

Application: Unity Preparatory Charter School of Brooklyn

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

Entry 1 School Info and Cover Page

Completed - Aug 1 2022

Instructions

Required of ALL Charter Schools

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

Entry 1 School Information and Cover Page

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

Please be advised that you will need to complete this cover page (including signatures) before all of the other tasks assigned to you by your school's authorizer are visible on your task page. While completing this cover page task, please ensure that you select the correct authorizer (**as of June 30, 2022**) or you may not be assigned the correct tasks.

BASIC INFORMATION

a. SCHOOL NAME

(Select name from the drop down menu)

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

a1. Popular School Name

(No response)

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

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

BOARD OF REGENTS

d. DISTRICT / CSD OF LOCATION

CSD #13 - BROOKLYN

e. DATE OF INITIAL CHARTER

11/2012

f. DATE FIRST OPENED FOR INSTRUCTION

8/2013

c. School Unionized

Is your charter school unionized?

No

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

MISSION STATEMENT

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

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

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

KDE 1	A Grades 6-12 College Preparatory Curriculum: A college preparatory liberal arts and sciences program of study in mathematics, English language arts (ELA), science, and history that fosters in students the desire and capacity to learn independently, think critically, and communicate proficiently so that they are fully prepared to succeed in their post-secondary studies.
KDE 2	A Focus on Expert Teaching and Advancement: An inventive Teacher Career Advancement System and multi-faceted professional development offerings that equip talented teachers with ample means to continually develop their pedagogical and management skills while generously recognizing them for their contributions, resulting in an enthusiastic faculty of expert educators who are demonstrably successful in promoting student learning.
KDE 3	More Time for Learning/Attention to How Time is Utilized: An Extended day, week, and year that provide approximately 20% more time on academic and co-curricular activities than the local district average in order to deepen engagement, and accelerate academic growth.
KDE 4	Intensive and Differentiated Academic Support: A system in which teachers offer customized support for remediation and acceleration by using multiple forms of assessment to inform instruction and providing individualized support with our small group guided reading interventions as well as afterschool and weekend tutoring.
KDE 5	Enrichment Courses and Elective Clubs: Enrichment courses in Art & Design and Technology, which promote applied and interdisciplinary learning and develop essential

	21st century professional skills in technology, communication, self-expression, critical and creative thinking, and problem solving; and elective clubs in such areas as sports and the visual and performing arts, which develop teamoriented skills and are co-facilitated by instructors from local educational and cultural institutions through formal partnerships.
KDE 6	A Positive and Supportive School Culture: a culture built on a framework of Positive Behavioral Interventions & Supports, which teaches students how to maintain a learning environment that is safe, responsible, and respectful and offers students abundant encouragement. A priority on teaching students the social and emotional skills they need to be successful, including how to manage emotions, reduce stress, and make healthy decisions. A staff that is compassionate and always willing to guide students when they make mistakes so they can learn from them and avoid repeating them.
KDE 7	Active Community Involvement: A Family & Community Partnership Association comprised of family members, local stakeholders, and Unity staff, that promotes open communication, meaningful collaboration, and active involvement and service within Unity's community, including community service opportunities.
KDE 8	(No response)
KDE 9	(No response)
KDE 10	(No response)

Need additional space for variables

No

h. SCHOOL WEB ADDRESS (URL)

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

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

655

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

526

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

Check all that apply

Grades Served

6, 7, 8, 9, 10, 11, 12

l1. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?

No

FACILITIES INFORMATION

m. FACILITIES

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

	Yes, 2 sites
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UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

School Site 1 (Primary)

m1. SCHOOL SITES

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

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

m1a. Please provide the contact information for Site 1.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	Head of School	718-455-5046		jbeauregard@unityprep.org
Operational Leader	Casey Burns	Co-Principal	718-455-5046		cburns@unityprep.org
Compliance Contact	Chris Doscher	Director of Administration	718-455-5046		cdoscher@unityprep.org
Complaint Contact	Chris Doscher	Director of Administration	718-455-5046		cdoscher@unityprep.org
DASA Coordinator	Chris Doscher	Director of Administration	718-455-5046		cdoscher@unityprep.org
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-455-5046		jbeauregard@unityprep.org

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

Co-located Space

m1c. Please list the terms of your current co-location.

