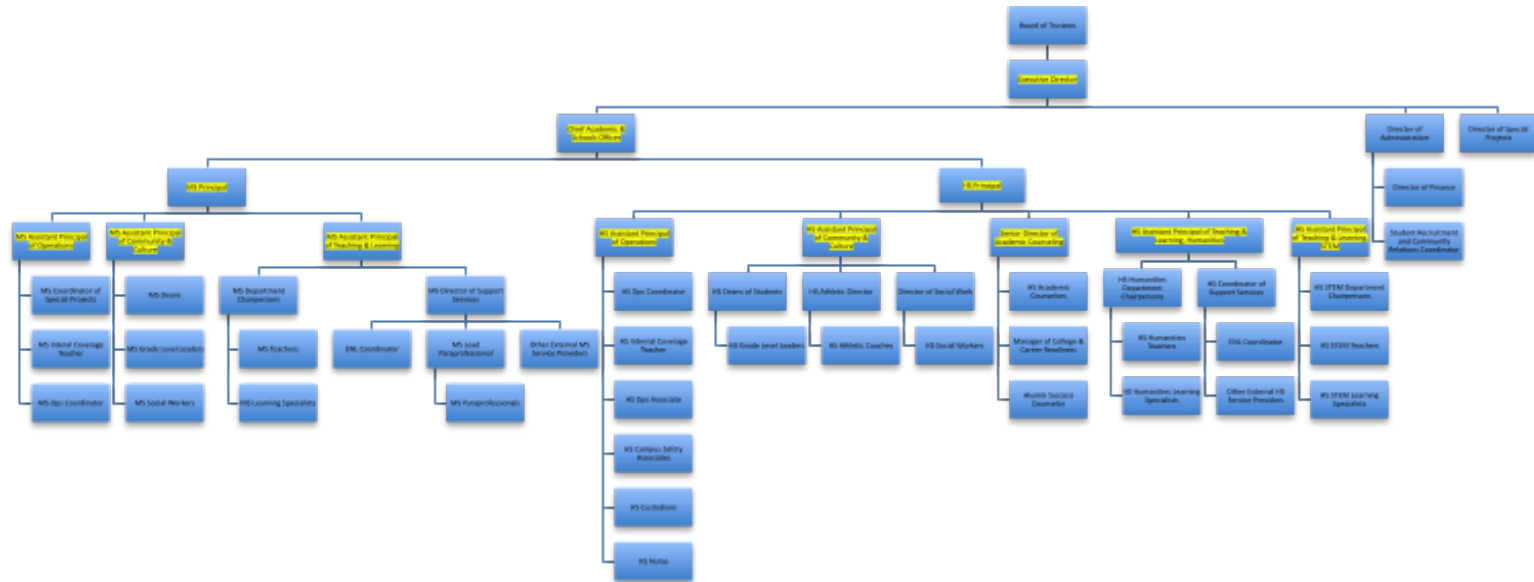
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:37 p.m.

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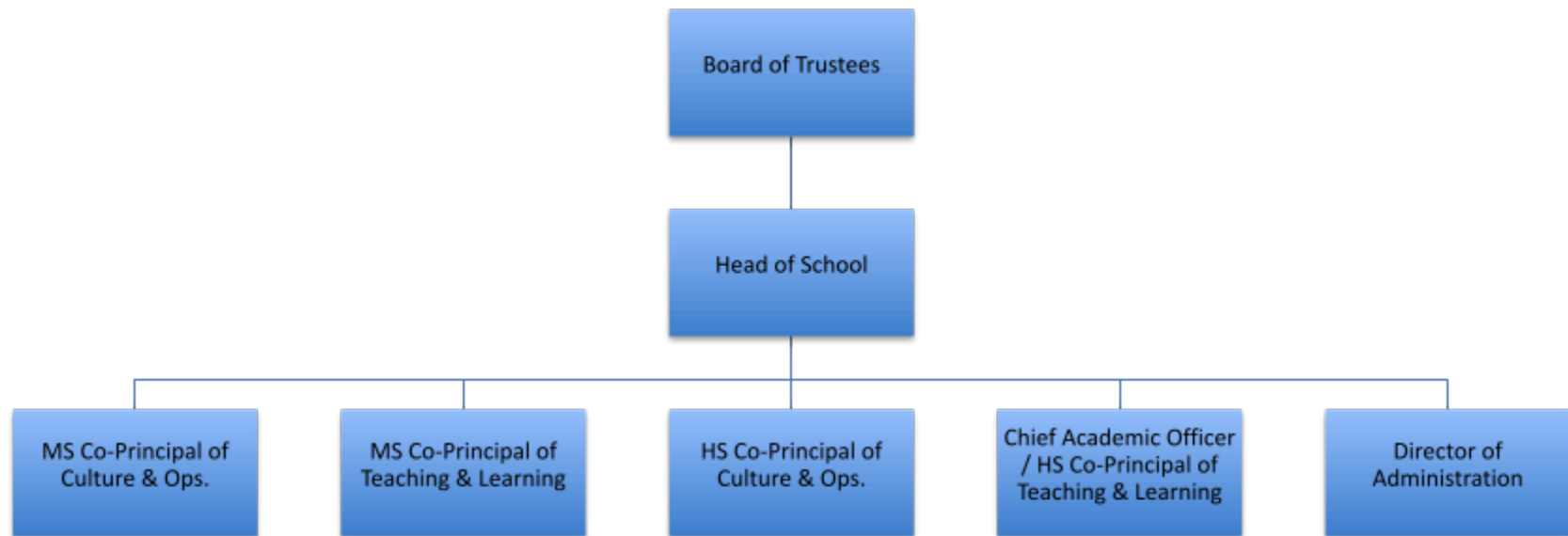
James Ellsworth  
Chairman



