



# I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/07/2015

Last updated: 07/30/2015

Please be advised that you will need to complete this task first (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer or you may not be assigned the correct tasks.

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056

### 2. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

Regents-Authorized Charter School

### 3. DISTRICT / CSD OF LOCATION

NYC CSD 13

### 4. SCHOOL INFORMATION

	PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
	432 Monroe Street, Brooklyn	718-455-5046	718-455-5049	<a href="mailto:info@unityprep.org">info@unityprep.org</a>

### 4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Joshua Beauregard
Title	Head of School
Emergency Phone Number (###-###-####)	██████████

### 5. SCHOOL WEB ADDRESS (URL)

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

### 6. DATE OF INITIAL CHARTER

2012-11-01 00:00:00

**7. DATE FIRST OPENED FOR INSTRUCTION**

2013-08-01 00:00:00

**8. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.**

225

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

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

	Yes/No	Name of CMO/EMO
	No	

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**11. FACILITIES**

Will the School maintain or operate multiple sites?

No, just one site.

**12. SCHOOL SITES**

Please list the sites where the school will operate in 2015-16.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	432 Monroe Street, Brooklyn	718-455-5046	CSD 13	6-8	No	DOE space
Site 2						
Site 3						

**12a. Please provide the contact information for Site 1 (same as the primary site).**

Name	Work Phone	Alternate Phone	Email Address
------	------------	-----------------	---------------

School Leader	Joshua Beauregard	718-455-5046	[REDACTED]	[REDACTED]
Operational Leader	Eric Gonzalez	718-455-5046	[REDACTED]	[REDACTED]
Compliance Contact	Eric Gonzalez	718-455-5046	[REDACTED]	[REDACTED]
Complaint Contact	Eric Gonzalez	718-455-5046	[REDACTED]	[REDACTED]

**13. Are the School sites co-located?**

Yes

**13a. Please list the terms of your current co-location.**

	Date School will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1 (primary site)	N/A	No		No		No
Site 2						
Site 3						

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**14. Were there any revisions to the school’s charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

No

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

Eric Gonzalez, Director of Operations

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

**Responses Selected:**

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature is stylized and appears to be the initials 'JW'.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature is cursive and appears to be 'C. J. Beach'.

Thank you.



## Appendix A: Link to the New York State School Report Card

Created: 07/07/2015

Last updated: 07/14/2015

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Page 1

**Charter School Name:**

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### 1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/reportcard.php?>

[instid=800000075840&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&staffcounts=1&38ELA=1&38MATH=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&unweighted=1](http://data.nysed.gov/reportcard.php?instid=800000075840&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&staffcounts=1&38ELA=1&38MATH=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&unweighted=1)



# Appendix A: Progress Toward Goals

Created: 07/13/2015  
Last updated: 10/29/2015

Page 1

Charter School Name:

## 1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

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

<http://data.nysed.gov/reportcard.php?instid=80000075840&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&staffcounts=1&38ELA=1&38MATH=1&naep=1&nyseslat=1&elemELA=1&elemMATH=1&unweighted=1>

## 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. Appendix A must be fully completed no later than November 1, 2015.

### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 1	The median adjusted growth percentile for our students at each grade level will be higher than the median adjusted growth percentile of students who attend public schools (district and charter) in Community School Districts (CSDs) 13 and 16.	NYS Exams		
Academic Goal 2	The percentage of students at each grade level demonstrating "proficiency" or above (Levels 3 and 4) on both the English language arts and mathematics state assessments will be higher than the average of the percentage of students at each grade level demonstrating proficiency or above who attend public schools (district and charter) in CSDs 13 and 16.	NYS Exams	This goal has not yet been met.  On the 14-15 state math exam, 16.9% of Unity's students attained Level 3 or 4 proficiency which did not exceed the performance of district 13 (25.5%) but did exceed the performance of district 16 (16.5%). On the 14-15 state ELA exam, 12.1% of Unity's students attained Level 3 or 4 proficiency, but this performance did not exceed district 13 (25.3%) or 16 (17%).	
Academic Goal 3	At least 85% of students will demonstrate a "developing," "accomplished," or "exemplary" level of academic mastery (C- or above) in their History and Science courses	Internal grading system	This goal was met.	
Academic Goal 4	At least 85% of students will demonstrate a "developing," "accomplished," or "exemplary" level of academic mastery (C- or above) in their World Languages & Cultures and Design & Technology courses	Internal grading system	This goal was met.	
Academic Goal 5	At least 85% of students will earn an overall "proficient" rating or above in their end-of-year Roundtable presentation based on the school's established rubric.	Internal Rubric	This goal was met.	
Academic Goal 6	At least 60% of students will show "greater than expected" growth on their quarterly MAP assessments in reading, language, and mathematics	MAP assessments	Unity Prep is unable to report against this measure.  School leaders chose not to administer the MAP exam during the spring due to test fatigue. Instead, the school focused on round table presentations which the school has found provides a more detailed and comprehensive understanding of student performance. In light of this finding, Unity intends to update its charter goals for future years to reflect this preference and increased focus on round table presentations.	Not Applicable

Academic Goal 7	At least 85% of students will successfully demonstrate that they know the definition of 250 vocabulary words through their work in Unity's Skills-Building course	Internal assessments	<p>Unity Prep is unable to report progress against this measure.</p> <p>Ongoing program monitoring, classroom observations and assessment results revealed the need for students to have increased support with developing their reading and writing skills. Consequently, rather than focus on vocabulary development, Unity's Skills-Building course devoted resources to literacy development.</p> <p>Given the school's desire to adjust the program as necessary to meet the needs of students, school leaders will propose changes to the charter goals to ensure that the goals do not prohibit the school from delivering a high quality program tailored to currently enrolled students.</p>	Not Applicable
Academic Goal 8	At least 95% of students will present their mid-year and final projects and receive an overall "proficient" rating based on the presentation rubric in Unity Prep's Design & Technology course.	Internal assessments	This goal was met.	

**2a1. Do have more academic goals to add?**

Yes

**2014-15 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Under New York State's NCLB accountability plan, Unity Prep will be in "Good Standing."	NYS Determination	Data is not yet available to ascertain achievement of this goal.	N/A
Academic Goal 10	At least 95% of students will pass mid-year and final oral World Languages & Culture exams.	Internally developed standards	This goal was met.	
Academic Goal 11	The Median Adjusted Growth Percentile for middle school students will be at least 70% in English and 80% in Mathematics.	NYS exams		
Academic Goal 12	Students will outperform the local district on the 8th grade state science exam and on Regents exams in ELA, mathematics, science, global history, and United States history. Specifically, the percentage of Unity Prep students demonstrating proficiency on a given exam will represent a 10% reduction in the difference between 100% proficiency and the district average.	New York State Regents Exams	Data is not yet available to ascertain achievement of this goal as Unity did not serve 8th grade during the 14-15 school year.	N/A
Academic Goal 13	Unity Prep students will accumulate credits at a rate that enables them to enroll in college level courses as high school upperclassmen	School records	This goal cannot yet be measured as the school does not yet enroll high school students.	N/A
Academic Goal 14	At least 70% of 8th grade students will pass a course and a related Regents exam that entitles them to high school credit	NYS Regents Exams	This goal cannot yet be measured as Unity does not yet enroll high school students.	N/A
Academic Goal 15	At least 85% of students in all grades will earn a minimum of 5 credits each year.	School records	This goal was met.	
Academic Goal 16	The school's Performance Index will meet the Annual Measurable Objectives set by the state in English language arts and mathematics for all accountable groups.	NYS Annual Measurable Objectives		

**2a2. Do have more academic goals to add?**

No

**2b. ORGANIZATIONAL GOALS**

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 1	At least 95% of students will attend and participate in 95% of their selected afternoon elective clubs for all three trimesters, including presenting/performing in the club's end-of-trimester demonstrations. At least 90% of students will successfully complete a culminating project in each of their tri-annual enrichment clubs	Student participation and internal assessments.	This goal was met.	
Org Goal 2	At least 95% of students will be able to explain how they demonstrate Unity's six Core Values as a part of their Roundtable presentation	Internal assessments.	This goal was met.	
Org Goal 3	At least 80% of students will complete the Youth Empowerment Seminar's (YES!) semi-annual modules	Internal assessments.	This goal was met.	
Org Goal 4	At least 95% of students will participate in at least two approved community service events (all-school and/or Advisory-based)	Student participation.	This goal was met. We had our entire school clean Von King Park during both of our field days this past fall and spring. In addition, we have held events such as food and clothing drives that have been more modest in nature. We also have a club that is dedicated to community service.	
Org Goal 5	At least 90% of students will report that they feel supported and know what they need to do to develop as scholars and citizens (based on the school's spring survey)	Spring survey	This goal was met.	

## 2b.1 Do you have more organizational goals to add?

Yes

## 2014-15 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Org Goal 6	Average daily student attendance will be 93% or higher and annual student retention will be 93% or higher (excluding students that move residences) as measured by October 1st through the last day of school	Attendance	This goal was met.  Average student attendance was 94.68% and the school retained 98% of students.	
Org Goal 7	Annual daily staff attendance for the school year will be 95% or higher and annual staff retention will be 80% or higher (among those offered agreement renewals)	Attendance	This goal was met; teacher retention was 90% and average daily staff attendance was 97%.	
Org Goal 8	At least 85% of students will report that they enjoy attending Unity (based on the school's spring survey)	Spring Survey	This goal was met.	
Org Goal 9	At least 90% of teachers will report that they feel supported and know what they need to do to empower their students as scholars and citizens (based on the school's spring survey)	Spring Survey	This goal was met.	
Org Goal 10	At least 90% of teachers will report that they achieved the annual performance goals they established for themselves (based on the school's spring survey)	Spring survey and classroom observations	This goal was met. We did not administer a survey this spring that captured this exact data. However, based on the NYC school survey, a vast majority of teachers reported that they are learning and growing (100% of teachers reported that they are encouraged to stretch and grow; 95% reported teachers are continually learning and seeking new ideas).	
Org Goal 11	At least 90% of families will report that they know what they need to do to support their children becoming empowered as scholars and citizens at Unity and at least 90% of families will report that believe that Unity serves students and families well (based on the school's spring survey)	Spring Survey	This goal was met.  More than 90% of family survey respondents report that they know what they need to do to support their child's success in developing as a promising citizen of Unity and that Unity serves families and students well.	
Org Goal 12	At least 90% of families will report that Unity staff value their opinions and respond to their input in a timely manner (based on the school's spring survey)	Spring Survey	This goal was met.  More than 90% of family survey respondents report that Unity staff value their opinions and respond to their input in a timely manner.	

Org Goal 13	At least 60% of all families will attend more than three monthly Volunteer Association meetings and participate in at least one Volunteer Association event.	Attendance	This goal was met.	
Org Goal 14	At least 90% of families will report they believe that Unity serves students and families well (based on the school's spring survey)	Spring survey	This goal was met. More than 90% of family survey respondents believe that Unity serves students and families well.	
Org Goal 15	At least 90% of staff will report that the school's culture, of which they play a role in defining, is positive to strong (based on the school's spring survey)	Spring Survey	This goal was met.	

**2c. FINANCIAL GOALS**

**2014-15 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
Financial Goal 1				
Financial Goal 2				
Financial Goal 3				
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/07/2015

Last updated: 07/28/2015

## Page 1

**Charter School Name:**

### **B. Financial Information**

**This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):**

#### **1. Total Expenditures Per Child**

To calculate '**Total Expenditures per Child**' take total expenditures (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	3480207
Line 2: Year End Per Pupil Count	224
Line 3: Divide Line 1 by Line 2	15536

#### **2. Administrative Expenditures per Child**

To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

- Do not include the FTE of personnel dedicated to administration of the instructional programs.
- Do not include Employee Benefit costs or expenditures in the above calculations.
- A template for the Schedule of Functional Expenses is provided on page 20 of the 2014-15 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2014-15 Annual Report Guidelines in "Resources" area of your portal task page).

**To calculate '**Administrative Expenditures per Child**' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	428909
Line 2: Management and General Cost (Column)	110523
Line 3: Sum of Line 1 and Line 2	539432
Line 4: Year End Per Pupil Count	224
Line 5: Divide Line 3 by the Year End Per Pupil Count	2408

***Thank you.***



**Financial**

**School Name:**

**Date:**

**School Fiscal Contact Name:**

**School Fiscal Contact Email:**

**School Fiscal Contact Phone:**

**District of Location:**

**Authorizer:**

**Years of Operation:**

**Facility:**

**Grades Currently Served:**

**Planned Grades at Full Capacity:**

**Enrollment:**

**Max Enrollment:**

**Year of Most Recent Data**

**School Fiscal Contact Phone:**

**School Audit Firm Name:**

**School Audit Contact Name:**

**School Audit Contact Email:**

**School Audit Contact Phone:**

**Latest Audit Period (through June 30):**

**Do Not Use this Box**



## Audit Supplemental Data Request Form

*for Regents-Authorized Charter Schools*

**Unity Preparatory Charter School of Brooklyn**

July 27, 2015

Joshua Beauregard

CSD 13

SED

Year 2

Public

Grades 6-7

Grades 6-12

227

812

2015

917-584-0850

Mengel, Metzger, Barr and Co, LLP

Michelle Cain

[mcain@mmb-co.com](mailto:mcain@mmb-co.com)

585-432-1860 x 3259

2015

Unity Preparatory Charter School of Brooklyn2015

**FILL IN GRAY CELLS**

**Unity Preparatory Charter School of Brooklyn**

**STATEMENTS OF FINANCIAL POSITION**

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$601,999	\$314,524
Grants and contracts receivable	85,108	7,809
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	16,839	38,801
Contributions and other receivables	-	-
Other	1	1
<b>TOTAL CURRENT ASSETS</b>	\$703,947	\$361,135
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	201,452	128,535
Restricted Cash	75,056	25,010
<b>OTHER ASSETS</b>	\$276,508	\$153,545
<b>TOTAL ASSETS</b>	<u>\$980,455</u>	<u>\$514,680</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$60,572	\$80,613
Accrued payroll and benefits	123,897	40,082
Refundable Advances	-	-
Dreferred Revenue	2,466	4,058
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	-	-
<b>TOTAL CURRENT LIABILITIES</b>	\$186,935	\$124,753
<b>LONG-TERM DEBT, net current maturities</b>	\$-	\$-
<b>TOTAL LIABILITIES</b>	<u>\$186,935</u>	<u>\$124,753</u>
<b>NET ASSETS</b>		
Unrestricted	\$793,520	\$389,927
Temporarily restricted	-	-
<b>TOTAL NET ASSETS</b>	\$793,520	\$389,927
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$980,455</u>	<u>\$514,680</u>