	Date school will leave current co-location	Is school working with NYCDOE to expand into current space?	If so, list year expansion will occur.	Is school working with NYCDOE to move to separate space?	If so, list the proposed space and year planned for move	School at Full Capacity at Site
Site 1	n/a	No		No		Yes

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

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

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

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

Site 1 Certificate of Occupancy (COO)

Site 1 Fire Inspection Report

School Site 2

m2. SCHOOL SITES

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

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

m2a. Please provide the contact information for Site 2.

	Name	Title	Work Phone	Alternate Phone	Email Address
School Leader	Joshua Beauregard	Head of School	718-682-3725		jbeauregard@unityprep.org
Operational Leader	Grace Yun	Co-Principal	718-682-3725		gyun@unityprep.org
Compliance Contact	Chris Doscher	Director of Administration	718-682-3725		cdoscher@unityprep.org
Complaint Contact	Chris Doscher	Director of Administration	718-682-3725		cdoscher@unityprep.org
DASA Coordinator	Chris Doscher	Director of Administration	718-682-3725		cdoscher@unityprep.org
Phone Contact for After Hours Emergencies	Joshua Beauregard	Head of School	718-682-3725		jbeauregard@unityprep.org

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

Private Space

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

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

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

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

Site 1 Certificate of Occupancy (COO)

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

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

Site 2 Fire Inspection Report

[584 Driggs ave K.pdf](#)

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

CHARTER REVISIONS DURING THE 2021-2022 SCHOOL YEAR

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

No

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

Yes

ATTESTATIONS

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

Name	Chris Doscher
Position	Director of Administration
Phone/Extension	347-746-1575
Email	cdoscher@unityprep.org

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

Responses Selected:

Yes

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

Responses Selected:

Yes

Signature, Head of Charter School



Signature, President of the Board of Trustees



Date

Jul 28 2022

Thank you.



Entry 3 Progress Toward Goals

In Progress - Last edited: Oct 31 2022

Instructions

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

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

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

Entry 3 Progress Toward Goals

PROGRESS TOWARD CHARTER GOALS

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

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN 800000075840

1. ACADEMIC STUDENT PERFORMANCE GOALS

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

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

2021-2022 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Goal - Met, Not Met or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Academic Goal 1	The school will maintain an ESEA Accountability Status of Good Designation Standing or higher.	NYS ESEA Accountability Status	Met	
Academic Goal 2	Each year, the percentage of students who score proficiently on grades 3-8 state assessments for all students at the school level will be greater than or equal to the district average.	NYS Exams in ELA & Math	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time,</p>

and has proven to be particularly useful since the suspension of state exams during the COVID-19 pandemic.

Increased

Instructional Time: At the middle school level, schedules for students have been adjusted - students now have 9 periods per week of ELA and 7 periods per week of Math, as compared to 5 periods per week of History, Science, and Enrichment. This additional time allows for more opportunities for re-mastery, small group instruction, and practice with new or remedial concepts.

Targeted Daily Small-Group Interventions: Unity has targeted, daily small-group interventions for students in need of additional support in ELA or Math.