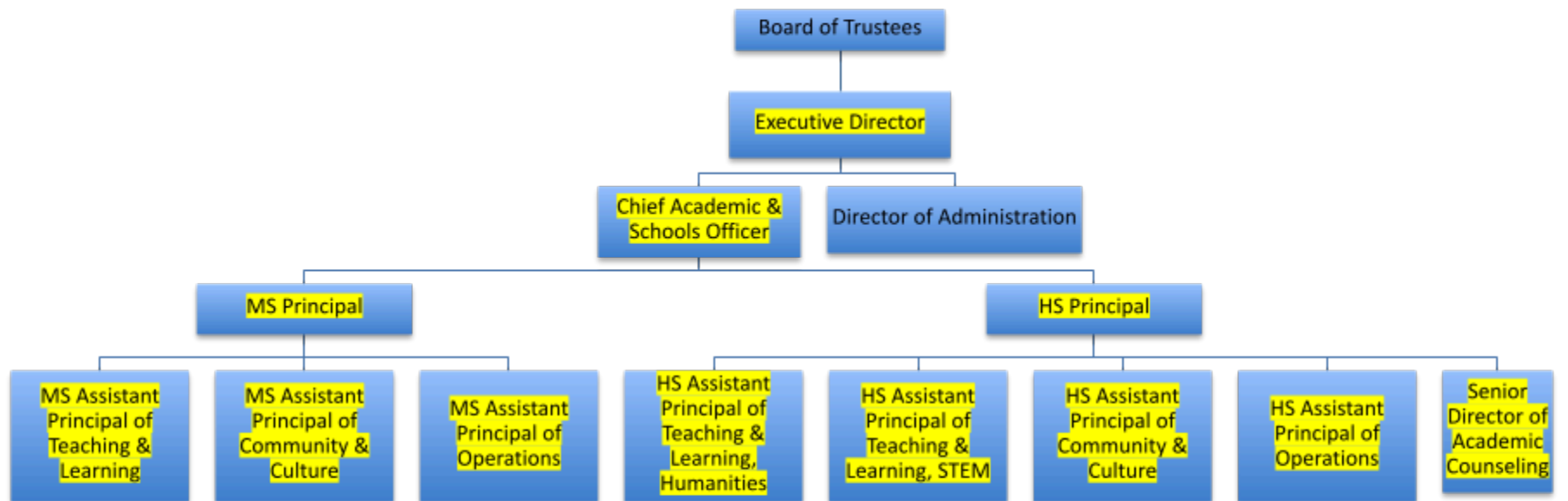
## Proposed Organizational Chart for 2024-2025



## Leadership Structure Chart from 2023 Renewal Process

## Leadership Structure for Proposed Organizational Chart for 2024-2025







# UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

## 2024-25 Calendar for Middle School (grades 6-8) and High School (grades 9-12)

**Note:** This calendar includes days that school is in session for staff and for students, early dismissal days, staff critical days, and testing windows for external exams (middle school state exams, Regents exams, AP exams, etc.). All other events are included in the comprehensive calendar for each site.

IN-CLASS days: 16 Total: 182

June 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

- 6/4: Algebra I Regents Exam
- 6/7 - End of MS Trimester 3
- 6/14 - Last day of regular MS classes
- 6/14: Last day of regular HS classes
- 6/14 - 6/26: Regents Exams
- 6/17: No school - Eid al-Adha
- 6/18-6/21: MS Roundtable presentations
- 6/19: No school - Juneteenth
- 6/26: Last day of school year for all students
- 6/26: 8th and 12th Grade Graduations (tentative)

July 2024				
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		

- 7/1-7/19: 12-month staff off
- 7/8-8/9: MS Summer Academy (5 weeks)
- 7/15-8/16: HS Summer Academy (5 weeks)
- 7/8-8/9: Summer Enrichment Programming (5 weeks)
- 7/22-7/31: 12-month staff on (remote), 8-4pm

IN-CLASS days: 4 Total: 4

August 2024				
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

- 8/1-8/31: 12-month staff on (in person), 8-4pm
- 8/2, 8/9 1/2 day for 12-month staff, 8-12pm
- 8/19-20: Regents Exams
- 8/16: All new staff on (in person) (may vary at HS due to Regents)
- 8/19-8/26: All staff on (in person), 8am-4pm (may vary at HS due to Regents)
- 8/27: First day of school for all students (1/2)

IN-CLASS days: 20 Total: 24

September 2024				
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				

- 9/2-9/3: No school - Labor Day weekend
- 9/4: First day of school for all students

IN-CLASS days: 22 Total: 46

October 2024				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

- 10/14: No school - Indigenous Peoples' Day

IN-CLASS days: 17 Total: 63

November 2024				
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

- 11/5: Election Day, In-service day for all staff
- 11/11: No school - Veterans Day
- 11/26: Early dismissal
- 11/27-29: No school - November recess

IN-CLASS days: 16 Total: 79

December 2024				
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			

- 12/20: Early dismissal
- 12/24-1/2: Winter recess

IN-CLASS days: 19 Total: 98

January 2025				
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

- 12/22-1/1: Winter recess
- 1/2: No school for students - In-service day for staff
- 1/20: No school - MLK Jr. Day
- 1/21-1/24: January Regents Exams
- 1/29: Lunar New Year

IN-CLASS days: 15 Total: 113

February 2025				
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

- 2/14: Early dismissal
- 2/17-2/21: No school - Mid-winter recess

IN-CLASS days: 20 Total: 133

March 2025				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

- 3/14: Early dismissal
- 3/17-3/21: No school - Spring recess

IN-CLASS days: 17 Total: 150

April 2025				
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		

- 4/7-5/16: Computer-based testing window
- 4/14-4/18: No school - Spring recess
- 4/29-5/1: Paper-based ELA testing window

IN-CLASS days: 21 Total: 171

May 2025				
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

- 5/7-5/9: Paper-based math testing window
- 5/26: No school - Memorial Day

IN-CLASS days: 19 Total: 190

June 2025				
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				

- TBD: June Regents Exams
- TBD: Last day of regular MS classes
- TBD: Last day of regular HS classes
- TBD: MS Roundtable presentations
- 6/19: No school - Juneteenth
- 6/26: Last day of school year for all students
- 6/26: 8th and 12th Grade Graduations (tentative)