Check

-

-

**FILL IN GRAY CELLS**

**Unity Preparatory Charter School of Brooklyn**

STATEMENTS OF ACTIVITIES

FOR THE YEARS ENDED JUNE 30,

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$3,529,352	\$-	\$3,529,352	\$1,989,376
Federal - Title and IDEA	120,925	-	120,925	70,478
Federal - Other	212,245	-	212,245	239,414
State and City Grants	18,691	-	18,691	117,940
Contributions and private grants	2,543	-	2,543	113,300
After school revenue	-	-	-	-
Other	46	-	46	251
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$3,883,802	\$-	\$3,883,802	\$2,530,759
<b>EXPENSES</b>				
Program Services				
Regular Education	\$2,122,927	\$-	\$2,122,927	\$1,373,807
Special Education	800,448	-	800,448	476,427
Other Programs	-	-	-	-
Total Program Services	\$2,923,375	\$-	\$2,923,375	\$1,850,234
Supporting Services				
Management and general	\$539,432	\$-	\$539,432	\$349,124
Fundraising	17,401	-	17,401	25,923
<b>TOTAL OPERATING EXPENSES</b>	\$3,480,208	\$-	\$3,480,208	\$2,225,281
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$403,594	\$-	\$403,594	\$305,478
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$-	\$-	\$-	\$-
<b>CHANGE IN NET ASSETS</b>	\$403,594	\$-	\$403,594	\$305,478
NET ASSETS BEGINNING OF YEAR	\$389,926	\$-	\$389,926	\$84,448
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$793,520	\$-	\$793,520	\$389,926

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**BROOKLYN, NEW YORK**

**AUDITED FINANCIAL STATEMENTS**

**OTHER FINANCIAL INFORMATION**

**REPORT REQUIRED BY  
GOVERNMENT AUDITING STANDARDS**

**AND**

**INDEPENDENT AUDITOR'S REPORTS**

**JUNE 30, 2015**

**(With Comparative Totals for 2014)**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

**Report on the Financial Statements**

We have audited the accompanying financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2015, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

***Management's Responsibility for the Financial Statements***

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

***Auditor's Responsibility***

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### ***Opinion***

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Unity Preparatory Charter School of Brooklyn as of June 30, 2015, and the changes in its net assets and its cash flows for the year then ended, in accordance with accounting principles generally accepted in the United States of America.

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

We have previously audited Unity Preparatory Charter School of Brooklyn's June 30, 2014 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 24, 2014. In our opinion, the summarized comparative information presented herein as of June 30, 2014 and for the period from November 5, 2012 (date of inception) to June 30, 2014 is consistent, in all material respects, with the audited financial statements from which it has been derived.

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

In accordance with *Government Auditing Standards*, we have also issued our report dated October 26, 2015 on our consideration of Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and compliance.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
October 26, 2015

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2015

(With Comparative Totals for 2014)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2015</u>	<u>2014</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 600,499	\$ 314,524
Cash in escrow	75,056	25,010
Grants and other receivables	85,690	7,810
Prepaid expenses and other current assets	<u>16,839</u>	<u>38,801</u>
TOTAL CURRENT ASSETS	778,084	386,145
 <u>PROPERTY AND EQUIPMENT, net</u>	 <u>193,819</u>	 <u>128,535</u>
TOTAL ASSETS	<u>\$ 971,903</u>	<u>\$ 514,680</u>
 <u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 61,195	\$ 80,613
Accrued payroll and benefits	123,897	40,082
Deferred revenue	<u>2,466</u>	<u>4,058</u>
TOTAL CURRENT LIABILITIES	187,558	124,753
 <u>NET ASSETS</u>		
Unrestricted	784,345	388,427
Temporarily restricted	<u>-</u>	<u>1,500</u>
TOTAL NET ASSETS	<u>784,345</u>	<u>389,927</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 971,903</u>	<u>\$ 514,680</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, 2015  
(With Comparative Totals for 2014)

	Year ended June 30, 2015	Period from November 5, 2012 (date of inception) to June 30, 2014
Operating revenue and support:		
State and local per pupil operating revenue	\$ 3,548,042	\$ 2,107,316
Government grants	333,170	489,690
Contributions	1,050	267,635
Other income	<u>1,540</u>	<u>252</u>
TOTAL OPERATING REVENUE AND SUPPORT	3,883,802	2,864,893
Expenses:		
Program:		
Regular education	2,304,800	1,381,454
Special education	792,718	476,427
Management and general	365,172	576,150
Fundraising and special events	<u>26,694</u>	<u>40,935</u>
TOTAL EXPENSES	3,489,384	2,474,966
CHANGE IN NET ASSETS	394,418	389,927
Net assets at beginning of year	<u>389,927</u>	<u>-</u>
NET ASSETS AT END OF YEAR	<u>\$ 784,345</u>	<u>\$ 389,927</u>

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, 2015  
(With Comparative Totals for 2014)

	No. of Positions	Year Ended June 30, 2015						Total	Period from November 5, 2012 (date of inception) to June 30, 2014
		Program Services			Supporting Services				
		Regular Education	Special Education	Sub-total	Fundraising and special events	Management and general	Sub-total		
Personnel services costs:									
Administrative staff personnel	4	\$ 45,745	\$ 18,244	\$ 63,989	\$ 19,988	\$ 170,908	\$ 190,896	\$ 254,885	\$ 315,195
Instructional personnel	19	1,099,975	322,424	1,422,399	-	-	-	1,422,399	764,034
Non-instructional personnel	8	443,623	217,073	660,696	9	73	82	660,778	463,340
Total salaries and wages	31	1,589,343	557,741	2,147,084	19,997	170,981	190,978	2,338,062	1,542,569
Fringe benefits and payroll taxes		291,504	102,297	393,801	3,668	31,360	35,028	428,829	286,736
Retirement expenses		861	303	1,164	11	93	104	1,268	-
Accounting / audit services		-	-	-	-	22,300	22,300	22,300	26,300
Other purchased / professional / consulting services		73,412	21,518	94,930	1,200	124,772	125,972	220,902	240,361
Repairs and maintenance		2,424	850	3,274	30	261	291	3,565	67
Insurance		24,415	8,567	32,982	307	2,626	2,933	35,915	25,267
Supplies and materials		156,025	46,741	202,766	219	1,974	2,193	204,959	154,807
Non-capitalized equipment / furnishings		7,337	2,405	9,742	55	474	529	10,271	13,637
Staff development		47,426	13,971	61,397	15	131	146	61,543	25,651
Marketing / recruitment		22,537	7,020	29,557	90	771	861	30,418	26,677
Technology		20,217	7,095	27,312	254	2,175	2,429	29,741	24,488
Office expense		18,406	6,459	24,865	232	1,980	2,212	27,077	58,320
Depreciation and amortization		48,988	17,191	66,179	616	5,270	5,886	72,065	44,666
Other		1,905	560	2,465	-	4	4	2,469	5,420
		\$ 2,304,800	\$ 792,718	\$ 3,097,518	\$ 26,694	\$ 365,172	\$ 391,866	\$ 3,489,384	\$ 2,474,966

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, 2015  
(With Comparative Totals for 2014)

	<u>Year ended</u> <u>June 30,</u> <u>2015</u>	<u>Period from</u> <u>November 5,</u> <u>2012 (date of</u> <u>inception) to</u> <u>June 30,</u> <u>2014</u>
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 394,418	\$ 389,927
Adjustments to reconcile change in net assets to net cash provided from operating activities:		
Depreciation and amortization	72,065	44,666
Loss on disposal of property and equipment	-	554
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(77,880)	(7,810)
Prepaid expenses and other current assets	21,962	(38,801)
Accounts payable and accrued expenses	(19,418)	80,613
Accrued payroll and benefits	83,815	40,082
Deferred revenue	(1,592)	4,058
NET CASH PROVIDED FROM OPERATING ACTIVITIES	473,370	513,289
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(137,349)	(173,755)
Change in cash in escrow	(50,046)	(25,010)
NET CASH USED FOR INVESTING ACTIVITIES	(187,395)	(198,765)
<u>CASH FLOWS - FINANCING ACTIVITIES</u>		
Borrowings on short term notes payable	-	50,000
Repayments on short term note payable	-	(50,000)
NET CASH PROVIDED FROM FINANCING ACTIVITIES	-	-
NET INCREASE IN CASH	285,975	314,524
Cash at beginning of year	314,524	-
CASH AT END OF YEAR	\$ 600,499	\$ 314,524
<u>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</u>		
Cash paid during the period for interest	\$ -	\$ 19

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2015

(With Comparative Totals for 2014)

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.

Financial Statement presentation

The financial statements of the Charter School have been prepared on the accrual basis of accounting in conformity with accounting principles generally accepted in the United States of America (GAAP). The Charter School reports information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets.

These classes of net assets are defined as follows:

*Permanently restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that neither expire by passage of time nor can be fulfilled or otherwise removed by actions of the Charter School. The Charter School had no permanently restricted net assets at June 30, 2015 or 2014.

*Temporarily restricted* – Net assets resulting from contributions and other inflows of assets whose use by the Charter School is limited by donor-imposed stipulations that either expire by passage of time or can be fulfilled and removed by actions of the Charter School pursuant to those stipulations. The Charter School had no temporarily restricted net assets at June 30, 2015. The Charter School had \$1,500 of temporarily restricted net assets at June 30, 2014. These assets were restricted for the purchase of certain classroom equipment which was purchased in the current year.

*Unrestricted* – The net assets over which the Governing Board has discretionary control to use in carrying on the Charter School’s operations in accordance with the guidelines established by the Charter School. The Board may designate portions of the current unrestricted net assets for specific purposes, projects or investment.

Revenue and support recognition

Revenue from state and local governments resulting from the Charter School’s charter status and based on the number of students enrolled is recorded when services are performed in accordance with the charter agreement.

Revenue from federal, state and local government grants and contracts are recorded by the Charter School when qualifying expenditures are incurred and billable.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

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

Cont'd

Contributions

Contributions received are recorded as unrestricted, temporarily or permanently restricted support depending on the existence of any donor restrictions. A contribution that is received and expended in the same year for a specific purpose is classified as unrestricted revenue.

Contributions are recorded as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities and changes in net assets as net assets released from restrictions.

Cash

Cash balances are maintained at financial institutions located in New York and are insured by the Federal Deposit Insurance Corporation up to \$250,000 at each institution. In the normal course of business, the cash account balances at any given time may exceed insured limits. However, the Charter School has not experienced any losses in such accounts and does not believe it is exposed to significant risk in cash.

Cash in escrow

The Charter School maintains cash in an escrow account in accordance with the terms of its charter agreement. The amount in escrow as of June 30, 2015 and 2014 was \$75,056 and \$25,010, respectively.

Grants and other receivables

Grants and other receivables are stated at the amount management expects to collect from outstanding balances. Management provides for probable uncollectible amounts based on its assessment of the current status of individual receivables from grants, agencies and others. Balances that are still outstanding after management has used reasonable collection efforts are written off against the allowance for doubtful accounts. There was no allowance for doubtful accounts at June 30, 2015 and 2014.

Property and equipment

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

Contributed services

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

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

Cont'd

Tax exempt status

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

The Charter School has filed for and received income tax exemptions in the various jurisdictions where it is required to do so. The Charter School files Form 990 in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2013 through 2015 are still subject to potential audit by the IRS. Management of the Charter School believes they have no material uncertain tax positions and, accordingly, will not recognize any liability for unrecognized tax benefits.

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs were \$30,418 and \$26,677 for the year ended June 30, 2015 and the period from November 5, 2012 (date of inception) to June 30, 2014, respectively.

Deferred revenue

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

Use of estimates in the preparation of financial statements

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

Reclassifications

Certain 2014 amounts have been reclassified to conform with the 2015 presentation.

Comparatives for year ended June 30, 2014

The financial statements include certain prior year summarized comparative information in total but not by functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2014, from which the summarized information was derived.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 26, 2015, which is the date the financial statements are available to be issued. No subsequent events requiring disclosure were noted.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE B: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2015</u>	<u>2014</u>
Furniture and fixtures	\$ 45,389	\$ 28,097
Computers and equipment	228,467	127,435
Leasehold improvements	<u>36,450</u>	<u>17,425</u>
	310,306	172,957
Less accumulated depreciation and amortization	<u>116,487</u>	<u>44,422</u>
	<u>\$ 193,819</u>	<u>\$ 128,535</u>

Total depreciation and amortization expense was \$72,065 and \$44,666 for the year ended June 30, 2015 and the period from November 5, 2012 (date of inception) to June 30, 2014, respectively.

NOTE C: SCHOOL FACILITY

The Charter School has entered into a verbal agreement with the New York City Department of Education for dedicated and shared space at P.S. 044 Marcus Garvey, a New York City Public School located at 432 Monroe Street, Brooklyn, New York.

NOTE D: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements expiring through June 2018. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2016	\$ 14,088
2017	6,069
2018	<u>5,340</u>
	<u>\$ 25,497</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2015

(With Comparative Totals for 2014)

NOTE E: CONTINGENCY

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

NOTE F: CONCENTRATIONS

At June 30, 2015 and 2014 approximately 99% and 95%, respectively, of grants and other receivables relate to certain grants due from the federal government.

During the year ended June 30, 2015 and the period from November 5, 2012 (date of inception) to June 30, 2014 approximately 91% and 74% of total operating revenue and support came from per-pupil funding provided by New York State. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

NOTE G: RELATED PARTY TRANSACTIONS

The Charter School is related to Friends of Northwest Brooklyn (the "Organization") through common management. The Organization granted \$169,335 to the Charter School during the period from November 5, 2012 (date of inception) through June 30, 2014, which is included in contributions on the statement of activities and changes in net assets. The Organization did not grant any contribution to the Charter School during the year ended June 30, 2015.

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

NOTE H: MAJOR GRANTOR

One federal start up grant accounted for over 15% of total operating revenue and support for the period from November 5, 2012 (date of inception) to June 30, 2014. There were no grants in excess of 10% of total operating revenue and support during the year ended June 30, 2015.

NOTE I: RETIREMENT PLAN

Effective August 1, 2014, the Charter School began sponsoring a 403(b) retirement plan (the "Plan") for its employees. All full-time employees of the Charter School are eligible to participate in the Plan. The Charter School has the opportunity to make a discretionary contribution to the Plan for employees who have achieved one year of service. Employees are fully vested upon receiving the contribution. There were no contributions to the Plan during the year ended June 30, 2015.