Literacy Intervention is a small group, supplemental intervention program developed by Unity instructional leaders and designed to help teachers provide powerful, regular small-group

instruction in both reading and writing. This intervention program has been enhanced significantly over the past charter term in order to better support individual students in response to student needs and our 2019 Corrective Action Plan based on lower reading proficiency rates among middle school students with disabilities. Students who are reading below grade level based on state exams or STAR scores are then assessed using Literably, a research-based and efficient screener. Students reading significantly below grade level are then placed into academically homogeneous groups of no more than five students. During regular class sessions, students work to develop their reading and writing abilities, making strides towards grade-level competency and beyond. The Literably program clearly tracks student progress in both

				fluency and comprehension over time, providing additional information and context beyond universal STAR testing for Unity's most vulnerable readers.
Academic Goal 3	Each year, the percent of students who score proficiently on 3-8 state assessments by subgroup at the school level will be greater than or equal to the district average. Subgroups of interest include students who are economically disadvantaged, students with disabilities and English language learners.	NYS Exams in ELA & Math	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time, and has proven to be particularly useful since the suspension of state exams during the</p>

COVID-19 pandemic. Increased Instructional Time: At the middle school level, schedules for students have been adjusted - students now have 9 periods per week of ELA and 7 periods per week of Math, as compared to 5 periods per week of History, Science, and Enrichment. This additional time allows for more opportunities for re-mastery, small group instruction, and practice with new or remedial concepts. Targeted Daily Small-Group Interventions: Unity has targeted, daily small-group interventions for students in need of additional support in ELA or Math. Literacy Intervention is a small group, supplemental intervention program developed by Unity instructional leaders and designed to help teachers provide powerful, regular small-group instruction in both reading and writing. This intervention program has been enhanced

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				context beyond universal STAR testing for Unity's most vulnerable readers.
Academic Goal 4	Each year, the percent of students who score proficiently on grade 8 state assessments for all students will be greater than or equal to the district average	NYS Exams in ELA & Math	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time, and has proven to be particularly useful since the suspension of state exams during the COVID-19 pandemic.</p> <p>Increased Instructional Time: At the middle school</p>

level, schedules for students have been adjusted - students now have 9 periods per week of ELA and 7 periods per week of Math, as compared to 5 periods per week of History, Science, and Enrichment. This additional time allows for more opportunities for re-mastery, small group instruction, and practice with new or remedial concepts. Targeted Daily Small-Group Interventions: Unity has targeted, daily small-group interventions for students in need of additional support in ELA or Math. Literacy Intervention is a small group, supplemental intervention program developed by Unity instructional leaders and designed to help teachers provide powerful, regular small-group instruction in both reading and writing. This intervention program has been enhanced significantly over the past charter term in order to better support individual students in response

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Academic Goal 5	Each year, the 4-year and 5-year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners (6-year graduation rate for transfer schools only) will be greater than or equal to 80%. This includes August graduation rates (except for the 6- year rate as this is not collected data).	High school graduation rate	Met	
Academic Goal 6	Each year, the 4-year and 5-year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners (6-year graduation rate for transfer schools only) will be greater than or equal to 80%. This includes August graduation rates (except for the 6- year rate as this is not collected data).	High school graduation rate		
Academic Goal 7	Each year, the percent of all students in a cohort that have passed 3 out of 5 Regents exams required for	NYS Regents Pass Rates	Met	

	<p>graduation by their 3rd year of high school will be greater than or equal to 75% (transfer school cohorts will be measured by their 4th year of high school in passing 3 out of 5 Regents exams).</p>			
Academic Goal 8	<p>Each year, the percent of cohort by subgroup that has passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school will be greater than or equal to 75% (transfer school cohort subgroups will be measured by their 4th year of high school in passing 3 out of 5 Regents exams)</p>	NYS Regents Pass Rates	Met	
Academic Goal 9	<p>Each year, the percent of students in a 4-year and 5-year cohort that remain enrolled in the school until they graduate from the high school program will be greater than or equal to 85% (6-year rate for transfer schools only). This includes the August rate (except for the 6-year rate as this is not collected data).</p>	Student attrition rate	Met	

Academic Goal 10	Each year, the percent of students identified as economically disadvantaged, students with disabilities, and English language learners in a 4- year and 5-year cohort that remain enrolled in the school until they graduate from the high school program will be greater than or equal to 85% (6-year rate for transfer schools only). This includes the August rate (except for the 6- year rate as this is not collected data).	Student attrition rate	Met	
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2. Do have more academic goals to add?