Key	
	Vacation/Holiday (No School for Staff or Students)
	Staff In-Service Day (No School for Students)
	Early Departure Day
	First Day & Last Day of School
	Assessment Day

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**BROOKLYN, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2024**

**(With Comparative Totals for 2023)**



BUSINESS  
ADVISORS  
AND CPAS

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BUSINESS  
ADVISORS  
AND CPAS

## INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

### **Report on the Audit of the Financial Statements**

#### ***Opinion***

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Unity Preparatory Charter School of Brooklyn as of June 30, 2024, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

#### ***Basis for Opinion***

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of Unity Preparatory Charter School of Brooklyn and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audits. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### ***Responsibilities of Management for the Financial Statements***

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

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about Unity Preparatory Charter School of Brooklyn's ability to continue as a going concern for one year after the date that the financial statements are available to be issued.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with GAAS, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Unity Preparatory Charter School of Brooklyn's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.
- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about Unity Preparatory Charter School of Brooklyn's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

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

We have previously audited Unity Preparatory Charter School of Brooklyn's June 30, 2023 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 13, 2023. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2023 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 25, 2024 on our consideration of Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 25, 2024

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2024

(With Comparative Totals for 2023)

<u>ASSETS</u>	June 30,	
	<u>2024</u>	<u>2023</u>
<u>CURRENT ASSETS</u>		
Cash and cash equivalents	\$ 3,567,396	\$ 660,585
Grants and other receivables	224,113	1,160,391
Prepaid expenses and other current assets	84,403	123,719
TOTAL CURRENT ASSETS	3,875,912	1,944,695
<u>PROPERTY AND EQUIPMENT, net</u>	562,495	573,542
<u>OTHER ASSETS</u>		
Due from related party	1,956,461	2,549,423
Security deposit	-	225,402
Right-of-use assets - operating	56,298,289	30,355,245
Cash in escrow	100,080	100,062
TOTAL OTHER ASSETS	58,354,830	33,230,132
TOTAL ASSETS	<u>\$ 62,793,237</u>	<u>\$ 35,748,369</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 128,357	\$ 121,264
Due to related party	500,000	-
Accrued payroll and benefits	495,098	507,696
Deferred revenue	-	17,445
Current portion of lease liabilities - operating	21,690	344,186
TOTAL CURRENT LIABILITIES	1,145,145	990,591
<u>OTHER LIABILITIES</u>		
Long-term lease liabilities - operating	57,968,730	31,582,220
TOTAL OTHER LIABILITIES	57,968,730	31,582,220
TOTAL LIABILITIES	59,113,875	32,572,811
<u>NET ASSETS</u>		
Without donor restrictions	3,654,362	3,175,558
With donor restrictions	25,000	-
TOTAL NET ASSETS	3,679,362	3,175,558
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 62,793,237</u>	<u>\$ 35,748,369</u>

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF ACTIVITIES AND CHANGES IN NET ASSETS

YEAR ENDED JUNE 30, 2024  
(With Comparative Totals for 2023)

	Year ended June 30,			
	2024			2023
	Without donor restrictions	With donor restrictions	Total	Total
Operating revenue and support:				
State and local per pupil operating revenue	\$ 12,144,906	\$ -	\$ 12,144,906	\$ 11,455,256
NYC DOE Rental Assistance	1,508,289	-	1,508,289	1,532,516
Government grants	1,086,816	-	1,086,816	1,413,905
Contributions	57,541	25,000	82,541	538,936
Interest income	29,125	-	29,125	-
Gain on lease termination	1,588,221	-	1,588,221	-
Other income	90,842	-	90,842	9,446
In-kind - contributed rent	<u>1,512,764</u>	<u>-</u>	<u>1,512,764</u>	<u>1,394,446</u>
TOTAL OPERATING REVENUE AND SUPPORT	18,018,504	25,000	18,043,504	16,344,505
Expenses:				
Program:				
Regular education	11,740,457	-	11,740,457	11,143,287
Special education	4,086,885	-	4,086,885	3,645,428
Management and general	1,526,492	-	1,526,492	1,376,009
Fundraising and special events	<u>185,866</u>	<u>-</u>	<u>185,866</u>	<u>166,292</u>
TOTAL EXPENSES	<u>17,539,700</u>	<u>-</u>	<u>17,539,700</u>	<u>16,331,016</u>
CHANGE IN NET ASSETS	478,804	25,000	503,804	13,489
Net assets at beginning of year	<u>3,175,558</u>	<u>-</u>	<u>3,175,558</u>	<u>3,162,069</u>
NET ASSETS AT END OF YEAR	\$ 3,654,362	\$ 25,000	\$ 3,679,362	\$ 3,175,558

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FUNCTIONAL EXPENSES

YEAR ENDED JUNE 30, 2024  
(With Comparative Totals for 2023)