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**OTHER FINANCIAL INFORMATION**

INDEPENDENT AUDITOR'S REPORT ON OTHER FINANCIAL INFORMATION

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn as of and for the year ended June 30, 2015 and have issued our report thereon dated October 26, 2015, which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

We have also audited the financial statements of Unity Preparatory Charter School of Brooklyn as of June 30, 2014 and for the period from November 5, 2012 (date of inception) to June 30, 2014, and we have issued our report thereon dated October 24, 2014 which contained an unmodified opinion on those financial statements. Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The financial information hereinafter is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

*Mengel, Metzger, Barr & Co. LLP*

Rochester, New York  
October 26, 2015

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UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF ACTIVITIES

YEARS ENDED JUNE 30, 2015 and 2014

THE PERIOD FROM NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2013 AND  
THE PERIOD FROM NOVEMBER 5, 2012 (DATE OF INCEPTION) TO JUNE 30, 2014

	<u>Year ended June 30,</u>		Period from	Period from
	<u>2015</u>	<u>2014</u>	November 5,	November 5,
			2012 (date of	2012 (date of
			inception) to	inception) to
			June 30, 2013	June 30, 2014
State and local per pupil operating revenue	\$ 3,548,042	\$ 2,107,316	\$ -	\$ 2,107,316
Government grants	333,170	309,891	179,799	489,690
Contributions	1,050	113,298	154,337	267,635
Other income	1,540	252	-	252
<b>TOTAL OPERATING REVENUE</b>	<u>3,883,802</u>	<u>2,530,757</u>	<u>334,136</u>	<u>2,864,893</u>
<b>AND SUPPORT</b>				
Personnel services costs:				
Administrative staff personnel	254,885	247,783	67,412	315,195
Instructional personnel	1,422,399	757,534	6,500	764,034
Non-instructional personnel	660,778	409,940	53,400	463,340
Total salaries and wages	2,338,062	1,415,257	127,312	1,542,569
Fringe benefits and payroll taxes	428,829	273,951	12,785	286,736
Retirement expenses	1,268	-	-	-
Accounting / audit services	22,300	24,300	2,000	26,300
Other purchased / professional / consulting services	220,902	164,906	75,455	240,361
Repairs and maintenance	3,565	67	-	67
Insurance	35,915	23,831	1,436	25,267
Supplies and materials	204,959	151,018	3,789	154,807
Non-capitalized equipment / furnishings	10,271	13,637	-	13,637
Staff development	61,543	23,604	2,047	25,651
Marketing / recruitment	30,418	16,076	10,601	26,677
Technology	29,741	12,663	11,825	24,488
Office expense	27,077	56,944	1,376	58,320
Depreciation and amortization	72,065	44,666	-	44,666
Other	2,469	4,358	1,062	5,420
<b>TOTAL EXPENSES</b>	<u>3,489,384</u>	<u>2,225,278</u>	<u>249,688</u>	<u>2,474,966</u>
<b>CHANGE IN NET ASSETS</b>	<u>\$ 394,418</u>	<u>\$ 305,479</u>	<u>\$ 84,448</u>	<u>\$ 389,927</u>

**UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN**

**REPORT REQUIRED BY GOVERNMENT AUDITING STANDARDS**

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

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2015 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 26, 2015.

**Internal Control over Financial Reporting**

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

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

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

### **Compliance and Other Matters**

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

We noted certain matters that we have reported to management of Unity Preparatory Charter School of Brooklyn in a separate letter dated October 26, 2015.

### **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, Barw & Co. LLP*

Rochester, New York  
October 26, 2015

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**REPORT TO THE FINANCE COMMITTEE**

**JUNE 30, 2015**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

October 26, 2015

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn as of June 30, 2015 and for the year then ended, and have issued our report thereon dated October 26, 2015. Professional standards require that we advise you of the following matters relating to our audit.

**Our Responsibility in Relation to the Financial Statement Audit**

As communicated in our engagement letter dated June 12, 2015, our responsibility, as described by professional standards, is to form and express an opinion about whether the financial statements that have been prepared by management with your oversight are presented fairly, in all material respects, in conformity with accounting principles generally accepted in the United States of America. Our audit of the financial statements does not relieve you or management of its respective responsibilities.

Our responsibility, as prescribed by professional standards, is to plan and perform our audit to obtain reasonable, rather than absolute, assurance about whether the financial statements are free of material misstatement. An audit of financial statements includes consideration of internal control over financial reporting as a basis for designing audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control over financial reporting. Accordingly, as part of our audit, we considered the internal control of Unity Preparatory Charter School of Brooklyn solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

We are also responsible for communicating significant matters related to the audit that are, in our professional judgment, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures for the purpose of identifying other matters to communicate to you.

We have provided our comments regarding control deficiencies and other matters noted during our audit in a separate letter to you.

## **Planned Scope and Timing of the Audit**

We conducted our audit consistent with the planned scope and timing we previously communicated to you.

## **Compliance with All Ethics Requirements Regarding Independence**

The engagement team, others in our firm, as appropriate, and our firm have complied with all relevant ethical requirements regarding independence.

## **Qualitative Aspects of the Entity's Significant Accounting Practices**

### *Significant Accounting Policies*

Management has the responsibility to select and use appropriate accounting policies. A summary of the significant accounting policies adopted by Unity Preparatory Charter School of Brooklyn is included in Note A to the financial statements. No matters have come to our attention that would require us, under professional standards, to inform you about (1) the methods used to account for significant unusual transactions and (2) the effect of significant accounting policies in controversial or emerging areas for which there is a lack of authoritative guidance or consensus.

### *Significant Accounting Estimates*

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's current judgments. Those judgments are normally based on knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ markedly from management's current judgments.

The most sensitive accounting estimates affecting the financial statements are the allocations of operating expenses to program expenses and management and general expenses and the collectability of grants receivable. We evaluated the key factors and assumptions used to develop the estimates and determined that they are reasonable in relation to the basic financial statements taken as a whole.

### *Financial Statement Disclosures*

Certain financial statement disclosures involve significant judgment and are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting Unity Preparatory Charter School of Brooklyn's financial statements relate to revenue and support recognition, which is referred to in the notes of the financial statements.

**Identified or Suspected Fraud**

We have not identified or obtained information that indicates that fraud may have occurred.

**Significant Difficulties Encountered during the Audit**

We are pleased to report we encountered no significant difficulties in dealing with management relating to the performance of the audit.

**Uncorrected and Corrected Misstatements**

For purposes of this communication, professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that we believe are trivial, and communicate them to the appropriate level of management. Further, professional standards require us to also communicate the effect of uncorrected misstatements related to prior periods on the relevant classes of transactions, account balances or disclosures, and the financial statements as a whole. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

**Disagreements with Management**

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter, which could be significant to Unity Preparatory Charter School of Brooklyn's financial statements or the auditor's report. We are pleased to report no such disagreements arose during the course of the audit.

**Representations Requested from Management**

We have requested certain written representations from management, which are included in the management representation letter.

### **Management's Consultations with Other Accountants**

In some cases, management may decide to consult with other accountants about auditing and accounting matters. Management informed us that, and to our knowledge, there were no consultations with other accountants regarding auditing and accounting matters.

### **Other Significant Matters, Findings or Issues**

In the normal course of our professional association with Unity Preparatory Charter School of Brooklyn, we generally discuss a variety of matters, including the application of accounting principles and auditing standards, business conditions affecting the entity, and business plans and strategies that may affect the risks of material misstatement. None of the matters discussed resulted in a condition to our retention as Unity Preparatory Charter School of Brooklyn's auditors.

### **Other Matters**

With respect to the supplementary information accompanying the financial statements, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

\* \* \* \* \*

Should you desire further information concerning these matters, Michelle Cain or Kate Welc will be happy to meet with you at your convenience.

This report is intended solely for the information and use of the Board of Trustees, Finance Committee and management of Unity Preparatory Charter School of Brooklyn and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**ADVISORY COMMENT LETTER**

**JUNE 30, 2015**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

October 26, 2015

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

In planning and performing our audit of the financial statements of Unity Preparatory Charter School of Brooklyn (the “Charter School”) as of June 30, 2015 and the year then ended, in accordance with auditing standards generally accepted in the United States of America, we considered the Charter School’s internal control over financial reporting (internal control) as a basis for designing audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Charter School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the Charter School’s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A material weakness is a deficiency, or a combination of deficiencies in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected, on a timely basis.

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

Status of matters included in our letter as of June 30, 2014, dated October 24, 2014

**Expense Report**

We noted during our audit that an expense report for the Head of School selected for testing did not have documentation indicating approval of the reimbursement by a Board Trustee.

**Recommendation**

We recommend the Charter School adhere to its Financial Policies and Procedures Manual by having a Board Trustee approve the Head of School's expense reimbursement requests. Obtaining proper approvals will mitigate the potential for unauthorized purchases.

Status as of June 30, 2015

During our 2015 audit, we reviewed two expense reports submitted by the Head of School and one expense report submitted by another employee. We noted proper approvals were attained for each expense report tested.

\* \* \* \* \*

This communication is intended solely for the information and use of Management and the Board of Trustees and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the outstanding cooperation from your staff that our personnel received during the audit of the Charter School's financial statements. Should you have any questions or comments, please contact Michelle Cain or Kate Welc.

Very truly yours,

*Mengel, Metzger, Barr & Co. LLP*

MENGEL, METZGER, BARR & CO. LLP

**UNITY PREPARATORY CHARTER SCHOOL OF  
BROOKLYN**

**AGREED UPON PROCEDURES**

**YEAR ENDED JUNE 30, 2015**



**MENGEL METZGER BARR & CO. LLP**

Certified Public Accountants

INDEPENDENT ACCOUNTANT’S REPORT ON CSP FUNDING

Board of Trustees  
Unity Preparatory Charter School of Brooklyn

We have performed the procedures identified below, which were agreed to by the management of Unity Preparatory Charter School of Brooklyn (the “Charter School”) and the New York State Education Department (“NYSED”), solely to assist the specified parties in evaluating the Charter School’s assertion to NYSED that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant.

This agreed-upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of those parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures described below either for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

**Procedure No. 1:** We will obtain the detail of expenditures incurred for the year under review relating to the CSP grant from the Charter School’s accounting software and reconcile to the grant revenue recorded by the Charter School. If the CSP grant revenue does not equal the grant expenditures, we will investigate the differences.

**Result**

We obtained the detail of expenditures incurred for the year under review relating to the CSP grant from the Charter School’s accounting software and reconciled to the grant revenue recorded by the Charter School. We observed the CSP revenue equaled the grant expenditures.

**Procedure No. 2:** We will obtain the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the year appear reasonable.

**Result**

We observed the Charter School’s approved FS-10, FS-10A and final expenditure summary, and it appears that revenue and expenditures in the year are reasonable.

**Procedure No. 3:** We will select a sample of expenditures from the detail obtained in Procedure No. 1.

- a. Payroll – We will select 10 items or 10% of the total number of payroll items charged to the grant, whichever is less.
- b. Other expenses – We will select 10 items or 10% of the total number of other expense items charged to the grant, whichever is less.
- c. Using the above selected items, we will:
  - i. Determine if the expenditure is in accordance with the purpose of the grant and that pre-opening expenditures are charged to pre-opening periods.
  - ii. Determine if the expenditure falls into an approved budget category.
  - iii. Determine if the expenditure was charged to the appropriate fiscal year.

**Result**

There were no payroll items for the year under examination. We selected a sample of 10 other expense items for testing. Based on our testing, we noted expenditures appear to be in accordance with the purpose of the grant, that the expenditures fall into an approved budget category, and the expenditures were charged to the appropriate fiscal year.

**Procedure No. 4:** We will obtain FS-25 form(s) submitted to NYSED during the year under review and perform the following:

- a. Trace expenditures selected in Procedure No. 3 to requests for reimbursement. Determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If items have not yet been requested for reimbursement, inquire of responsible charter school officials as to the plan for requesting reimbursement, and determine if a receivable is recorded, if appropriate.
- b. If FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we will select one FS-25 and determine if funds were expended within 1 month following the date of the request and is at least the amount shown on Line 4.

**Result**

There were no FS-25 forms submitted to NYSED during the year under review. We observed the FS-10F filed, noting all expenses appeared properly included. As there were no FS-25s filed in the year of testing, Line 4 (Cash Expenditures Anticipated During Next Month) testing could not be conducted, therefore, no issues noted.

We were not engaged to, and did not, conduct an examination, the objective of which would be the expression of an opinion on the Charter School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of Unity Preparatory Charter School of Brooklyn and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

*Mengel, Metzger, Barw & Co. LLP*

Rochester, New York  
August 18, 2015



# Audited Financial Statement Checklist

Created: 10/28/2015

Last updated: 10/29/2015

Page 1

**Charter School Name:**

**1. Please check each item that is included in the 2014-15 Audited Financial Statement submitted for your charter school.**

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	No
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	No
Corrective Action Plans for any Findings	No

**2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2014-15 Audited Financial Statement.**

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	No
Management Letter	No

**Thank you.**



# Appendix E: Disclosure of Financial Interest Form

Last updated: 10/28/2015

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Page 1

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All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). [The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.](#)

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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Yes, each member of the school's Board of Trustees will receive a link to the Disclosure of Financial Interest Form.

Yes

Thank you.



# Appendix F: BOT Membership Table

Created: 07/07/2015

Last updated: 07/21/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Kabir Ahuja	[REDACTED]	Treasurer	Yes	Media and technology	In second year of 3 year term. This is his first term which expires in 2015.
2	Franklin Amoo	[REDACTED]	Trustee/Member	Yes	Finance	In second year of 3 year term. This is the first term served which expires in 2015.
3	Ashley Cotton	[REDACTED]	Secretary	Yes	Communication	In second year of 3 year term. This is the first term served which expires in 2015.
4	James Ellsworth	[REDACTED]	Trustee/Member	Yes	Real estate	In first year of 3 year term. This is the first term served which expires in 2015
5	Carlyle G. Leach	[REDACTED]	Vice Chair/Vice President	Yes	Education	In second year of 3 year term. This is the first term served which expires in 2017.
6	Marion C. Leydier	[REDACTED]	Trustee/Member	Yes	Law	In second year of 3 year term. This is the first term served which expires in 2015.
7	Caleb Hurst-Hiller	[REDACTED]	Trustee/Member	Yes	Education	In second year of 3 year term. This is the first term served which expires in 2015.
8	Richard A. Pollack	[REDACTED]	Chair/Board President	Yes	Law	In second year of 3 year term. This is the first term served which expires in 2015.