No

4. ORGANIZATION GOALS

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

2021-2022 Progress Toward Attainment of Organization Goals

	Organizational Goal	Measure Used to Evaluate Progress	Goal - Met, Not Met, or Unable to Assess	If not met, describe efforts the school will take to meet goal. If unable to assess goal, type N/A for Not Applicable
Org Goal 1	The school will maintain an ESEA Accountability Status of Good Designation Standing or higher.	NYSED ESEA Accountability Status	Met	
Org Goal 2	Each year, the percentage of students who score proficiently on grades 3-8 state assessments for all students at the school level will be greater than or equal to the district average.	NYS Exams	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time,</p>

and has proven to be particularly useful since the suspension of state exams during the COVID-19 pandemic.

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Literacy Intervention is a small group, supplemental intervention program developed by Unity instructional leaders and designed to help teachers provide powerful, regular small-group

instruction in both reading and writing. This intervention program has been enhanced significantly over the past charter term in order to better support individual students in response to student needs and our 2019 Corrective Action Plan based on lower reading proficiency rates among middle school students with disabilities. Students who are reading below grade level based on state exams or STAR scores are then assessed using Literably, a research-based and efficient screener. Students reading significantly below grade level are then placed into academically homogeneous groups of no more than five students. During regular class sessions, students work to develop their reading and writing abilities, making strides towards grade-level competency and beyond. The Literably program clearly tracks student progress in both

				<p>fluency and comprehension over time, providing additional information and context beyond universal STAR testing for Unity's most vulnerable readers.</p>
Org Goal 3	<p>Each year, the percent of students who score proficiently on 3-8 state assessments by subgroup at the school level will be greater than or equal to the district average. Subgroups of interest include students who are economically disadvantaged, students with disabilities and English language learners.</p>	NYS Exams	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time, and has proven to be particularly useful since the suspension of state exams during the</p>

COVID-19 pandemic.
Increased Instructional Time: At the middle school level, schedules for students have been adjusted - students now have 9 periods per week of ELA and 7 periods per week of Math, as compared to 5 periods per week of History, Science, and Enrichment. This additional time allows for more opportunities for re-mastery, small group instruction, and practice with new or remedial concepts.

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significantly over the past charter term in order to better support individual students in response to student needs and our 2019 Corrective Action Plan based on lower reading proficiency rates among middle school students with disabilities. Students who are reading below grade level based on state exams or STAR scores are then assessed using Literably, a research-based and efficient screener. Students reading significantly below grade level are then placed into academically homogeneous groups of no more than five students. During regular class sessions, students work to develop their reading and writing abilities, making strides towards grade-level competency and beyond. The Literably program clearly tracks student progress in both fluency and comprehension over time, providing additional information and

				context beyond universal STAR testing for Unity's most vulnerable readers.
Org Goal 4	Each year, the percent of students who score proficiently on grade 8 state assessments for all students will be greater than or equal to the district average	NYS Exams	Not Met	<p>Specific strategies to support this goal include implementation of STAR testing for grades 6-12, increased instructional time for ELA and Math at the middle school level, and targeted daily small-group interventions for students in need of more support based on diagnostic testing.</p> <p>STAR Testing: All students in Grades 6-12 participate in STAR testing for ELA and Math three times per year. This externally-created, nationally normed assessment allows Unity to longitudinally track student growth and proficiency over time, and has proven to be particularly useful since the suspension of state exams during the COVID-19 pandemic.</p> <p>Increased Instructional Time: At the middle school</p>

level, schedules for students have been adjusted - students now have 9 periods per week of ELA and 7 periods per week of Math, as compared to 5 periods per week of History, Science, and Enrichment. This additional time allows for more opportunities for re-mastery, small group instruction, and practice with new or remedial concepts. Targeted Daily Small-Group Interventions: Unity has targeted, daily small-group interventions for students in need of additional support in ELA or Math. Literacy Intervention is a small group, supplemental intervention program developed by Unity instructional leaders and designed to help teachers provide powerful, regular small-group instruction in both reading and writing. This intervention program has been enhanced significantly over the past charter term in order to better support individual students in response