		Year ended June 30,							
		2024							2023
		Program Services			Supporting Services				
No. of Positions	Regular Education	Special Education	Sub-total	Fundraising and special events	Management and general	Sub-total	Total	Total	
Personnel services costs:									
Administrative staff personnel	13	\$ 98,254	\$ 60,004	\$ 158,258	\$ 97,057	\$ 791,758	\$ 888,815	\$ 1,047,073	\$ 999,644
Instructional personnel	61	4,329,760	1,361,410	5,691,170	-	-	-	5,691,170	6,129,461
Non-instructional personnel	26	1,893,759	786,811	2,680,570	-	-	-	2,680,570	2,303,611
Total salaries and wages	100	6,321,773	2,208,225	8,529,998	97,057	791,758	888,815	9,418,813	9,432,716
Fringe benefits and payroll taxes		1,118,862	390,824	1,509,686	17,178	140,130	157,308	1,666,994	1,593,573
Retirement expenses		85,673	29,926	115,599	1,315	10,730	12,045	127,644	84,488
Accounting / audit services		-	-	-	-	55,078	55,078	55,078	41,140
Other purchased / professional / consulting services		38,952	12,247	51,199	564	24,046	24,610	75,809	349,156
Building and land rent / lease		2,349,812	820,800	3,170,612	36,076	294,298	330,374	3,500,986	1,869,657
In-kind - contributed rent		1,015,346	354,665	1,370,011	15,588	127,165	142,753	1,512,764	1,394,446
Repairs and maintenance		-	-	-	-	-	-	-	285,056
Insurance		78,948	27,577	106,525	1,212	9,888	11,100	117,625	88,501
Supplies and materials		246,903	80,790	327,693	12,657	5,360	18,017	345,710	400,659
Student transportation services		150,894	47,446	198,340	-	-	-	198,340	196,999
Non-capitalized equipment / furnishings		2,389	834	3,223	37	299	336	3,559	33,352
Staff development		38,592	12,135	50,727	-	33,615	33,615	84,342	59,559
Marketing / recruitment		27,621	8,972	36,593	126	1,030	1,156	37,749	92,288
Technology		109,712	38,323	148,035	1,684	13,741	15,425	163,460	121,293
Office expense		39,213	13,697	52,910	602	4,911	5,513	58,423	79,342
Depreciation and amortization		107,177	37,437	144,614	1,645	13,423	15,068	159,682	183,011
Other		8,590	2,987	11,577	125	1,020	1,145	12,722	25,780
		\$ 11,740,457	\$ 4,086,885	\$ 15,827,342	\$ 185,866	\$ 1,526,492	\$ 1,712,358	\$ 17,539,700	\$ 16,331,016

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



UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2024  
(With Comparative Totals for 2023)

	<u>Year ended June 30,</u>	
	<u>2024</u>	<u>2023</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 503,804	\$ 13,489
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	159,682	183,011
Gain on lease termination	(1,588,221)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	936,278	(229,363)
Prepaid expenses and other current assets	39,316	(107,234)
Accounts payable and accrued expenses	7,093	(24,602)
Accrued payroll and benefits	(12,598)	44,300
Deferred revenue	(17,445)	(74,589)
Operating lease liabilities, net of right-of-use assets	1,709,191	1,571,161
Deferred lease liability	<u>-</u>	<u>(1,359,361)</u>
NET CASH PROVIDED FROM OPERATING ACTIVITIES	1,737,100	16,812
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(148,635)	(254,787)
Security deposit	225,402	(402)
Due to related party	500,000	
Due from related party	<u>592,962</u>	<u>(761,555)</u>
NET CASH PROVIDED FROM (USED FOR) INVESTING ACTIVITIES	<u>1,169,729</u>	<u>(1,016,744)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS AND RESTRICTED CASH	2,906,829	(999,932)
Cash and cash equivalents and restricted cash at beginning of year	<u>760,647</u>	<u>1,760,579</u>
CASH AND CASH EQUIVALENTS AND RESTRICTED CASH AT END OF YEAR	<u>\$ 3,667,476</u>	<u>\$ 760,647</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF CASH FLOWS, Cont'd

YEAR ENDED JUNE 30, 2024  
(With Comparative Totals for 2023)

	<u>Year ended June 30,</u>	
	<u>2024</u>	<u>2023</u>
Reconciliation of cash and cash equivalents and restricted cash reported reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash and cash equivalents	\$ 3,567,396	\$ 660,585
Cash in escrow	<u>100,080</u>	<u>100,062</u>
	<u>\$ 3,667,476</u>	<u>\$ 760,647</u>
 <u>NON-CASH OPERATING AND INVESTING ACTIVITIES</u>		
In-kind - contributed rent	<u>\$ 1,512,764</u>	<u>\$ 1,394,446</u>
Right-of-use assets obtained in exchange for operating lease liabilities	<u>\$ 57,078,549</u>	<u>\$ 78,087</u>

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

# UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

## NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2024

(With Comparative Totals for 2023)

### NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### The Charter School

Unity Preparatory Charter School of Brooklyn (the “Charter School”) is an educational corporation that operates as a charter school in Brooklyn, New York. On November 5, 2012 the Board of Regents of the University of the State of New York granted the Charter School a provisional charter valid for a term of five years and renewable upon expiration. On March 12, 2018, the Board of Regents of the University of the State of New York extended the provisional charter, and any amendment thereto, for a term of five years through June 30, 2023. On May 4, 2023, the Board of Regents of the University of the State of New York extended the provisional charter, and any amendment thereto, for a term of four years through June 30, 2027.

#### Classification of net assets

To ensure observance of limitations and restrictions placed on the use of resources available to the Charter School, the accounts of the Charter School are maintained in accordance with the principles of accounting for not-for-profit organizations. This is the procedure by which resources are classified for reporting purposes into net asset groups, established according to their nature and purpose. Accordingly, all financial transactions have been recorded and reported by net asset group.

The assets, liabilities, activities, and net assets are classified based on the existence or absence of donor or grantor-imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

#### *Net Assets Without Donor Restrictions*

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions. The Board of Trustees has discretionary control to use these in carrying on operations in accordance with the guidelines established by the Charter School.

#### *Net Assets With Donor Restrictions*

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had \$25,000 net assets with donor restrictions at June 30, 2024 and no net assets with donor restrictions at June 30, 2023.