9	Aryn Bowman	[REDACTED]	Trustee/Member	Yes	Education	In first year of 3 year term, which expires in 2018.
10	Jake Elghanayan	[REDACTED]	Trustee/Member	Yes	Real Estate Law	In first year of 3 year term, which expires in 2018.
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

**2. Total Number of Members Joining Board during the 2014-15 school year**

2

**3. Total Number of Members Departing the Board during the 2014-15 school year**

0

**4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?**

11

**5. How many times did the Board meet during the 2014-15 school year?**

12

**6. How many times will the Board meet during the 2015-16 school year?**

12

**Thank you.**

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: July 2, 2014

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on July 2, 2014 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Ashley Cotton

Carlyle Leach

James Ellsworth

Marion Leydier

Richard Pollack

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, and Eric Gonzalez.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the June 4, 2014 meeting of the Board be, and hereby are, approved.

Approval of Contract with Financial Service Vendor

Mr. Beauregard presented for approval the contract with the financial services vendor CSBM. The trustees discussed that they wanted to delegate authority to Ms. Leydier to approve the full contract details when they were supplied. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the approval of contract with the financial services vendor be delegated to Ms. Leydier be, and hereby is, approved.

#### Annual Report to the NYSED

Mr. Beauregard and Mr. Pollack discussed that the school must send an annual report to the State Department of Education. The trustees discussed delegating authority to Mr. Pollack to sign the Annual report when completed. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the approval and signature of the report to the State Department of Education be delegated to Mr. Pollack be, and hereby is, approved.

#### Paid leave for Employee

Mr. Beauregard briefed the Trustees on a teacher who needed surgery to address a health issue and recommended approving paid leave. The trustees The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the employee requesting paid leave for surgery be, and hereby is, approved.

Franklin Amoo joined at 7:38pm.

#### Board Updates

Mr. Beauregard updated the trustees on the resignation of two Family & Community Partnership Association members.

Ms. Leydier presented an update on the School's budget and finances.

Mr. Leach and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Development committee, covering fundraising and facilities, discussed an upcoming subcommittee meeting and a push to fundraise off expected test scores in July.

Mr. Beauregard previewed the next agenda including revisions to the student handbook and the weekly school schedule.

#### Public Comment

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., New York time.

#### Executive Session

Mr. Pollack then proposed an executive session to discuss the Head of School 360 Degree Review, which was approved by all Trustees present.

The Trustees then met with Mr. Beauregard in executive session.

---

Ashley Cotton  
Secretary

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

**HELD: August 18, 2014**

A meeting of the Executive Committee of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on August 18, 2014, commencing at 4:00 p.m. New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times and the New York Daily News.

The following Trustees were present at 125 Broad Street, New York, NY 10004 and were linked by videoconference:

Richard Pollack and Marion Leydier

The following Trustee was present at 32 Fort Greene Place, Brooklyn, NY 11217 and was linked by videoconference:

Carlyle Leach

The following Trustee was present at 55 East 52nd Street, New York, NY 10022 and was linked by videoconference:

Kabir Ahuja

Also in attendance at the invitation of the Executive Committee were Joshua Beauregard and Eric Gonzalez.

The Trustees present discussed the Unity Preparatory Student & Family Handbook 2014-2015.

Following discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the Unity Preparatory Student & Family Handbook 2014- 2015 be, and hereby is, approved.

The Trustees present discussed the Audit and Finance Committee’s recommendation with respect to the purchase of Chromebooks, licenses, storage carts and outlet strips from CDW Government, as set forth in the sales quotation dated August 14, 2014.

Following discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the purchase of Chromebooks, licenses, storage carts and outlet strips from CDW Government, as set forth in the sales quotation dated August 14, 2014 be, and hereby is, approved.

Mr. Beauregard then discussed the results of the New York State exams and responded to questions from the Trustees.

The meeting was then adjourned.

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Richard Pollack  
Executive Committee Chair

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: September 3, 2014

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on September 3, 2014 commencing at 7:15 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Richard Pollack

Kabir Ahuja

Franklin Amoo

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Jeannette Braun, Casey Burns, Eric Gonzalez, Hemanth Venkataraman. Himani Goyal and Michael Brown, members of the Associate Board, also attended by telephone.

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

Minutes of Prior Board and Executive Committee Meetings

The Trustees discussed and considered approval of the minutes of the July meeting of the Board and the August 18, 2014 meeting of the Executive Committee of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the minutes of the July 2, 2014 meeting of the Board and the August 18, 2014 meeting of the Executive Committee of the Board be, and hereby are, approved.

Approval of 2014-2015 Annual Goals and Benchmarks

Mr. Beauregard introduced the School's 2014-2015 Annual Goals and Benchmarks, a copy of which was previously circulated to the Trustees, and discussed changes to the goals and benchmarks from the 2013-2014 Annual Goals and Benchmarks. The Trustees discussed and asked questions of Mr. Beauregard, to which he responded. Additionally, Mr. Beauregard discussed certain enrollment benchmarks he proposed adding to, or revising from, the draft previously circulated to the Trustees, which the Trustees discussed. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the School's 2014-2015 Annual Goals and Benchmarks be, and hereby are, approved, and that Mr. Beauregard may revise the 2014-2015 Annual Goals and Benchmarks to reflect the revisions discussed with the Trustees at the meeting.

#### Approval to Revise the School's Admission Policy

Mr. Beauregard then presented to the Trustees a plan for conducting an admissions process, including a lottery to the extent required by New York Education Law, for open seats in the School's seventh grade class. The Trustees discussed the admissions process and the School's admissions policy. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the Chairman of the Board be, and he hereby is, delegated authority on behalf of the Board to approve such revisions to the School's admissions policy necessary to permit the School to run a supplemental admissions process to fill open seats in any grade level.

Ashley Cotton joined at 7:45PM.

Carlyle Leach joined at 7:50PM.

#### Board Updates

Ms. Blumberg presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees. The trustees discussed the end of year state test results and enrollment.

The Development committee, covering fundraising and facilities, discussed their recent committee meeting. The trustees decided to renew their push for a facilities solution including renting temporary space.

#### Public Comment

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:02 p.m., New York time.

---

Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: October 1, 2014

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on October 1, 2014 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Richard Pollack

Caleb Hurst-Hiller

Marion Leydier

Ashley Cotton

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, and Eric Gonzalez.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the September 3, 2014 meeting of the Board be, and hereby are, approved.

Board Updates

Ms. Blumberg and Mr. Ahuja presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees. There was a discussion among the Trustees about school enrollment and new academic initiatives.

Ms. Cotton discussed the recent work of the Development Task Force including collecting Trustee commitments before the end of the year, hiring a part time fundraiser, and bringing on a new board member. Mr. Ellsworth reported out on the space search and

Mr. Beauregard previewed the May agenda including the 2014-2015 academic calendar.

### Executive Session

Mr. Pollack then proposed an executive session to discuss the Head of School employment late summer self-assessment, which was approved by all Trustees present.

The Trustees then met with Mr. Beauregard in executive session.

### Public Comment

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:55p.m., New York time.

---

Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: November 5, 2014

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on November 5, 2014 commencing at 7:10 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Six Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Marion Leydier

Richard Pollack

Franklin Amoo

Carlyle Leach

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 181 3rd Street,  
San Francisco, CA 94103 and was linked by videoconference:

Kabir Ahuja

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Casey Burns, Eric Gonzalez, Hemanth Venkataraman, Michael Brown and Nainesh Parikh.

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

Minutes of Prior Board and Executive Committee Meetings

The Trustees discussed and considered approval of the minutes of the October meeting of the Board and the October 24, 2014 meeting of the Executive Committee of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the minutes of the October 1, 2014 meeting of the Board and the October 24, 2014 meeting of the Executive Committee of the Board be, and hereby are, approved.

#### Election of Jake Elghanayan to the Board

Mr. Pollack then discussed the proposed election of Jake Elghanayan to the Board. The Trustees discussed Mr. Elghanayan's candidacy. Mr. Beauregard then discussed other potential candidates. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Jake Elghanayan be, and hereby is, elected as a Trustee to the Board, subject to receipt of approval by the New York State Department of Education.

#### Board Updates

Ms. Blumberg presented an update on the School's budget and finances.

Mr. Hurst-Hiller and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees. Mr. Beauregard discussed the a proposal for the School to retain Kenneth Baum of KBEC Educational Consulting to assist with the development of the School's math curriculum. Mr. Beauregard then discussed the School's consideration of buying further services from KBEC Educational Consulting relating to the 7<sup>th</sup> grade math curriculum and coaching math teachers. Mr. Beauregard responded to questions from the Trustees about the consultant's role. Following the discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, Mr. Hurst-Hiller and Mr. Leach be, and hereby are, delegated authority by the Board to approve on behalf of the Board to approve the retention of Kenneth Baum of KBEC Educational Consulting by the School.

Mr. Beauregard and Mr. Amoo presented an updated on the Development & Facilities Committee. Mr. Nainesh Parikh discussed a conversation he had with Savita Iyenger at the NYC Department of Education. Mr. Pollack and Ms. Leydier responded to questions regarding the requirement of the city to provide space or funding to the School.

Mr. Brown, Mr. Ellsworth and Mr. Amoo discussed fundraising on behalf of the School. The Trustees then discussed the timing and scope of the School's fundraising efforts.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:50 p.m., New York time.

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Richard A. Pollack  
Chairman



MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: December 3, 2014

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on December 3, 2014 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Ashley Cotton

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 125 3rd Street San Francisco, CA 94103 and was linked by videoconference:

Kabir Ahuja

The following Trustee was present at 510 W 52nd Street, Apt 10G New York, NY 10019 and was linked by videoconference:

Franklin Amoo

Also in attendance at the invitation of the Board were Joshua Beauregard, Casey Burns, Eric Gonzalez and Jake Elghanayan.



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

### Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the November 5, 2014 meeting of the Board be, and hereby are, approved.

### Approval of Revision to Unity's Enrollment Policy

Mr. Gonzalez introduced a revision to Unity's enrollment policy that had been previously circulated, amending the prohibition on students enrolling after October 31. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the revised enrollment policy be, and hereby are, approved.

### Board Updates

Ms. Blumberg and Mr. Ahuja presented an update on the School's budget and finances including the updated enrollment numbers.

Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees. The Trustees reviewed the DOE's Quality Snapshot report on Unity.

Ms. Cotton discussed the recent work of the Development Task Force including collecting Trustee commitments before the end of the year and hiring a part time fundraiser. Mr. Ellsworth reported out on the space search and reminded the Trustees that the DOE reply on our application is expected in February.

Mr. Beauregard previewed the January agenda.

### Public Comment



There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:30p.m., New York time.

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Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: January 7, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on January 7, 2015 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

James Ellsworth

Ashley Cotton

Franklin Amoo

Jake Elghanayan

Richard Pollack

Carlyle Leach

Marion Leydier

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

The following Trustee was present at 125 3rd Street San Francisco, CA 94103 and was linked by videoconference:

Kabir Ahuja

Also in attendance at the invitation of the Board were Michael Brown, Joshua Beauregard, and Eric Gonzalez.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the December 3, 2014 meeting of the Board be, and hereby are, approved with an edit to the date.

#### Other Matters

Mr. Beauregard discussed the possibility of bringing Aryn Bowman on the board of trustees. After a discussion by the board the group decided a few more trustees should arrange time to speak with Ms. Bowman.

Mr. Beauregard reminded the board that the NYSED “Check-in” Visit to Unity was on January 22, 2015 and confirmed that a few trustees would be present.

Ms. Blumberg and Mr. Ahuja presented an update on the School’s budget and finances including the updated enrollment numbers.

Mr. Beauregard discussed the Student and Learning Committee’s meeting, referencing a summary previously circulated to the Trustees.

Ms. Cotton discussed the recent work of the Development Task Force including collecting hiring a part time fundraiser. After some discussion it was decided that more Trustees should participate in a call with the potential fundraiser, Anabay Sullivan. The Trustees discussed the expected DOE reply on our space application.

Mr. Beauregard previewed the February agenda.

Mr. Brown provided an update from the Associate Board including their work tutoring, mentoring and a quarterly mailing they assisted in producing and distribution to the Unity community.

#### Public Comment

There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:55p.m., New York time.

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Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: February 4, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on February 4, 2015 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Seven Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Ashley Cotton

Franklin Amoo

Jake Elghanayan

Richard Pollack

Carlyle Leach

Marion Leydier

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Jim Ellsworth attended the meeting by telephone but was not counted for quorum or voting purposes. Also in attendance at the invitation of the Board were Michael Brown, Joshua Beauregard, and Eric Gonzalez.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the January 7 meeting of the Board be, and hereby are, approved.

#### New Board Member

The Trustees discussed the nomination of Aryn Bowman as a new member of the School's Board of Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Aryn Bowman be, and hereby is, elected to the Board of the School, subject to approval by the New York State Education Department.

#### Fundraiser Agreement

The Trustees discussed engaging fundraising consultant Anabay Sullivan. The Trustees present discussed the proposed scope of Ms. Sullivan's engagement, and determined that the Board would consider approval of the second phase of Ms. Sullivan's proposed engagement at a later meeting. Following the discussion, the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Anabay Sullivan's retention by the School for the first phase of her engagement be, and hereby is, approved.

#### Other Matters

Mr. Beauregard introduced a new Board of Trustees self-assessment survey that is the trustees must complete by February 28.

Mr. Beauregard presented an update on the School's budget and finances and introduced the idea of changing the total size of the school population.

Mr. Beauregard and Mr. Leach discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Trustees discussed the anticipated reply from the DOE regarding the school's application for space. The Development committee reviewed next steps now that Ms. Sullivan's engagement by the School was approved.

Mr. Beauregard previewed the March application including the 2015-2016 calendar and the Head of School review.

Mr. Brown provided an update from the Associate Board including their fundraising committee update.

#### Public Comment

There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:57 p.m., New York time.

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Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: March 4, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on March 4, 2015 commencing at 7:10 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Eight Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Kabir Ahuja

Franklin Amoo

Jake Elghanayan

James Ellsworth

Carlyle Leach

Marion Leydier

Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Aryn Bowman attended the meeting by telephone but was not counted for quorum or voting purposes. Also in attendance at the invitation of the Board were Joshua Beauregard, Hemanth Venkataraman, Casey Burns, Eric Gonzalez and Erica Nord.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the February 4, 2015 meeting of the Board be, and hereby are, approved.

Petition Appealing DOE Denial of Space

The Trustees discussed the denial by the New York City Department of Education (the “DOE”) of the School’s request for public space for its high school grades. The Trustees considered an appeal by the School to the Commissioner of Education requesting an order directing the DOE to pay to the School the rental assistance prescribed in New York Education Law §2853(3)(e). The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the School, through its counsel Sullivan and Cromwell LLP, be, and hereby is, authorized to prepare, serve and file such documents, and pay any fees required, to appeal the DOE’s denial of public space to the Commissioner of Education.

Other Matters

Mr. Ahuja presented an update on the School’s budget and finances.