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Org Goal 5	Each year, the 4-year and 5-year graduation rate for all students (6-year graduation rate for transfer schools only) will be greater than or equal to 80%. This includes August graduation rates (except for the 6-year rate as this is not collected data).	Graduation rate	Met	
Org Goal 6	Each year, the 4-year and 5-year graduation rate for students identified as economically disadvantaged, students with disabilities, and English language learners (6-year graduation rate for transfer schools only) will be greater than or equal to 80%. This includes August graduation rates (except for the 6-year rate as this is not collected data).	NYS Regents Exams	Met	
Org Goal 7	Each year, the percent of all students in a cohort that have passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school will be greater than or equal to 75% (transfer school cohorts will be	NYS Regents Exams	Met	

	measured by their 4th year of high school in passing 3 out of 5 Regents exams).			
Org Goal 8	Each year, the percent of cohort by subgroup that has passed 3 out of 5 Regents exams required for graduation by their 3rd year of high school will be greater than or equal to 75% (transfer school cohort subgroups will be measured by their 4th year of high school in passing 3 out of 5 Regents exams)	NYS Regents Exams	Met	
Org Goal 9	Each year, the percent of students in a 4-year and 5-year cohort that remain enrolled in the school until they graduate from the high school program will be greater than or equal to 85% (6-year rate for transfer schools only). This includes the August rate (except for the 6-year rate as this is not collected data).	Attrition rate	Met	
Org Goal 10	Each year, the percent of students identified as economically disadvantaged, students with	Attrition rate	Met	

	<p>disabilities, and English language learners in a 4- year and 5-year cohort that remain enrolled in the school until they graduate from the high school program will be greater than or equal to 85% (6-year rate for transfer schools only). This includes the August rate (except for the 6- year rate as this is not collected data).</p>			
Org Goal 11				
Org Goal 12				
Org Goal 13				
Org Goal 14				
Org Goal 15				
Org Goal 16				
Org Goal 17				
Org Goal 18				
Org Goal 19				
Org Goal 20				

5. Do have more organizational goals to add?

No

6. FINANCIAL GOALS

2021-2022 Progress Toward Attainment of Financial Goals

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

7. Do have more financial goals to add?

(No response)

2021-2022 Progress Toward Attainment of Financial Goals

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

Thank you.

Entry 4 - Audited Financial Statements

In Progress - Last edited: Oct 26 2022

Required of ALL Charter Schools

ALL SUNY-authorized charter schools must upload the financial statements and related documents in PDF format into the SUNY Epicenter system no later than **November 1, 2022**. SUNY CSI will forward to NYSED CSO. **SUNY-**

authorized charter schools are asked to ensure that security features such as password protection are turned off.

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

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

[Unity Prep Audited FS & Mgt Letter](#)

Filename: Unity_Prep_Audited_FS_Mgt_Letter.pdf Size: 470.0 kB

Entry 4b – Audited Financial Report Template (BOR/NYC/BOE)

In Progress - Last edited: Oct 27 2022

[Instructions - Regents-Authorized Charter Schools ONLY](#)

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

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

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

[21-22 auditedfinancialreporttemplate-nysed \(1\)](#)

Filename: 21-22_auditedfinancialreporttempl_uNbrO8R.xlsx Size: 73.4 kB

Entry 4c – Additional Financial Documents

In Progress - Last edited: Oct 26 2022

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

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

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

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

[UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN - 06](#)