#### Revenue and support recognition

Revenue from Exchange Transactions: The Charter School recognizes revenue in accordance with Financial Accounting Standards Board (FASB) Accounting Standards Update (ASU) 2014-09, Revenue from Contracts with Customers, as amended. ASU 2014-09 applies to exchange transactions with customers that are bound by contracts or similar arrangements and establishes a performance obligation approach to revenue recognition.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

The Charter School records substantially all revenues over time as follows:

State and local per pupil revenue

The Charter School recognizes revenue as educational programming is provided to students throughout the year. The Charter School earns state and local per pupil revenue based on the approved per pupil tuition rate of the public school district in which the pupil resides. The amount received each year from the resident district is the product of the approved per pupil tuition rate and the full-time equivalent student enrollment of the Charter School. Each NYS school district has a fixed per pupil tuition rate which is calculated annually by NYSED in accordance with NYS Education Law. Amounts are billed in advance every other month and payments are typically received in six installments during the year. At the end of each school year, a reconciliation of actual enrollment to billed enrollment is performed and any additional amounts due or excess funds received are agreed upon between the Charter School and the district(s) and are paid or recouped. Additional funding is available for students requiring special education services. The amount of additional funding is dependent upon the length of time and types of services provided by the Charter School to each student, subject to a maximum amount based upon a set rate for each district as calculated by NYSED.

Rental assistance

Facilities rental assistance funding is provided by the New York City Dept of Education (NYCDOE) to qualifying charter schools located in the five boroughs of NYC. In order to receive rental assistance funding, a charter school must have commenced instruction or added grade levels in the 2014-15 school year or thereafter, and go through a space request process with the NYCDOE. If NYCDOE is not able to provide adequate space, the charter school can become eligible for rental assistance. Rental assistance is calculated as the lesser of 30% of the per-pupil tuition rate for NYC times the number of students enrolled, or actual total rental costs. As rental assistance is based on the number of students enrolled, revenue is recognized throughout the year as educational programming is provided to students.

The following table summarizes contract balances at their respective statement of financial position dates:

		June 30,	
	2024	2023	2022
Grants and other receivables	\$ 14,605	\$ 2,700	\$ -
Deferred revenue	-	17,445	92,034

Contributions

The Charter School recognizes contributions when cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received. Conditional promises to give, that is, those with a measurable performance or other barrier, and a right of return, are not recognized until the conditions on which they depend have been substantially met.

Contributions and unconditional promises to give are recorded as revenue in the appropriate class of net assets depending on the existence of any donor restrictions. A contribution that is received and expended in the same period for a specific purpose is classified as revenue without donor restrictions.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

All donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$17,445 at June 30, 2023. There was no deferred revenue at June 30, 2024. The Charter School has not received any cost-reimbursement grants that have not been recognized as of June 30, 2024 because qualifying expenditures have not yet been incurred.

Cash and cash equivalents

Cash and cash equivalent balances are maintained at financial institutions located in New York and are insured by the FDIC up to \$250,000 at each institution. The Charter School considers all highly liquid instruments purchased with a maturity of three months or less to be cash equivalents. Cash equivalents consist of money market accounts and the NYS Investment Pool disclosed below. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash and cash equivalents.

The Charter School purchased shares of the NYLAF-MAX series fund (the "Fund"). NYLAF provides local governments (schools and municipal entities) multiple investment programs, in accordance with Article 5-G of the New York General Municipal Law, as amended, and Article 3-A of the General Municipal Law (Chapter 623 of the Laws of 1998). NYLAF has maintained Standard and Poor's (S&P) highest credit rating since inception. The Fund provides daily liquidity, has a NAV of \$1.00 and can be withdrawn at any time. Since the investments are highly liquid, they are considered to be cash equivalents.

Total investments of the cooperative as of June 30, 2024 was \$1,493,175,455, which consisted of \$323,000,000 in repurchase agreements, \$647,644,671 in U.S. Treasury Securities, \$136,109 in FDIC insured deposits and \$522,394,675 in collateralized bank deposits, with various interest rates and due dates.

The amounts included in cash and cash equivalents from this cooperative investment pool was approximately \$3,199,000 at June 30, 2024. The Charter School did not participate in this cooperative investment pool at June 30, 2023.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow as of June 30, 2024 and 2023 was \$100,080 and \$100,062, respectively.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Grants and other receivables

At each fiscal year end, the Charter School evaluates the need for an expected allowance for credit losses for all outstanding balances that fall under ASU 2014-09. As necessary, the allowance for credit losses is updated at fiscal year end to reflect any changes in credit risk since the receivable was initially recorded. The allowance for credit losses is calculated on a pooled basis where similar risk characteristics exist.

The Charter School uses historical loss data as a starting point to estimate expected credit losses, given consistent revenue sources since its inception. There were no write-offs for the years ended June 30, 2024 and 2023.

Property and equipment

Property and equipment are recorded at cost. Depreciation and amortization are computed using the straight-line method on a basis considered adequate to depreciate the assets over their estimated useful lives, which range from three to fifteen years. Leasehold improvements are amortized over the lesser of their useful lives or the remaining lease term.

Major renewals and betterments are capitalized, while repairs and maintenance are charged to operations as incurred. Upon sale or retirement, the related cost and allowances for depreciation are removed from the accounts and the related gain or loss is reflected in operations.

Deferred revenue

The Charter School records grant revenue as deferred revenue until it is expended for the purpose of the grant, at which time it is recognized as revenue.

Leases

The Charter School leases the school facility and various office equipment and determines if an arrangement is a lease at inception. Operating leases are included in operating lease right-of-use (ROU) assets, current liabilities, and other liabilities on the accompanying statement of financial position.

ROU assets represent The Charter School's right to use an underlying asset for the lease term and lease liabilities represent the obligation to make lease payments arising from the lease. Operating lease ROU assets and liabilities are recognized at commencement date based on the present value of lease payments over the lease term. As most of the leases do not provide an implicit rate, The Charter School uses a risk-free rate based on the information available at commencement date in determining the present value of lease payments. The operating lease ROU asset also includes any lease payments made and excludes lease incentives. The lease terms may include options to extend or terminate the lease when it is reasonably certain that The Charter School will exercise that option. Lease expense for operating lease payments is recognized on a straight-line basis over the lease term.