Mr. Beauregard and Mr. Leach discussed the Student and Learning Committee’s meeting, referencing a summary previously circulated to the Trustees.

Mr. Elghanayan discussed the recent work of the Development & Facilities Committee, Mr. Venkataraman updated the Board with respect to recent discussions with Anabay Sullivan and Mr. Beauregard discussed upcoming roundtable discussions.

Ms. Nord provided an update from the Associate Board including upcoming fundraising events.

There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:10 p.m., New York time, at which time Mr. Pollack proposed an executive session of the Board to discuss the Head of School employment self-assessment and the Board self-assessment survey and certain other matters. The Trustees then met with Mr. Beauregard in executive session.

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Richard Pollack  
Chairman

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: April 1, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on April 1, 2015 commencing at 7:05 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Eight Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Kabir Ahuja

Ashley Cotton

Jake Elghanayan

James Ellsworth

Carlyle Leach

Marion Leydier

Richard Pollack

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Jeannette Braun, Heather Blumberg, Hemanth Venkataraman, Casey Burns, Eric Gonzalez, Aryn Bowman, Anabay Sullivan and Michael Brown.

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

Minutes of Prior Meeting

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

**RESOLVED**, that the minutes of the March 4, 2015 meeting of the Board be, and hereby are, approved.

2015-2016 School-Year Calendar

Mr. Beauregard presented the previously circulated proposed 2015-2016 school-year calendar to the Trustees. The Trustees asked Mr. Beauregard questions regarding the proposed calendar. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the 2015-2016 School-Year Calendar be, and hereby is, approved.

Other Matters

Ms. Blumberg presented an update on the School's budget and finances.

Ms. Bowman and Mr. Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees, and Mr. Beauregard discussed student recruitment.

Ms. Cotton, Mr. Elghanayan and Mr. Ellsworth discussed the recent work of the Development & Facilities Committee, Mr. Pollack updated the Board with respect to the Department of Education appeal and Ms. Sullivan gave a presentation regarding fundraising.

Mr. Brown provided an update from the Associate Board.

There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

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Richard Pollack  
Chairman

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: May 6, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on May 6, 2015 commencing at 5:30 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Seven Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at Sullivan & Cromwell LLP - 125 Broad Street, 37th Floor, New York, NY 10004:

Ashley Cotton

Franklin Amoo

Jake Elghanayan

Richard Pollack

Marion Leydier

Jim Ellsworth

Kabir Ahuja

Also in attendance at the invitation of the Board were, Aryn Bowman, Michael Brown, Joshua Beauregard, Casey Burns, Anabay Sullivan, Heather Blumberg, Hemanth Venkataraman and Eric Gonzalez.

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

Minutes of Prior Meeting

The Trustees discussed and considered approval of the minutes of the April 1, 2015 meeting of the Board that were previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the minutes of the April 1, 2015 meeting of the Board be, and hereby are, approved.

#### Approval of Form 990

Ms. Blumberg gave an introduction to the School's Form 990, a draft of which was circulated to the Trustees prior to the meeting. The Trustees discussed the School's Form 990. The Trustees present unanimously adopted the following resolution:

**RESOLVED**, that the Form 990 be, and hereby is, approved and Messrs. Beauregard and Gonzalez be, and hereby are, authorized to sign and file the Form 990 on behalf of the School.

#### Renewal of Employee Benefits Plans

Mr. Gonzalez presented an overview of the proposed renewal of the School's employee health and welfare benefits plans. After a discussion the Trustees present unanimously adopted the following resolution:

**RESOLVED**, that Joshua Beauregard and Eric Gonzalez be, and hereby are, authorized to cause the School renew the School's employee health and welfare benefit plans on the terms presented to the Trustees and to negotiate and enter into such agreements as are necessary with respect thereto.

#### Other Matters

Ms. Blumberg presented an update on the School's budget and finances.

Ms. Bowman discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

The Trustees discussed the fundraiser planned for that evening at Sullivan & Cromwell including the program. They also reviewed options for private space for a high school and Ms. Sullivan presented draft fundraising materials.

Mr. Brown provided an update from the Associate Board including their fundraising committee update.

#### Public Comment

There being no further business or public comment to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 6:15 p.m., New York time.

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Ashley Cotton  
Secretary

MINUTES OF A MEETING  
OF THE BOARD OF TRUSTEES OF  
UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN  
HELD: June 3, 2015

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on June 3, 2015 commencing at 7:00 p.m., New York time. Notice of the meeting was duly given to all Trustees, was posted on the School’s website and was sent to the New York Times, the New York Daily News and the Brooklyn Daily. Five Trustees were present at the beginning of the meeting, representing a quorum.

The following Trustees were present at the School, 432 Monroe Street, Brooklyn, NY 11221:

Marion Leydier

Richard Pollack

Jim Ellsworth

Kabir Ahuja

The following Trustee was present at 245 Bent Street, Office 210, Cambridge, MA 02139 and was linked by videoconference:

Caleb Hurst-Hiller

Also in attendance at the invitation of the Board were Joshua Beauregard, Heather Blumberg, Casey Burns, Hemanth Venkataraman and Eric Gonzalez.

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

*Minutes of Prior Meeting*

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

**RESOLVED**, that the minutes of the May 6, 2015 meeting of the Board be, and hereby are, approved.

2015-2016 Budget

Messrs. Ahuja and Beauregard and Ms. Blumberg discussed the 2015-2016 budget, a copy of which was previously circulated to the Trustees. After discussion, the Trustees present unanimously adopted the following resolution.

**RESOLVED**, that 2015-2016 budget presented be, and hereby is, approved.

#### Agreement with CSBM for 2015-2016

Mr. Beauregard advised the Board that an updated proposal from CSBM had been received. The Board determined to defer discussion until after Mr. Beauregard had an opportunity to review the new proposal with the Audit and Finance Committee.

#### Financial Policies and Procedures Addendum

Mr. Pollack and Ms. Blumberg discussed the addendum to the Financial Policies and Procedures Manual reflecting certain changes in federal regulations applicable to grants of federal funds, a copy of which was previously circulated to the Trustees. After discussion, the Trustees present unanimously adopted the following resolution.

**RESOLVED**, that the addendum to the Financial Policies and Procedures Manual presented be, and hereby is, approved.

#### Conflict of Interest Policy

Mr. Pollack discussed his review of the School's conflict of interest policy in light of recent legislative changes and advised that no changes were necessary to the version that is currently in effect.

#### 2015-2016 Board of Trustees Meeting Calendar

Mr. Beauregard presented the 2015-2016 Board of Trustees Meeting Calendar for approval, a copy of which was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution.

**RESOLVED**, that the 2015-2016 Board of Trustees Meeting Calendar be, and hereby is, approved.

Jake Elghanayan joined the meeting at this stage and participated in discussions and voting on matters considered thereafter.

#### Modified Academic Weekly Schedule for 2015-2016

Messrs. Beauregard, Burns and Hurst-Hiller presented a proposed modified academic schedule for 2015-2016 and responded to questions from the Trustees. Following discussion, the Trustees present unanimously adopted the following resolution.

**RESOLVED**, that modified academic weekly schedule be, and hereby is, approved.

2015-2016 School Calendar

Mr. Beauregard presented the 2015-2016 School Calendar for approval, a copy of which was previously circulated to the Trustees and responded to questions from the Trustees. After discussion, the Trustees present unanimously adopted the following resolution.

**RESOLVED**, that the 2015-2016 School Calendar be, and hereby is, approved.

Re-election of Jake Elghanayan

Mr. Pollack presented for approval the re-election of Jake Elghanayan to the Board of Trustees with a three-year term. The Trustees other than Mr. Elghanayan, who abstained from voting, unanimously adopted the following resolution.

**RESOLVED**, that Jake Elghanayan be, and hereby is, elected to the Board of Trustees for a term that shall expire upon (i) the later of the School’s 2018 Annual Meeting and such time as such Mr. Elghanayan’s successor has been duly chosen and qualified, or (ii) Mr. Elghanayan’s earlier incapacity, death, resignation or removal.

Appointment of Officers to the Board of Trustees

Mr. Pollack discussed the appointment of Trustees as officers of the Board. After discussion, the Trustees present unanimously adopted the following resolutions:

**RESOLVED**, that each of the following persons be appointed as officers of the Board in the position set forth opposite such person’s name. The term of each such appointment shall expire upon (i) the later of the School’s 2016 Annual 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:

<u>Name</u>	<u>Position</u>
Richard Pollack	Chairperson
Carlyle Leach	Vice Chairperson
Ashley Cotton	Secretary
Kabir Ahuja	Treasurer

**RESOLVED**, that each of the following persons be appointed to serve on the committee listed below until his or her successor has been duly chosen and qualified, or until such individual’s earlier incapacity, death, resignation or removal: the Executive Committee, Audit and Finance Committee, Student Learning Committee and Development & Facilities Committee:

<u>Committee</u>	<u>Name</u>
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Executive Committee	Kabir Ahuja
	Ashley Cotton
	Jim Ellsworth
	Carlyle Leach
	Marion Leydier
	Richard Pollack
Audit and Finance Committee	Kabir Ahuja
	Franklin Amoo
	Jim Ellsworth
	Marion Leydier
	Jake Elghanayan
Student Learning Committee	Ashley Cotton
	Caleb Hurst-Hiller
	Carlyle Leach
Development & Facilities Committee	Franklin Amoo
	Ashley Cotton
	Jim Ellsworth
	Jake Elghanayan

### Board Updates

Ms. Leydier and Mr. Pollack discussed the School's conflict of interest policy and advised the Board of the need to have the Trustees and key employees of the School provide updates to their conflict of interest and code of ethics written statements.

Ms. Blumberg presented an update on the School's budget and finances.

Messrs. Hurst-Hiller and Beauregard discussed the Student and Learning Committee's meeting, referencing a summary previously circulated to the Trustees.

Messrs. Ellsworth, Elghanayan and Beauregard provided an update on the School's search for a high school facility and on fundraising and responded to questions from the Trustees.

Mr. Beauregard previewed the July agenda, including a discussion of the Head of School's salary and review.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 9:00 p.m., New York time.

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Richard Pollack  
Chairman





### **Recruitment Efforts for 2014-15**

Unity Preparatory Charter School of Brooklyn (Unity Prep) will grow to serve students in grades 6-12 by admitting students via lottery in sixth grade. In our fourth year, Unity will also admit students to the ninth grade via lottery. Unity Prep's foundation is built on recruiting from a diverse community of students, especially students with special learning needs and students who are learning English. To achieve this goal, Unity has employed several methods to attract and retain a diverse population of students, both general education and students who have special needs.

A core belief of Unity Prep's research supported educational philosophy is that a school that draws from diverse populations can enrich both the educational and interpersonal experiences of its students (Kahlenberg & Potter, 2012; Frankenberg & Orfield, 2007). To accomplish this, Unity Prep has employed several outreach methods to the families and communities within Community School District (CSD) 13, as well as the entire city of New York, to ensure that all families are well-informed regarding Unity Prep's school model and the application process. The specific steps taken by Unity Prep are detailed below.

- a. Open House Events – Unity Prep held monthly Open House events at 432 Monroe Street between October 2014 and April 2015. Each event provided attendees an opportunity to meet and speak with Unity Prep's co-founders and staff, meet current students, tour the school, and take part in a presentation regarding Unity Prep's school model. Presentations were made in both English and Spanish with translations provided in Fulani, Arabic and French.
- b. Attending Department of Education School Fairs – In the fall, Unity Prep staff and co-founders attended School Fairs for CSDs 13, 14, 16 and 17. Unity Prep is located within CSD 13, and is very close to the border of CSD 16. These Fairs were convened by the Department of Education (DOE) to provide information to parents seeking middle school options for their children. Presentations were provided in both English and Spanish.
- 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. All materials were provided in Spanish and English.
- d. Media Advertisements – Unity Prep placed advertisements in local print media, such as the Our Time Press, El Diario and Facebook. In addition, the school placed a banner outside of the school facility and distributed 5x7 flyers throughout the surrounding neighborhoods. Together, these advertisement placements reached all of CSDs 13 and 16, in addition to families interested in the goings on in Brooklyn.
- e. Participation in Common Application – To facilitate the application process for families, Unity Prep participated in New York City's Common Application, an electronic platform provided to families interested in applying to charter schools in New York City. This platform facilitates the application process by allowing families to electronically submit applications to charter schools. To enable access to persons whose first language is not English, the Common Application website is translated into several languages.

- f. In-Person Communication – Members of Unity Prep’s faculty, current students and parents and the school’s leadership team went into the communities within CSD 13 and CSD 16 at least two times each week in March and April to meet and speak with community members about Unity Prep as an option for educating their middle school-aged children. These conversations were held in English and Spanish.
- g. Posting Information to Unity Prep’s Website - Applications and information about the application process were provided in Spanish and English on the school’s website.

In the most recent year, these efforts resulted in a student population where 75% of students were eligible for the Free and Reduced Priced Lunch (FRPL) Program, 5% of students were ELLs and 23% of students required special education services. Based on this enrollment, Unity Prep has met its enrollment targets for students with disabilities (SWDs) and ELLs while making progress toward meeting the target for students eligible for FRPL. Unity Prep had difficulty collecting all of the FRPL forms from families during the 2014-15 school year and thus believes the actual percentage of students eligible for FRPL during 2014-15 is higher than the 75% reported in the chart below. Unity Prep intends to continue and expand upon these efforts where possible during the 2015-16 academic year to ensure that the school makes every effort to meet its recruitment targets.

	<b>2014-15 Enrollment</b>	<b>2014-15 Enrollment Target</b>	<b>2014-15 Retained</b>	<b>14-15 Retention Target</b>
<b>SWD</b>	23.0%	15.3%	100%	74.8%
<b>ELL</b>	5.0%	4.0%	100%	61.2%
<b>FRPL</b>	75.0%	89.5%	95.3%	82.2%

Evidence of community outreach begins on page 4.

#### **Retention Efforts for 2014-15**

Unity Prep is committed to providing all students with access to a rigorous and high-quality educational experience. Accordingly, all aspects of the school’s environment, programming, curriculum, and instruction are as inclusive and supportive of all learners as possible.

Our college preparatory liberal arts and science program offering students extended time in all core subjects was designed to meet the needs of the at-risk student population in Brooklyn's Community School District 13, where prior to our school's opening only 1/3 of students demonstrated proficiency on the state's exams. In addition to this general education program, Unity Prep provides additional services to ensure that students eligible for FRPL, students with disabilities and ELLs have access to the support needed to experience high levels of academic achievement.

Based on the chart above, Unity Prep’s efforts to retain ELLs, students eligible for FRPL and SWDs far exceeded its retention target. All efforts to meet the needs of these groups are detailed below and will be continued during the next school year.