Filename: UNITY_PREPARATORY_CHARTER_SCHOOL_O_265Qg7p.pdf Size: 576.5 kB

[UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN - 06](#)

Filename: UNITY_PREPARATORY_CHARTER_SCHOOL_O_U2Jdz8K.pdf Size: 582.1 kB

[20220930-statements-5515-](#)

Filename: 20220930-statements-5515-.pdf Size: 70.4 kB

Entry 4d - Financial Services Contact Information

In Progress - Last edited: Oct 26 2022

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

Form for "Financial Services Contact Information"

1. School Based Fiscal Contact Information

	School Based Fiscal Contact Name	School Based Fiscal Contact Email	School Based Fiscal Contact Phone
	Alexandra Poole	apoole@unityprep.org	518-428-7404

2. Audit Firm Contact Information

	School Audit Contact Name	School Audit Contact Email	School Audit Contact Phone	Years Working With This Audit Firm
	Michelle Cain			9

3. If applicable, please provide contact information for the school's outsourced financial services firm.

	Firm Name	Contact Person	Mailing Address	Email	Phone	Years With Firm

Entry 5 – Fiscal Year 2022-2023 Budget

In Progress - Last edited: Oct 27 2022

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

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

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

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

[final-2022-2023-ar-budget-template](#)

Filename: final-2022-2023-ar-budget-templat_q8LCh9S.xlsx Size: 39.0 kB

Entry 6 – Board of Trustees Disclosure of Financial Interest Form

Completed - Oct 31 2022

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

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

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

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

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

[All Board Disclosure Forms](#)

Filename: All_Board_Disclosure_Forms.pdf Size: 2.1 MB

Entry 7 BOT Membership Table

Completed - Aug 1 2022

Instructions

Required of ALL charter schools

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

Entry 7 BOT Table

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

Authorizer:

Who is the authorizer of your charter school?

Board of Regents

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

	Trustee Name	Trustee Email Address	Position on the Board	Committee Affiliations	Voting Member Per By-Laws (Y/N)	Number of Terms Served	Start Date of Current Term (MM/DD/YYYY)	End Date of Current Term (MM/DD/YYYY)	Board Meetings Attended During 2021-2022
1	Jake Elghanyan		Vice Chair	Executive, Development & Finance	Yes	3	06/01/2021	06/01/2024	8
2	Jeannette Bander		Trustee/Member	Executive, Student Learning, Audit & Finance	Yes	2	12/01/2021	06/01/2024	11
3	Jim Ellsworth		Chair	Executive, Audit & Finance, Development & Finance	Yes	2	06/01/2020	06/01/2023	9
4	Marion Leydier		Treasurer	Executive, Audit & Finance	Yes	4	06/01/2022	06/01/2025	7
5	Sal Siddiqui		Trustee/Member	Development & Finance, Enrichment and Community Partnership	Yes	2	06/01/2021	06/01/2024	11

6	Trudy Sandy		Parent Rep	Executive, Enrichment & Community Partnership	Yes	2	04/01/2021	04/01/2024	7
7	Madonna Afriyie-Adams		Trustee/Member	Executive, Student Learning	Yes	1	06/01/2021	06/01/2024	6
8	Lenny Singletary		Trustee/Member	Executive Committee, Audit & Finance Committee	Yes	1	12/01/2021	12/01/2024	5 or less
9									

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

No

2. INFORMATION ABOUT MEMBERS OF THE BOARD OF TRUSTEES

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

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

3. Number of Board meetings held during 2021-2022

12

4. Number of Board meetings scheduled for 2022-2023

12

Total number of Voting Members on June 30, 2022:

8

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

1

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

0

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

11

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

0

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

0

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

0

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

0

Board members attending 8 or fewer meetings during 2021-2022

5

Thank you.