The Charter School's lease agreements do not contain any material residual value guarantees or material restrictive covenants.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

In evaluating contracts to determine if they qualify as a lease, the Charter School considers factors such as if the Charter School has obtained substantially all of the rights to the underlying asset through exclusivity, if the Charter School can direct the use of the asset by making decisions about how and for what purpose the asset will be used and if the lessor has substantive substitution rights. This evaluation may require significant judgment.

Tax exempt status

The Charter School is a tax-exempt organization under section 501(c)(3) of the Internal Revenue Code and applicable state regulations and, accordingly, is exempt from federal and state taxes on income.

The Charter School files tax returns in various jurisdictions and is subject to potential examination by taxing authorities. The Charter School's current and prior three years tax returns remain subject to review by taxing authorities. Management of the Charter School believes it has no material uncertain tax positions and, accordingly, it has not recognized any liability for unrecognized tax benefits.

Contributed services

The Charter School receives contributed services from volunteers to serve on the Board of Trustees. The Charter School received transportation services, food supplies and services and certain office equipment from the local district. The Charter School was unable to determine a value for these services.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs were \$37,749 and \$92,288 for the years ended June 30, 2024 and 2023, respectively.

Other purchased/professional/consulting services

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

Use of estimates in the preparation of financial statements

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates.

Comparatives for year ended June 30, 2023

The financial statements include certain prior year summarized comparative information in total but not by net asset or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2023, from which the summarized information was derived.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE A: THE CHARTER SCHOOL AND SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, Cont'd

Adoption of new accounting standard – credit losses

In June 2016, the FASB issued guidance (FASB ASC 326) which significantly changed how entities will measure credit losses for most financial assets and certain other instruments that aren't measured at fair value through changes in net assets. The most significant change in this standard is a shift from the incurred loss model to the expected loss model. Under the standard, disclosures are required to provide users of the financial statements with useful information in analyzing an entity's exposure to credit risk and the measurement of credit losses. Financial assets held by the Charter School that are subject to the guidance in FASB ASC 326 were receivables.

The Charter School adopted the standard effective July 1, 2023. The impact of adoption was not considered material to the financial statements and primarily resulted in enhanced disclosures only.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 25, 2024, which is the date the financial statements are available to be issued. See Note I.

NOTE B: LIQUIDITY AND AVAILABILITY

The Charter School regularly monitors liquidity required to meet its operating needs and other contractual commitments. The Charter School's main source of liquidity is its cash and cash equivalent accounts.

For purposes of analyzing resources available to meet general expenditures over a 12-month period, the Charter School considers all expenditures related to its ongoing activities of teaching, and public service as well as the conduct of services undertaken to support those activities to be general expenditures.

In addition to financial assets available to meet general expenditures over the next 12 months, the Charter School operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources. Refer to the statement of cash flows which identifies the sources and uses of the Charter School's cash.



UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024  
(With Comparative Totals for 2023)

NOTE B: LIQUIDITY AND AVAILABILITY, Cont'd

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2024 and 2023:

	June 30,	
	2024	2023
Cash and cash equivalents	\$ 3,567,396	\$ 660,585
Grants and other receivables	<u>224,113</u>	<u>1,160,391</u>
Total financial assets available within one year	3,791,509	1,820,976
Less:		
Amounts unavailable for general expenditures within one year due to:		
Restricted by donors with purpose restrictions:	<u>(25,000)</u>	<u>-</u>
Total financial assets available to management for general expenditures within one year	<u>\$ 3,766,509</u>	<u>\$ 1,820,976</u>

NOTE C: NET ASSETS

Net assets without donor restrictions are as follows:

	June 30,	
	2024	2023
Undesignated	\$ 3,091,867	\$ 2,602,016
Invested in property and equipment	<u>562,495</u>	<u>573,542</u>
	<u>\$ 3,654,362</u>	<u>\$ 3,175,558</u>

Net assets with donor restrictions are as follows

	June 30,	
	2024	2023
Upgrade to middle school stage	<u>\$ 25,000</u>	<u>\$ -</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024  
(With Comparative Totals for 2023)

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	June 30,	
	2024	2023
Furniture and fixtures	\$ 219,888	\$ 209,427
Computers and equipment	1,132,578	1,065,365
Leasehold improvements	501,964	367,933
Website	9,700	9,700
Construction in progress	-	63,070
	<u>1,864,130</u>	<u>1,715,495</u>
Less accumulated depreciation and amortization	<u>1,301,635</u>	<u>1,141,953</u>
	<u>\$ 562,495</u>	<u>\$ 573,542</u>

No provision for depreciation is made on construction in progress until such time as the relevant assets were completed and put into use. Construction in progress represented a deposit on window replacements. The project was completed in 2024 for a total cost of approximately \$134,000.

Total depreciation and amortization expense was \$159,682 and \$183,011 for the years ended June 30, 2024 and 2023, respectively.

NOTE E: LEASES

The Charter School has operating leases for a school facility and office equipment.

During August 2018, the Charter School entered into a sublease agreement with a related party, Friends of Northwest Brooklyn, for property located at 584 Driggs Avenue, Brooklyn, NY, commencing on the date on which the landlord's work is substantially completed, which was August 29, 2018. The thirty-five year lease through August 2053, calls for rent based on a fixed rent schedule provided in the sublease agreement, as well as annual escalation clauses, and any costs, expenses or other sums required to be paid under the sublease agreement. The lease required a security deposit of \$225,000 which is included in the accompanying statement of financial position at June 30, 2023. Rent paid under the terms of this agreement was approximately \$120,000 and \$1,436,000 the years ended June 30, 2024 and 2023, respectively.

Effective July 31, 2023, the facility sublease was terminated and the security deposit was returned to the Charter School. A gain on termination of lease was recognized of \$1,588,221 for the year ended June 30, 2024. A new lease agreement was signed with a single member LLC of the Organization (see Note I) through June 30, 2071. The lease calls for rent based on a fixed rent schedule provided in the lease agreement, monthly rental payments of approximately \$137,000, as well as annual escalation clauses, and any costs, expenses or other sums required to be paid under the lease agreement. Rent paid under the terms of this agreement was approximately \$1,437,000 for the year ended June 30, 2024.