To meet these needs, 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 to provide a broad range of intensive supports.

For those students in need of special education services, Unity Prep employs an Integrated Co-Teaching model to meet the goals of each student’s Individualized Education Plan (IEP). In these classrooms, general education teachers work closely with special education teachers to plan lessons, differentiate instruction

and evaluate student learning. To ensure student learning and skill mastery, teachers utilize a variety of instructional formats including team teaching, station teaching, parallel teaching, and alternate teaching. Both teachers meet regularly with the Director of Support Services and the Director of Curriculum, Instruction and Assessment to review student progress and evaluate the effectiveness of teaching strategies and the special education program overall.

To 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.

For those students struggling academically or at-risk of academic failure, Unity Prep leverages its Response to Intervention (RTI) model to provide additional supports and interventions to increase student learning. Unity Prep's RTI model includes three levels of intervention services. In Tier I, classroom teachers work closely with the Director of Support Services to provide differentiated whole group and small group instruction in the general education classroom. Students in need of additional support move to Tier II and receive small group instruction in groups not exceeding 5 students, three to four times per week, delivered by general education or special education teachers. This guided instruction focuses on each student's greatest learning needs with weekly progress monitoring by the Director of Support Services. Tier III services for students in need of intensive support includes one-on-one instruction delivered five times each week by a general education or special education teacher. The school monitors student progress weekly and adjusts supports as necessary to meet student's needs.

Utilizing these programs and services has resulted in the majority of families of students with disabilities, ELL's and other struggling learners choosing to return to our school in the following school year. Exact percentages of our retention for these populations of students will be available following the completion of reenrollment. Therefore, Unity Prep plans to continue and expand upon these retention efforts where possible during the 2014-15 academic year.



# UNITY

PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

## School Tours

For parents/guardians interested in enrolling children in Unity's 6<sup>th</sup> grade



### RSVP Today for an Upcoming School Tour!

Tuesday, February 3<sup>rd</sup> 7:30am – 9:00am

Tuesday, February 10<sup>th</sup> 7pm – 8:30pm

Saturday, February 28<sup>th</sup> 10am – 12pm

Tuesday, March 3<sup>rd</sup> 7:30am – 9:00am

Tuesday, March 17<sup>th</sup> 7:00pm – 8:30pm

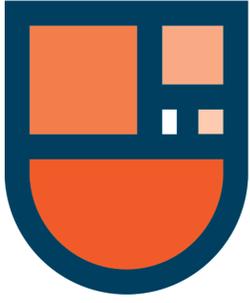
Saturday, March 28<sup>th</sup> 10am – 12:00pm

**Unity Preparatory Charter School of Brooklyn**  
**432 Monroe Street (Enter at Throop Avenue)**

RSVP today at (347) 875-7432 or [info@unityprep.org](mailto:info@unityprep.org)

*Language translation and sign language interpreter services are available with advanced RSVPS; please contact us today with your needs.*

Come see what makes Unity a high quality middle school option for your child. Discover how our unique and innovative academic, co-curricular, civic engagement and sports programs make Unity a wonderful middle school for your child.



# UNITY

PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

Por favor envíen o entreguen su solicitud a:  
Unity Preparatory Charter School of Brooklyn  
432 Monroe Street  
Brooklyn, NY 11221

Para mandar una versión escaneada de una  
solicitud completada y firmada, por favor  
envíenla por email a [info@unityprep.org](mailto:info@unityprep.org).

## Solicitud de Estudiante 2015-2016

Esta solicitud **SOLO** es para estudiantes que entrarán en el 6° grado en otoño del 2015.  
Esta solicitud debe entregarse antes de las 5:00pm del Lunes, 6 de Abril, 2015.

### Información del Estudiante

(Por favor escriban a máquina o en letra de imprenta clara.)

Nombre: \_\_\_\_\_ Apellido: \_\_\_\_\_

Fecha de nacimiento (MM/DD/Año): \_\_\_\_\_ Género: Masculino \_\_\_\_\_ Femenino \_\_\_\_\_

Dirección Calle : \_\_\_\_\_ Apt: \_\_\_\_\_

Ciudad: \_\_\_\_\_ Estado: \_\_\_\_\_ Código Postal: \_\_\_\_\_

**Grado que su hijo entrará en el otoño del 2014:** \_\_\_\_\_

Nombre de la escuela actual de su hijo/a: \_\_\_\_\_

Por favor, escriban el grado actual de su hijo/a: \_\_\_\_\_

¿Qué es lo que les atrae de Unity como opción para su hijo/a? \_\_\_\_\_

Por favor indiquen cómo se enteraron de que Unity era una opción de “middle school” para su hijo/a. Marquen todas que se puedan aplicar.

Anuncio en los medios  Página Web de Unity  Flier colgado

Asesor escolar (por favor indiquen qué escuela)  Otro: \_\_\_\_\_

## Información de Padres/Tutores

Nombre: \_\_\_\_\_ Relación con el estudiante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Teléfono de Casa: \_\_\_\_\_ Celular: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_

Información Segundo Padre/Tutor (Opcional):

Nombre: \_\_\_\_\_ Relación con el estudiante: \_\_\_\_\_ Correo electrónico: \_\_\_\_\_

Teléfono de Casa: \_\_\_\_\_ Celular: \_\_\_\_\_ Teléfono del trabajo: \_\_\_\_\_

## Información de hermanos/as

¿Tiene el estudiante un hermano/a que también solicita plaza para entrar en Unity Prep en el otoño del 2014?

Sí: \_\_\_\_\_ No: \_\_\_\_\_ En caso AFIRMATIVO, escriba aquí el nombre del hermano/a: \_\_\_\_\_

**Tengan en cuenta que hay que entregar una solicitud SEPARADA para cada hermano.**

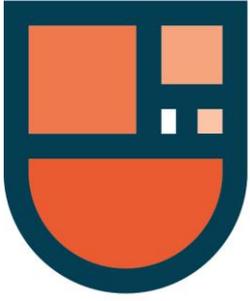
¿Tiene el estudiante un hermano/a que está asistiendo ACTUALMENTE a Unity Prep?

Sí: \_\_\_\_\_ No: \_\_\_\_\_ En caso AFIRMATIVO, escriba aquí el nombre del hermano/a: \_\_\_\_\_

Estoy de acuerdo en que los expedientes escolares del estudiante para el cual entrego esta solicitud pueden ser usados para estudios por parte de Unity Preparatory Charter School of Brooklyn. En estos estudios sólo se informará de resultados globales de los estudiantes, no de resultados individuales.

Firma del Padre/Madre/Tutor: \_\_\_\_\_ Fecha: \_\_\_\_\_

**Declaración de no-discriminación:** *Unity no discrimina o limita la admisión de ningún estudiante sobre ninguna base ilegal, incluyendo su grupo étnico, origen nacional, género, discapacidad, capacidad intelectual, medidas de logro o aptitud, capacidad atlética, raza, creencia, religión o ascendencia. Una escuela no puede requerir ninguna acción por parte de un estudiante o familia (por ejemplo, un examen de admisión, entrevista, ensayo, asistencia a una sesión informativa, etc.) con el fin de que un solicitante reciba o envíe una solicitud de admisión a esa escuela.*



# UNITY

PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

Please send or deliver your application to:

Unity Preparatory Charter  
School of Brooklyn  
432 Monroe Street  
Brooklyn, NY 11221

To submit a scanned version of a signed completed application, please email us at [info@unityprep.org](mailto:info@unityprep.org).

## 2015-2016 Student Application

This application is *ONLY* for students who will enter Unity in the fall of 2015.  
This application must be received by 5:00pm Monday, April 6, 2015.

### Student Information (Please type or print clearly.)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Date of Birth (MM/DD/YYYY): \_\_\_\_\_ Gender: Male \_\_\_\_\_ Female \_\_\_\_\_

Street Address: \_\_\_\_\_ Apt: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Grade that your child will enter in the fall of 2015: \_\_\_\_\_

Please indicate how you became aware of Unity as a middle school option for your child. Choose all that apply.

Media Advertisement       Unity Website       Flyer Posting

Guidance Counselor (please indicate which school)       Other:

Name of you child's current school: \_\_\_\_\_ Please indicate your child's current grade: \_\_\_\_\_

What attracts you to Unity as an option for your child?

\_\_\_\_\_

### Parent/Guardian Information

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_

Second Parent/Guardian Information (optional):

Name: \_\_\_\_\_ Relationship to Student: \_\_\_\_\_ Email Address: \_\_\_\_\_

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

\_\_\_\_\_

### Sibling Information

Does the student have a sibling who is also applying to enter Unity Prep in the fall of 2015?

Yes: \_\_\_\_ No: \_\_\_\_ If YES, write the sibling's name here: \_\_\_\_\_

*Note that a SEPARATE application must be submitted for each sibling.*

Does the student have a sibling who is CURRENTLY attending Unity Prep?

Yes: \_\_\_\_ No: \_\_\_\_ If YES, write the sibling's name here: \_\_\_\_\_

I agree that the school records of the student for whom I am submitting this application may be used for studies of Unity Preparatory Charter School of Brooklyn. In these studies, only aggregate outcomes, not individual students' outcomes, will be reported.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Non-Discrimination Statement: Unity does not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*



## Our Vision

**Every child deserves an education on par with the nation's elite public and private schools. Unity achieves this through:**

### **An Educational Experience of Distinction**

Unity has a rich and comprehensive liberal arts and sciences program bolstered by engaging co-curricular activities and meaningful exposures to the world outside of school.

### **A Positive School Culture**

Unity's school culture focuses on helping students develop confidence in their abilities to learn, become more responsible for their own learning, and both support and feel supported by the entire community.

### **A Talented and Dedicated Faculty of Educators**

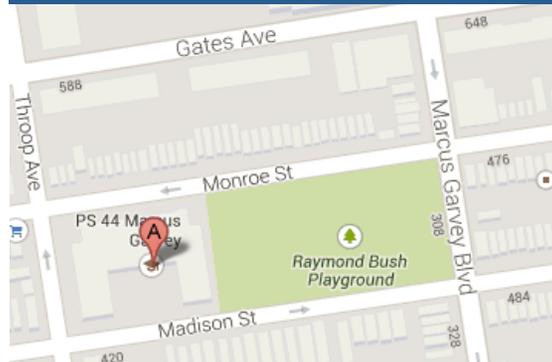
We go above and beyond to nurture the learning of all students to their fullest potential.

## Come visit Unity today!

Contact us today to schedule a tour of Unity!

We are located at 432 Monroe Street. The main entrance of the building is on Throop Avenue between Madison and Monroe Streets.

Buses that stop close to the school are the B15, B25, B26, B38, B43, and B52. The C train (Kingston-Throop Avenues) also stops close to the school.



**Enter our 6<sup>th</sup> grade admissions lottery by applying today at [www.unityprep.org/enroll](http://www.unityprep.org/enroll)**

**Unity Preparatory Charter School of Brooklyn  
432 Monroe Street, Brooklyn, NY 11221**

**(718) 455-5046**

**[info@unityprep.org](mailto:info@unityprep.org)**

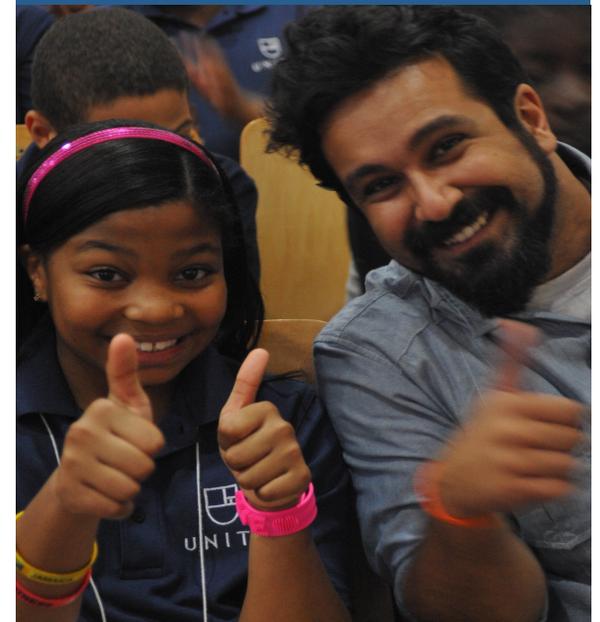
**[www.facebook.com/UnityPrep](https://www.facebook.com/UnityPrep)**



# UNITY

PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

Unity is a new, tuition-free, public, charter middle school that will grow to serve students in grades 6-12. We are located in historic Bedford Stuyvesant, Brooklyn. Our mission is to empower students as scholars and citizens so they may lead fulfilling academic, personal, and professional lives.



# Our Core Elements

Unity incorporates seven key elements that we see as crucial to providing a truly empowering educational experience:

## 1. College Preparatory Curriculum

A college preparatory liberal arts and sciences program of study that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently.

## 2. Focus on Expert Teaching

An enthusiastic faculty of exceptional teachers who are experts in their content areas, offer a challenging, yet supportive learning environment, and are demonstrably successful in promoting student educational success.

## 3. Provide More Time for Learning

Unity offers an extended day, week, and year that provide approximately 20% more time on academic and co-curricular activities than the average school in order to deepen student engagement, accelerate academic growth, and prepare students well for the demands of the typical college schedule.

## 4. Customized Academic Support

Unity balances the high expectations placed on students with customized supports including accelerated classes, afterschool and weekend tutoring, individual counseling, small class sizes and select classes taught by two teachers.

## 5. Enrichment Courses, Elective Clubs and Athletic Teams

Unity's enrichment courses include foreign language, technology, and art. We have partnerships with community organizations to provide elective clubs in chess, robotics, yearbook, student government, photography, theater, filmmaking, band, super heroes (community service), martial arts, step, and dance. As part of Unity's expanding athletic program, students gain invaluable teamwork skills by competing against other schools in basketball, track, baseball, softball, volleyball, wrestling and rugby.

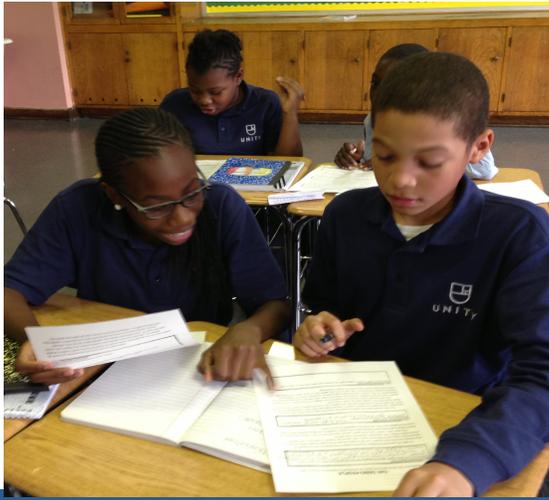


## 6. Positive and Supportive School Culture

Unity offers a host of character development initiatives, including Youth Empowerment Seminar (yoga and meditation), daily advisory, peer mediation, and mentoring which equip students with specific techniques to make healthy decisions, manage their emotions, take responsibility for their actions, and approach learning with enthusiasm.