Entry 8 Board Meeting Minutes

Completed - Oct 31 2022

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

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

[2021-22 Unity Board Meeting Minutes - signed](#)

Filename: 2021-22_Unity_Board_Meeting_Minute_o2fx4Ak.pdf Size: 1.7 MB

Entry 9 Enrollment & Retention

Completed - Aug 1 2022

[Instructions for submitting Enrollment and Retention Efforts](#)

Required of ALL Charter Schools

Describe the good faith efforts the charter school has made in 2021-2022 toward meeting targets to attract and retain the enrollment of Students with Disabilities (SWDs), English Language Learners (ELLs), and students who are economically disadvantaged. In addition, describe the school's plans for meeting or making progress toward meeting its enrollment and retention targets in 2022-2023.

Entry 9 Enrollment and Retention of Special Populations

Recruitment/Attraction Efforts Toward Meeting Targets

	Describe Recruitment Efforts in 2021-2022	Describe Recruitment Plans in 2022-2023
Economically Disadvantaged	<p>To recruit Economically Disadvantaged students (71% in 2021-22), Unity targeted its outreach to the families in high needs communities within Community School District (CSD) 13. Specifically, the school undertook the following efforts:</p> <ul style="list-style-type: none"> a. Virtual Open House Events – Unity Prep held monthly virtual Open House events. Each event provided attendees an opportunity to meet and speak with Unity rep’s co-founders and staff, meet current students, tour the school, and take part in a presentation regarding Unity Prep’s school model and inclusive environment. b. Attending virtual fairs hosted by the NYC Charter School Center and other organizations. c. Outreach to All Elementary Schools in CSDs 13 and 16 – To ensure that every student who attended fifth grade in a CSD 13 or CSD 16 school received information about Unity Prep, Unity Prep called, emailed, and sent information packets to every elementary school in CSD 13 and CSD 16. These information packets were addressed to the Guidance Counselors and Parent Coordinators in each school. The information packets contained brochures that explained Unity 	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home.</p>

	<p>Prep's school model, flyers that provided information regarding Unity Prep's Open House events, and applications for the upcoming school year. In addition to elementary school outreach, Unity Prep also conducted outreach to community organizations and after school/summer programs serving high numbers of Economically Disadvantaged Students.</p> <p>d. Media Advertisements – Unity Prep placed advertisements in social media platforms popular with our families, including Facebook and Instagram. In addition, the school placed a banner outside of the school facility and distributed 5x7 flyers throughout the surrounding neighborhoods.</p>	
<p>English Language Learners</p>	<p>In 2021-22, 4% of students were English Language Learners. To recruit these students, Unity Prep used the following strategies:</p> <p>a. Virtual open house presentations were made in both English and Spanish with translations provided in Fulani, Arabic and French.</p> <p>b. The school brought translators to all school fairs attended.</p> <p>c. All informational materials were provided in Spanish and English.</p> <p>d. Unity staff performed targeted outreach with the families of our current ELL scholars to target new scholars from their community</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home</p>
<p>Students with Disabilities</p>	<p>To recruit Students with</p>	<p>Unity plans on continuing all</p>

Disabilities (20% in 2021-22), the school implemented the following efforts:

- a. Outreach to Special Education Coordinators at CSD 13 and 16
- b. Ongoing partnerships with the Committee on Special Education
- c. Information on Special Education and Intervention services highlighted in all written materials and advertisements
- d. Information on Special Education and Intervention Services distributed at all visits, open houses and school fairs

efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, with the addition of virtual open houses that families can view from home.