The Charter School leases office equipment with various remaining lease terms ranging from one to four years.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024  
(With Comparative Totals for 2023)

NOTE E: LEASES, Cont'd

A summary of lease right-of-use assets and liabilities at June 30, 2024 and 2023 are as follows:

		<u>Statement of Financial</u>	
		<u>Position Classification</u>	
		<u>June 30,</u>	
		<u>2024</u>	<u>2023</u>
<u>Assets</u>			
Operating Leases	Other assets	<u>\$ 56,298,289</u>	<u>\$ 30,355,245</u>
<u>Liabilities</u>			
Operating Leases	Current liabilities	\$ 21,690	\$ 344,186
Operating Leases	Other liabilities	<u>57,968,730</u>	<u>31,582,220</u>
		<u>\$ 57,990,420</u>	<u>\$ 31,926,406</u>

The components of lease expenses were as follows:

	<u>Year ended June 30,</u>	
	<u>2024</u>	<u>2023</u>
Operating lease cost	\$ 3,292,742	\$ 1,662,317

As of June 30, 2024, minimum payments due for lease liabilities for future years are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2025	\$ 1,639,127
2026	1,686,245
2027	1,733,128
2028	1,773,624
2029	1,817,822
Thereafter	<u>153,576,785</u>
Total lease payments	162,226,731
Less: Interest	<u>(104,236,311)</u>
Present value of lease liabilities	<u>\$ 57,990,420</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024  
(With Comparative Totals for 2023)

NOTE E: LEASES, Cont'd

Supplemental information:

	Year ended June 30,	
	2024	2023
Cash paid for amounts included in the measurement of lease liabilities:		
Operating cash flows paid for operating leases	\$ 1,452,445	\$ 1,449,060
Right-of-use assets obtained in exchange for new lease liabilities (non-cash):		
Operating leases	\$ 57,078,549	\$ 78,087
Weighted-average remaining lease term:		
Operating leases	47 years	30.1 years
Weighted-average discount rate:		
Operating leases	4.11%	3.11%

NOTE F: SCHOOL FACILITY

In August 2021, the Charter School entered into a license agreement with the former landlord of the school facility. The purpose of the agreement is to obtain a license with respect to a certain portion of the property for installation of portable trailers for use as temporary classrooms and administrative offices. The terms of the agreement require annual payments of \$120,000 through August 2026.

The Charter School has entered into a verbal agreement with the New York City Department of Education for dedicated and shared space at P.S. 044 Marcus Garvey, a New York City Public School located at 432 Monroe Street, 3<sup>rd</sup> Floor, Brooklyn, New York and utilizes approximately 20,500 square feet at no charge. Pursuant to the terms of the Agreement, the Charter School shall not pay for the use of the shared facility. In valuing the contributed space in the school building, the Charter School estimated the fair value of \$1,512,764 and \$1,394,446 for the years ending June 30, 2024 and 2023, respectively, on the basis of financial information provided to the Charter School under the New York City School Rental Assistance Program. There were no associated donor restrictions with the contributed facility.

See the table below for program utilization:

	Year ended June 30,	
<u>Program or Supporting Service</u>	2024	2023
Regular education	\$ 1,015,346	\$ 976,112
Special education	354,665	278,889
Management and general	127,165	125,500
Fundraising and special events	15,588	13,944
	<u>\$ 1,512,764</u>	<u>\$ 1,394,446</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE G: CONTINGENCY

Certain grants and contracts may be subject to audit by funding sources. Such audits might result in disallowance of costs submitted for reimbursement by the Charter School. Management is of the opinion that such disallowances, if any, will not have a material effect on the accompanying financial statements. Accordingly, no amounts have been provided in the accompanying financial statements for such potential claims.

NOTE H: CONCENTRATIONS

At June 30, 2024 and 2023, approximately 95% and 92%, respectively, of grants and other receivables relate to certain grants and per-pupil funding due from New York State Department of Education.

During the years ended June 30, 2024 and 2023, approximately 67% and 70% of total operating revenue and support came from per-pupil funding provided by New York State, respectively. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE I: RELATED PARTY TRANSACTIONS

The Charter School is related to Friends of Northwest Brooklyn (the "Organization") through common management. The Organization granted \$400,000 of funds to the Charter School during the year ended June 30, 2023. The donation is included in contributions on the statement of activities and changes in net assets. There were no donations granted from the Organization during the year ended June 30, 2024.

During August of 2018, the Charter School entered into a sublease agreement with the Organization for property located at 584 Driggs Avenue, Brooklyn, NY, as described in Note E. The lease signed between the Organization and a third party on June 29, 2018 was guaranteed by the Charter School. Effective July 31, 2023, this lease was terminated when the Organization purchased the property at 584 Driggs Avenue through its wholly-owned LLC, 584 Driggs FONB, LLC..

The Organization issued bonds to purchase the property. The Charter School is the guarantor of the bonds. The aggregate principal balance of the bonds at June 30, 2024 was approximately \$23,330,000. At June 30, 2024, the maximum potential amount of future payments (undiscounted) the guarantor could be required to make under the guarantee was approximately \$57,631,000. The Charter School fully expects the bonds payable will be repaid by the Organization in accordance with its terms. In connection with the bond agreement, the Charter School must comply with certain covenants beginning in fiscal year ending June 30, 2025.

On July 31, 2023, the Charter School entered into a lease agreement with 584 Driggs FONB, LLC (a wholly owned LLC of the Organization) through 2071. See Note E.