## 7. Active Community Involvement

Unity's Family and Community Partnership Association (FCPA, aka Unity's PTA), is comprised of families served by Unity, community members, and Unity staff to promote collaboration, communication, and community involvement. In addition, all students and staff participate in community service projects each year.



## Nuestra Visión

*Todos los niños/as merecen una educación a la par con las mejores escuelas públicas y privadas del país. Unity consigue esto mediante:*

### **Una Experiencia Educativa de Distinción**

Unity tiene un programa de artes liberales y ciencias, respaldado por interesantes actividades complementarias del programa de estudios y una exposición significativa al mundo fuera de la escuela.

### **Una cultura escolar positiva**

La cultura escolar de Unity se centra en ayudar a los estudiantes a desarrollar la confianza en su capacidad de aprender, asumir la responsabilidad de su propio aprendizaje, y apoyar y sentirse apoyados por toda la comunidad.

### **Cuerpo docente dedicado y capacitado**

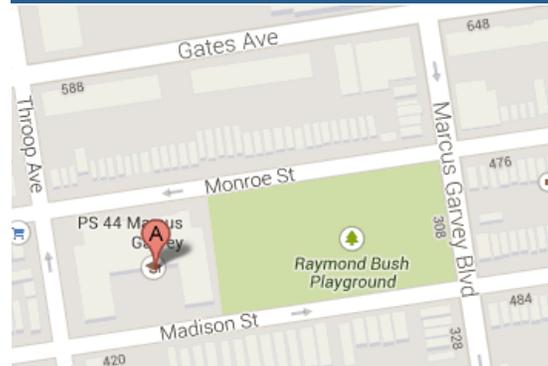
Hacemos todo lo posible y más para proporcionar el aprendizaje a los estudiantes en todo su potencial.

## Visiten Unity hoy!

Contacten con nosotros hoy para concertar una visita a Unity!

Estamos ubicados en 432 Monroe Street. La entrada principal del edificio está en Throop Avenue entre las calles Madison y Monroe.

Los autobuses B15, B25, B26, B38, B43, y B52 paran cerca de la escuela. El tren C (Kingston-Throop Avenues) también para cerca de la escuela.



**Entren en nuestro sorteo de admisiones de 6to grado solicitando plaza hoy en:**

**[www.unityprep.org/enroll](http://www.unityprep.org/enroll)**

**Unity Preparatory Charter School of Brooklyn**

**432 Monroe Street, Brooklyn, NY 11221**

**(718) 455-5046**

**[info@unityprep.org](mailto:info@unityprep.org)**

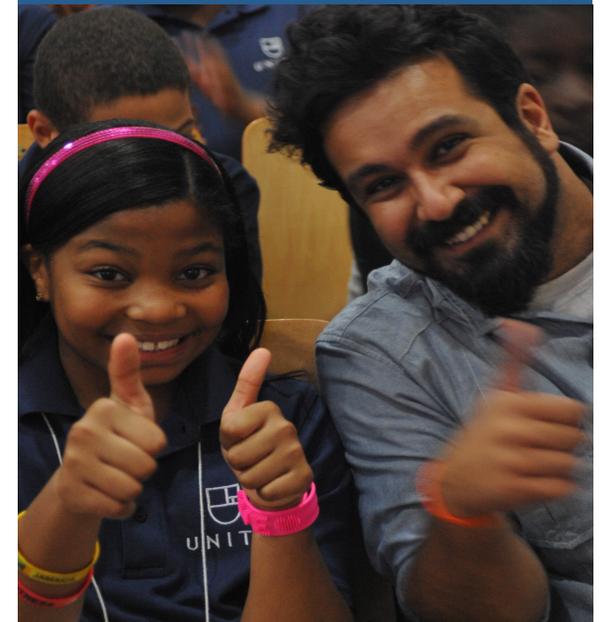
**[www.facebook.com/UnityPrep](https://www.facebook.com/UnityPrep)**



# UNITY

PREPARATORY  
CHARTER SCHOOL  
of BROOKLYN

Unity es una nueva escuela chárter de enseñanza media, pública y gratuita, que se ampliará para servir a los estudiantes del grado 6-12. Estamos ubicados en el histórico Bedford Stuyvesant, Brooklyn. *Nuestra misión es capacitar a los alumnos como estudiantes y ciudadanos de modo que puedan tener una vida académica, personal y profesional enriquecedora.*



# Nuestros Elementos Centrales

Unity incorpora siete elementos clave que hemos considerado cruciales para proporcionar una verdadera y capacitadora experiencia educativa:

## 1. Un programa de estudios preparatorio para la Universidad

Un programa de estudios en artes liberales y ciencias que fomenta en los estudiantes el deseo y la capacidad de aprender de forma independiente, pensar críticamente y comunicarse competentemente.

## 2. Centrarse en la enseñanza de expertos

Un cuerpo docente entusiasta de maestros/as excepcionales, expertos en sus áreas de contenido, ofrece un entorno de aprendizaje exigente y enriquecedor, y son demostrablemente eficaces para promover el éxito educativo de los estudiantes.

## 3. Ofrecer más tiempo de aprendizaje

Un día, semana y año escolar extendidos que proporcionan aproximadamente 20% más de tiempo para actividades académicas y complementarias respecto al promedio de las escuelas, con el fin de profundizar el compromiso escolar, acelerar el crecimiento académico y preparar a los estudiantes para un horario de universidad.

## 4. Apoyo académico extensivo

Unity equilibra las altas expectativas de los estudiantes con apoyos personalizados incluyendo clases aceleradas, tutoría después de la escuela y de fin de semana, asesoramiento individual, clases reducidas y clases selectas impartidas por dos maestros.

## 5. Cursos de enriquecimiento, Clubs Electivos y Equipos Atléticos

Los cursos de enriquecimiento de Unity incluyen Lengua extranjera, Tecnología y Arte. Hemos desarrollado relaciones con organizaciones de la comunidad para proporcionar clubes electivos de ajedrez, robótica, anuario escolar, gobierno estudiantil, fotografía, teatro, cinematografía, banda, superhéroes (servicio comunitario), artes marciales, danza y baile. Como parte del creciente programa deportivo de Unity, los estudiantes obtienen habilidades de trabajo en equipo muy valiosas, compitiendo con otras escuelas en baloncesto, atletismo, beisbol, softball, voleibol, lucha libre y rugby.

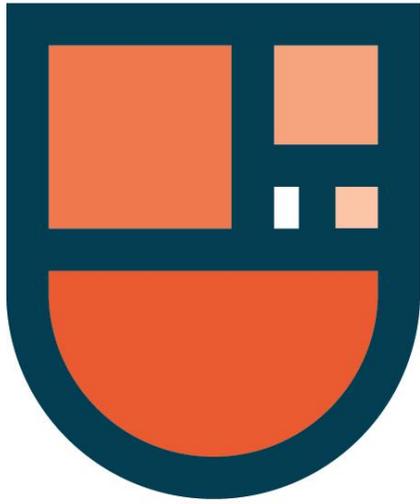


## 6. Una cultura escolar positiva y de apoyo

Unity ofrece una serie de iniciativas de desarrollo del carácter, incluyendo el Seminario de Capacitación Juvenil (yoga y meditación), asesorías diarias, meditación conjunta y orientación, que equipan a los estudiantes con técnicas concretas para tomar decisiones saludables, gestionar sus emociones, asumir responsabilidades por sus acciones, y acercarse al aprendizaje con entusiasmo.

## 7. Participación activa de la Comunidad

La Asociación de Familias y Socios Comunitarios de Unity (FCPA en las siglas en inglés), constituida por miembros de las familias y de la comunidad y personal de Unity, promueven la colaboración, la comunicación y la participación de la comunidad. Además, todos los estudiantes y el personal participan en proyectos de Servicios a la Comunidad cada año.



# UNITY

PREPARATORY  
CHARTER SCHOOL  
*of* BROOKLYN

## Presentation & School Tour



**Unity Preparatory Charter School of Brooklyn**, a grade six through twelve, tuition-free, public charter school in Brooklyn, New York, that opened its doors to 128 sixth graders in the fall of 2013. The school will reach full enrollment in the year 2019, serving 820 total students.



## What Distinguishes Unity?

- 1 College Prep Curriculum
- 2 Expert Teaching
- 3 More Learning Time
- 4 Extensive Academic Support
- 5 Enrichment and Elective Courses
- 6 Active Community Involvement
- 7 Positive School Culture

## 1 College Prep Curriculum

**Unity's curriculum is about more than just standardized tests.**

- Liberal arts and sciences program of study
- Curricula goes above and beyond state standards
- Unity will prepare students to **excel when they get to college**



**Our goals are to prepare our students to:**

- Learn independently
- Think critically
- Communicate proficiently



## 2 Expert Teaching

**Unity ensures that students are taught by exceptional teachers.**

Our innovative career ladder, high compensation, extensive professional development, and creative evaluation plan have attracted and will retain phenomenal educators.

**Unity faculty is experienced, certified, and effective in promoting both student academic and socio-emotional growth.**



## 3 More Learning Time

Unity offers:

- An extended day
  - 7:30am – 4:15pm Mon, Tues & Thurs
    - Study Hall 4:15pm – 6pm Tues & Thurs
  - 7:30am – 1:50pm Wed
  - 7:30am – 3:10pm Fri
- An extended week
  - Saturday Academy
- An extended year
  - One week long orientation



Our schedule provides approximately **20% more time on academic and co-curricular activities** than the local district average.

## 4 Extensive Academic Support

**Unity pairs high expectations for our students with multiple supports.**

- Customized remediation and acceleration by using multiple forms of assessment to inform instruction
- Daily Skills-Building courses and trained Teaching Assistants provide truly individualized teaching
  - These are key for Special Education Students and English Language Learners
- After-school Homework Help and Saturday Academy



## 5 Enrichment and Elective Courses

Unity will balance rigorous academics with relevant enrichment courses and fun co-curricular programs.

- **Enrichment Courses** in World Languages & Culture, Art and Technology
  - Promote applied and interdisciplinary learning through project-based courses
  - Develop essential 21st century professional skills
- **Elective Clubs** such as sports and the visual and performing arts
  - Develop team-oriented skills
  - Co-facilitated by instructors from local educational and cultural institutions.



## 6 Active Community Involvement

Families and community members will be involved in all aspects of our students' educational experiences.

- For example, Unity coordinates:
  - **A Family & Community Partnership Association** comprised of family members, local stakeholders, and staff
  - **Designated Community Service Days**
  - **Required Community Service Projects in 12th grade**
  - **Internships that provide students with real-world opportunities**



## 7 Positive School Culture

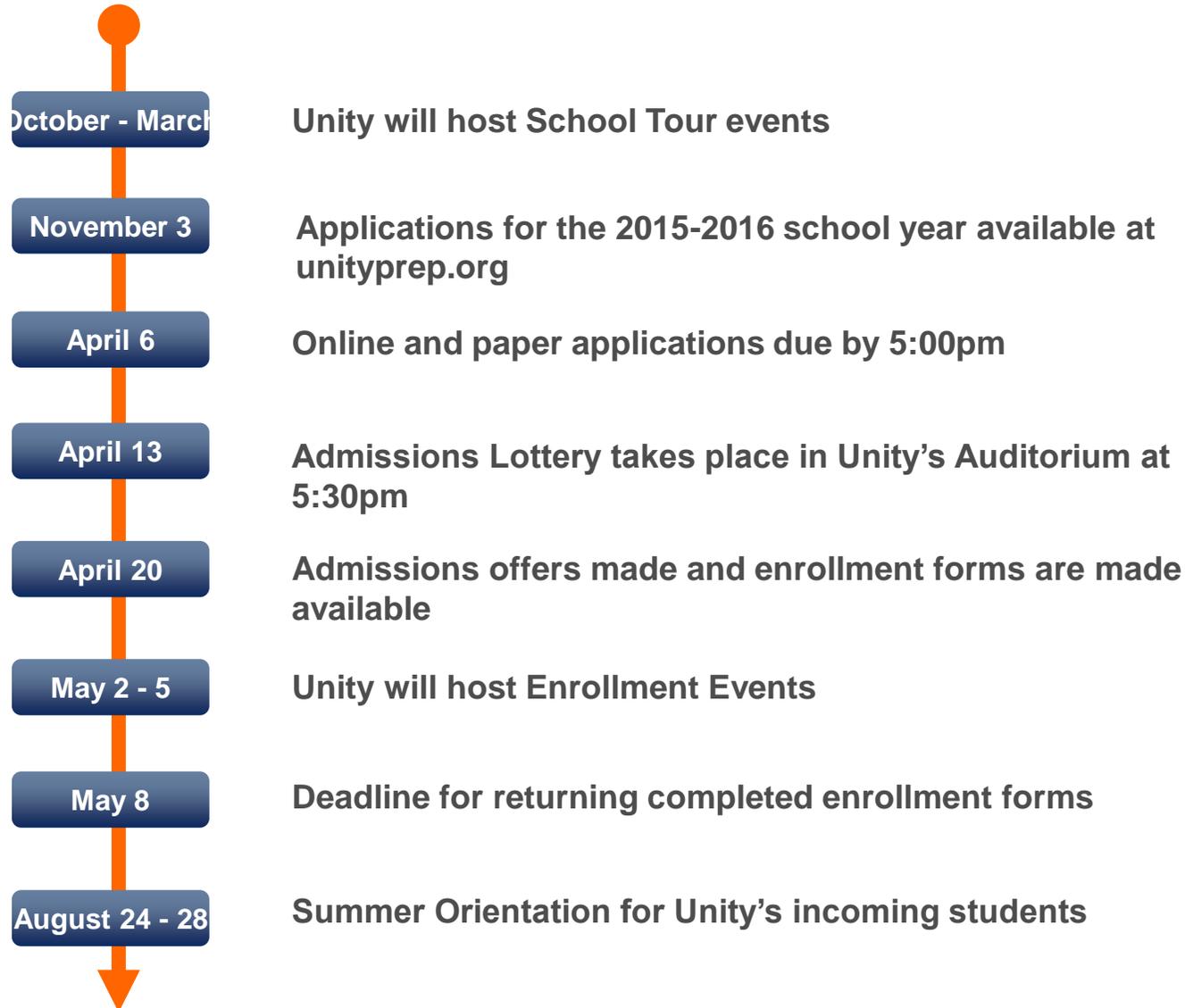
Unity addresses the socio-emotional needs of all students and gives them tools to develop the character strengths most predictive of future success

- **The Youth Empowerment Seminar (YES!)**
  - Empowers students to eliminate stress and manage their emotions, make healthy decisions, and approach learning with enthusiasm
- **Daily Advisory**
  - Cultivates optimal study habits
  - Reinforces the school's Core Values
  - Challenges students to innovate and implement impactful community service projects
- **School-wide Mentoring Corps**
  - Pairs students with community members and with older students who will serve as role models and provide guidance



# Unity's 2015 - 2016 Admissions Timeline

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## Frequently Asked Questions

Does Unity provide breakfast and lunch to students?

- **Yes**

What supports does Unity offer to students with disabilities?

- ***Director of Support Services***
- ***Social Worker & School Counselor***
- ***Certified special education teachers***
- ***Integrated co-teaching classrooms***

How do students get to and from school each day?

- ***All Unity students are provided with MetroCards that permit students to take public transportation (subway and/or bus) to and from school each day.***

Does Unity have a dress code for staff and students?

- ***Yes. We wish to cultivate a strong sense of professionalism among students – attire is one component.***
- ***Unity will be “hat-free,” require belts, khakis, “cool” school polo shirt, black shoes***
- ***Note: staff also have a dress code***

## Frequently Asked Questions

Describe Unity's discipline policy and school culture.

- ***We will have clear expectations based on our Core Values and expect students to live up to them. And we will support students unconditionally in making healthy decisions.***

How does Unity familiarize students with the school right from the start so that they are fully ready to succeed?

- ***Summer Academy Orientation***

Is Unity's calendar year any different from the NYCDOE calendar?

- ***We adhere to the DOE calendar significantly, but there are a few changes:***
  - ***One-week Summer Academy Orientation***
  - ***Slightly longer winter break***
  - ***Extended weekend in February***
  - ***Spring break in March***
  - ***End school year in mid/late June (similar to DOE)***

Visit Our Website at  
[www.unityprep.org](http://www.unityprep.org)



**UNITY**

PREPARATORY  
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- ACADEMICS
- CO-CURRICULARS
- CAREERS
- CITIZENSHIP
- SUPPORT
- ENROLL TODAY!**



Like Unity on Facebook at  
[www.facebook.com/unityprep](http://www.facebook.com/unityprep)



# Appendix I: Teacher and Administrator Attrition

Last updated: 07/14/2015

Report changes in teacher and administrator staffing.

Page 1

Charter School Name:

## Instructions for completing the Teacher and Administrator Attrition Tables

ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.

### 2013-14 Teacher Attrition Table

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	11	8	2

### 2013-14 Administrator Position Attrition Table

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	6	1	0

Thank you



# Appendix J: Uncertified Teachers

Last updated: 07/27/2015

**"thirty per centum or 5 teachers, whichever is less"**

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

**Charter School Name:**

**Note Definition of FTE:**

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: [http://www.bea.gov/faq/index.cfm?faq\\_id=368#sthash.8Rbj89kq.dpuf](http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf))

**How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2014-15?**

**For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.**

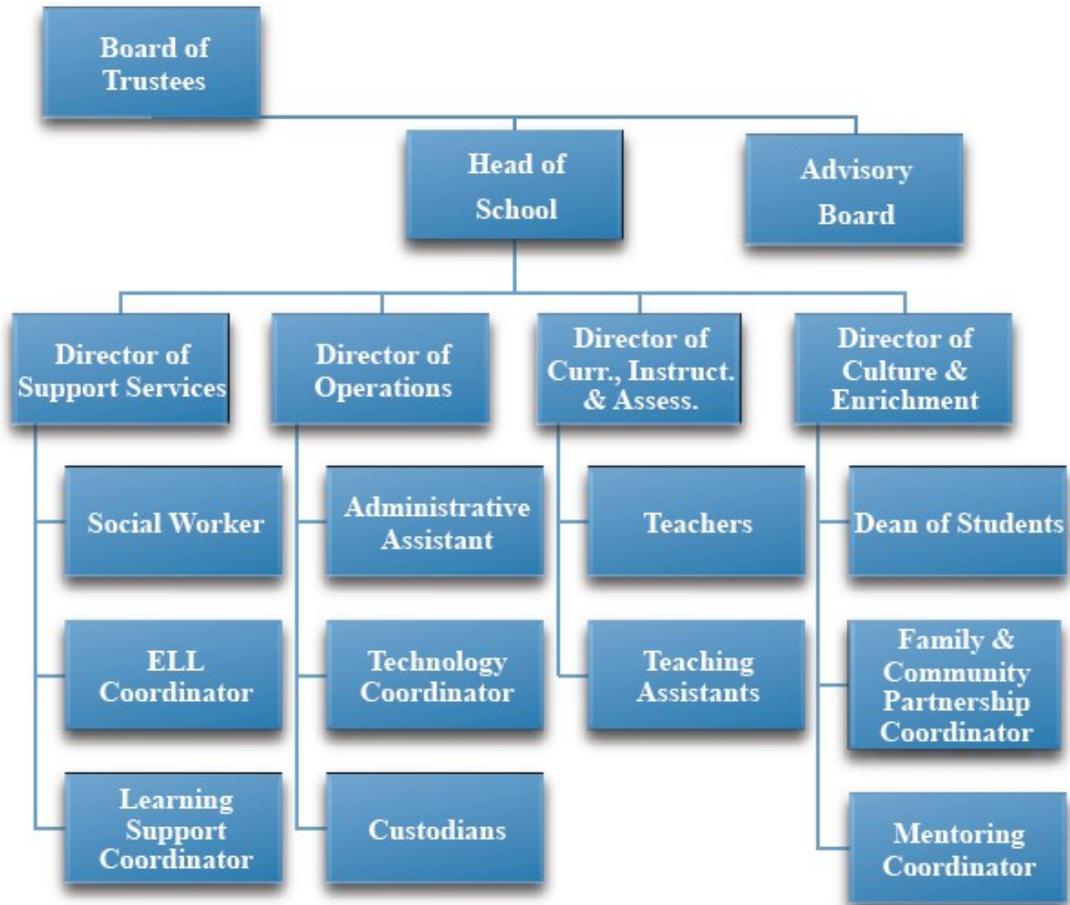
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	4
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	2
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
<b>Total</b>	<b>6.0</b>

**How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?**

15

**Thank you.**

## Unity Prep 2014-15 Organizational Chart





## **Mission**

Unity's mission is to empower students as scholars and citizens so they may lead fulfilling academic, personal, and professional lives.

## **Educational Program**

Unity accomplishes this mission through two interdependent programs that reinforce one another and serve as the backbone of our school's design:

- A rigorous academic program in the liberal arts and sciences that equips students with the knowledge and skills needed to enroll and succeed in secondary and postsecondary courses, focusing on building the desire and capacity to learn independently, think critically, and communicate proficiently
- An enriching co-curricular program consisting of courses in Art & Design, Technology, elective clubs and teams, and various "beyond-the-classroom" activities that serve to reinforce what students learn in their core courses, accommodate individual student interests, and develop important professional and citizenship skills through real-world, meaningful application

As students engage in each of these programs, we are committed to providing a level of support that is commensurate with the high expectations placed upon them.

## **Key Elements**

Unity incorporates a number of key elements that researchers have found to be associated with high-performing schools. We also include several elements that are unique to our school that we believe will profoundly benefit our students:

- A Grades 6-12 College Preparatory Curriculum: A college-preparatory liberal arts and sciences program of study in mathematics, English language arts (ELA), science, and history that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so that they are fully prepared to succeed in their postsecondary studies
- A Focus on Expert Teaching and Advancement: An inventive Teacher Career Advancement System and multi-faceted professional development offerings that equip talented teachers with ample means to continually develop their pedagogical and management skills while generously recognizing them for their contributions, resulting in an enthusiastic faculty of expert educators who are demonstrably successful in promoting student learning
- More Time for Learning/Attention to How Time is Utilized: An extended day, week, and year that provide approximately 20% more time on academic and co-curricular activities than the local district average in order to deepen engagement, and accelerate academic growth
- Intensive and Differentiated Academic Support: A system in which teachers offer customized support for remediation and acceleration by using multiple forms of



assessment to inform instruction and providing individualized support with our small group guided reading interventions as well as after-school and weekend tutoring

- Enrichment Courses and Elective Clubs: Enrichment courses in Art & Design and Technology, which promote applied and interdisciplinary learning and develop essential 21<sup>st</sup> century professional skills in technology, communication, self-expression, critical and creative thinking, and problem solving; and elective clubs in such areas as sports and the visual and performing arts, which develop team-oriented skills and are co-facilitated by instructors from local educational and cultural institutions through formal partnerships
- A Positive and Supportive School Culture: a culture built on a framework of Positive Behavioral Interventions & Supports, which teaches students how to maintain a learning environment that is safe, responsible, and respectful and offers students abundant encouragement. A priority on teaching students the social and emotional skills they need to be successful, including how to manage emotions, reduce stress, and make healthy decisions. A staff that is compassionate and always willing to guide students when they make mistakes so they can learn from them and avoid repeating them
- Active Community Involvement: A Family & Community Partnership Association comprised of family members, local stakeholders, and Unity staff, that promotes open communication, meaningful collaboration, and active involvement and service within Unity's community, including community service opportunities

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, September 03, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/7fcdffb32ba2f41fd0>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Caleb	Hurst-Hiller

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: member, no position
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

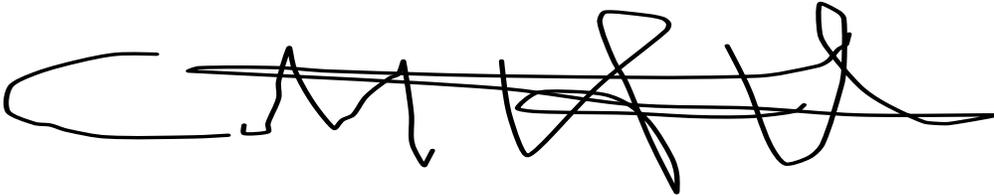
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a series of loops and flourishes, written over a horizontal line.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 08, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/445b2b55246f671ec>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Jacob	Elghanayan

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 08, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/9e997f02406982dd7>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Marion	Leydier

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

Yes

11a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write **None**. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

	Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1	year-long	pro bono legal services	abstained from decision to retain; no compensation paid	self
2				
3				
4				
5				

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee



Thank you.

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 07, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/dbb336617466b9f40>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Kabir	Ahuja

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056

8. Select all positions you have held on the Board:

(check all that apply)

---

- Treasurer
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

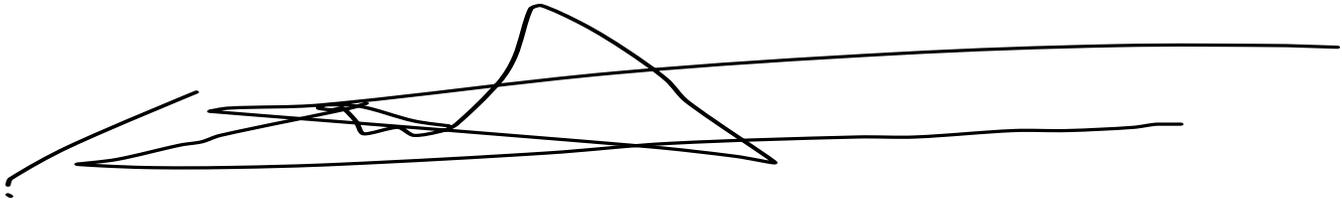
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, October 12, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/1473cd3045d4f8582>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Ashley	Cotton

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Secretary
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

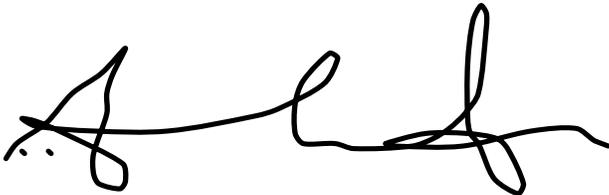
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a series of loops and a long horizontal stroke, written on a light gray background.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 13, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/430d75874066c0a77>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	James	Ellsworth

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Member
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

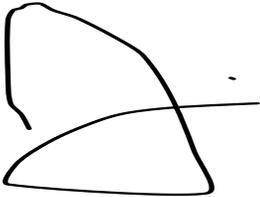
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of a large, stylized loop on the left side and a horizontal line extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, October 27, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/33f2c24eeac9790bd6>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Aryn	Bowman

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Other, please specify...: Member of Student Learning Committee
- 

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

*No*

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

*No*

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

*No*

Signature of Trustee

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/2676bd71ad5613438>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	CARLYLE	LEACH

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Vice Chair/Vice President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, appearing to be 'G. J. Smith', written across the page.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Thursday, October 29, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/5553901382c00c144>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Franklin	Amoo

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

*(No response)*

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

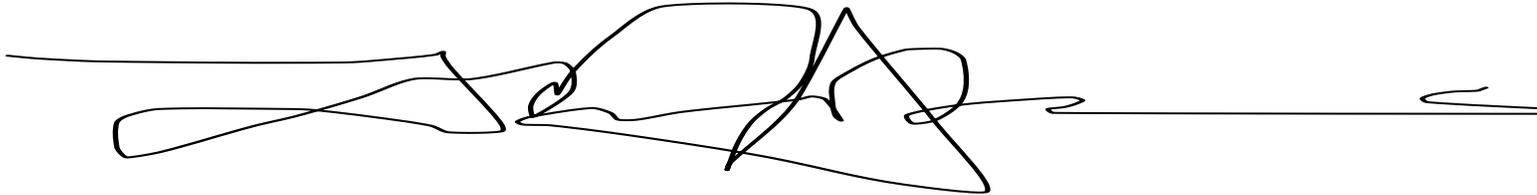
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke extending to the right.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/c84fd802c7ae092f51>

## Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

### 1. TRUSTEE NAME

	First Name	Last Name
Trustee Name	Richard	Pollack

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*UNITY PREPARATORY CS OF BROOKLYN (REGENTS) 331300861056*

8. Select all positions you have held on the Board:

(check all that apply)

- 
- Chair/President
- 

9. Are you a trustee and also an employee of the school?

*No*

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

Yes

12a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write **None**.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Sullivan & Cromwell	pro bono legal counsel	Free of charge	Self	Disclosed to board and approved
2					
3					
4					
5					

Signature of Trustee

The image shows two handwritten signatures in black ink. The signature on the left is a stylized, cursive name that appears to be 'Andrew'. The signature on the right is also cursive and appears to be 'John'.

Thank you.