During the years ended June 30, 2024 and 2023, the Charter School paid certain facility-related costs on behalf of the Organization. At June 30, 2024 and 2023, \$1,956,461 and \$2,549,423, respectively, was due to the Charter School from the Organization for these costs and donations and is included in the accompanying statement of financial position.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2024

(With Comparative Totals for 2023)

NOTE I: RELATED PARTY TRANSACTIONS, Cont'd

On June 24, 2024, the Charter School entered into a loan agreement with the Organization for \$500,000 with interest at the Federal Funds Target Rate (effective rate of 5.25% at June 30, 2024). The loan was repaid in full in July 2024.

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

NOTE J: RETIREMENT PLAN

Effective August 1, 2014, the Charter School began sponsoring a 403(b) retirement plan (the "Plan") for its employees. The Plan was amended effective March 29, 2022. All full-time employees of the Charter School are eligible to participate in the Plan. The Charter School has the opportunity to make a discretionary contribution to the Plan for employees who have achieved one year of service. Employees are fully vested in the employer contribution after three years. The Charter School contributed \$127,644 and \$84,488 in the years ended June 30 2024 and 2023, respectively.

NOTE K: FUNCTIONAL EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. All expenses that are allocated to more than one program or supporting function are allocated on the basis of estimates of time and effort.

**UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**



BUSINESS  
ADVISORS  
AND CPAS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2024, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated October 25, 2024.

**Report on Internal Control over Financial Reporting**

In planning and performing our audit of the financial statements, we considered Unity Preparatory Charter School of Brooklyn's internal control over financial reporting (internal control as a basis for designing procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Unity Preparatory Charter School of Brooklyn's internal control. Accordingly, we do not express an opinion on the effectiveness of Unity Preparatory Charter School of Brooklyn's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.



## Report on Compliance and Other Matters

As part of obtaining reasonable assurance about whether Unity Preparatory Charter School of Brooklyn's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

## Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

*Mengel, Metzger, Baw & Co. LLP*

Rochester, New York  
October 25, 2024



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

June 01, 2024 through June 28, 2024

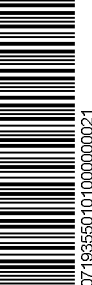
Account Number:

00719355 DRE 802 219 18124 NNNNNNNNNN 1 000000000 64 0000

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

## CUSTOMER SERVICE INFORMATION

Web site: [www.Chase.com](http://www.Chase.com)  
Service Center: **1-877-425-8100**  
Para Espanol: 1-888-622-4273  
International Calls: 1-713-262-1679  
We accept operator relay calls



## Good news – we reduced Non-Chase ATM Fees in more U.S. territories

As of February 20, 2024, we lowered the transaction fee from \$5 to \$3 for cash withdrawals made at non-Chase ATMs in American Samoa, Guam and the Northern Mariana Islands. We don't charge these fees when you use a Chase ATM.

We will continue to waive this fee for Chase Business Complete Checking<sup>SM</sup> accounts with Chase Military Banking benefits, Chase Platinum Business Checking<sup>SM</sup> and Chase Performance Business Checking<sup>®</sup> accounts.

Surcharge fees from the ATM owner/network may still apply. A Foreign Exchange Rate Adjustment Fee from Chase will apply for ATM withdrawals in the currency other than U.S. dollars.

You can find the current fee schedule in the **Additional Banking Services and Fees for Business Accounts** at [chase.com/business/disclosures](http://chase.com/business/disclosures).

If you have any questions, please call us at the number listed on this statement. We accept operator relay calls.

## SAVINGS SUMMARY

Chase Business Premier Savings

	INSTANCES	AMOUNT
<b>Beginning Balance</b>		<b>\$100,078.09</b>
Deposits and Additions	1	1.51
<b>Ending Balance</b>	<b>1</b>	<b>\$100,079.60</b>
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.51
Interest Paid Year-to-Date		\$9.84

Your monthly service fee was waived because you maintained an average savings balance of \$25,000 or more during the statement period.

## TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	<b>Beginning Balance</b>		<b>\$100,078.09</b>
06/28	Interest Payment	1.51	100,079.60
	<b>Ending Balance</b>		<b>\$100,079.60</b>

30 deposited items are provided with your account each month. There is a \$0.40 fee for each additional deposited item.



June 01, 2024 through June 28, 2024  
Account Number:

---

**IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS:**

Call us at 1-866-564-2262 or write us at the address on the front of this statement immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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

- Your name and account number;
- A description of the error or the transaction you are unsure about, and why you think it is an error or want more information; and
- The amount of the suspected error.

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

**For business accounts,** see your deposit account agreement or other applicable agreements that govern your account for details.

**IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC FUNDS TRANSFERS:** Contact us immediately if your statement is incorrect or if you need more information about any non-electronic funds transfers on this statement. For more details, see your deposit account agreement or other applicable agreements that govern your account.

**JPMorgan Chase Bank, N.A. Member FDIC**

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# 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	
<u>Cellar</u>	<u>on earth</u>	<u>-</u>	<u>-</u>	<u>235</u>	<u>gymnasium, locker room, showers and toilet, stairs</u>
<u>First</u>	<u>60, 100 corr.</u>	<u>-</u>	<u>-</u>	<u>3</u>	<u>upper part of gymnasium, offices, toilets, showers and lockers, storage tickets and stairs</u>
<u>Second</u>	<u>60 Cr 100 corr. 120 Library</u>	<u>-</u>	<u>-</u>	<u>175</u>	<u>classrooms, library, nurse, toilets and stairs</u>
<u>Third</u>	<u>60 Cr 100 corr</u>	<u>-</u>	<u>-</u>	<u>175</u>	<u>classrooms, teachers room, toilet and stairs</u>
<u>TOTAL:- School</u>					

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

## CERTIFICATE OF OCCUPANCY

**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 certificate is not valid unless countersigned by the Borough Superintendent)

[Signature Line]  
[Stamp: RECEIVED BY THE BOROUGH SUPERINTENDENT]  
[Stamp: DEPARTMENT OF BUILDINGS, CITY OF NEW YORK]