Retention Efforts Toward Meeting Targets

	Describe Retention Efforts in 2021-2022	Describe Retention Plans in 2022-2023
Economically Disadvantaged	<p>To retain Economically Disadvantaged students, the school will cover program fees, uniform costs, and supplies for any student in need. As a small school community, the school staff maintains close relationships with families and will alert leadership of any student or family who requires additional support.</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home.</p>
English Language Learners	<p>To meet the needs of ELLs, Unity Prep has adopted the Sheltered Instruction Observation Protocol (SIOP) to support ELLs with mastering core content and developing English language proficiency. Using SIOP, teachers implement high quality instructional techniques including the use of visuals and demonstrations, scaffolded instruction, student to student interaction and targeted vocabulary development. All Unity Prep teachers receive training in this method and structure their curriculum planning and instruction around its implementation. In addition, the ELL Coordinator pushes into classrooms to provide targeted and differentiated supplemental instruction based on each student's English proficiency, ranging from beginner ELLs to those designated as former ELLs. Students that need it will also receive more intensive interventions and pull-out</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home</p>

	<p>services during elective courses to minimize the loss of core content instructional time.</p> <p>Students will be continually assessed to ensure these services are providing the appropriate level of support and supplemental instruction needed for ongoing student growth.</p>	
<p>Students with Disabilities</p>	<p>Unity Prep employs a Director of Support Services who coordinates services and supervises instruction for all special student populations; a Social Worker who provides mental health and counseling services, a Learning Support Coordinator who oversees academic remediation and enrichment; and two special education teachers who provide a broad range of intensive supports. For those students in need of special education 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</p>	<p>Unity plans on continuing all efforts made during the 2021-22 school year and will adjust as necessary given local health and safety precautions, including ensuring all students have access to a Chromebook and internet at home</p>

evaluate the effectiveness of teaching strategies and the special education program overall.

Entry 10 – Teacher and Administrator Attrition

Completed - Aug 1 2022

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

A. TEACH System – Employee Clearance

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

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

^[1] Employees who must be cleared include, but are not limited to, teachers, administrative staff, janitors, security personnel and cafeteria workers, and other staff who are present when children are in the school building. **This includes paraprofessionals and other school personnel that are provided or assigned by the district of location, as well as related/contracted service providers.** See NYSED memorandum dated October 1, 2019 at <http://www.nysed.gov/common/nysed/files/programs/charter-schools/employee-fingerprint-oct19.pdf> or visit the NYSED website at: <http://www.highered.nysed.gov/tsei/ospa/fingerprintingcharts.html> for more information regarding who must be fingerprinted. Also see, 8 NYCRR §87.2.

B. Emergency Conditional Clearances

Emergency Conditional Clearances

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

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

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

Attestation

Responses Selected:

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

Entry 11 Percent of Uncertified Teachers

Completed - Aug 1 2022

Instructions

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

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

Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

Entry 11 Uncertified Teachers

School Name:

Instructions for Reporting Percent of Uncertified Teachers

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

The table below reflects the information collected through the online portal for compliance with New York State Education Law 2854(3)(a-1) for teaching staff qualifications. Uncertified teachers are those not certified pursuant to the State Certification Requirements established by the NYSED Commissioner of Education. Enter the relevant full-time equivalent (FTE) count of teachers in each column. For example, a school with 20 full-time teachers and 5 half-time teachers would have an FTE count of 22.5.

If more than one line applies to a teacher, please include in only one FTE uncertified category. Please do not include paraprofessionals, such as teacher aides.

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

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

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

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

CATEGORY C: PLUS 5 ADDITIONAL UNCERTIFIED TEACHERS

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

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

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

	FTE Count
Total	15

CATEGORY D: TOTAL FTE COUNT OF UNCATEGORIZED, UNCERTIFIED TEACHERS

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

	FTE Count
Total Category D	24

CATEGORY E: TOTAL FTE COUNT OF CERTIFIED TEACHERS

	FTE Count
Total Category E	31

CATEGORY F: TOTAL FTE COUNT OF ALL TEACHERS

Please do not include paraprofessionals, such as teacher aides.

	FTE Count
Total Category F	70

Thank you.



Entry 12 Organization Chart

Completed - Aug 1 2022

[Instructions](#)

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

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

[Organizational Chart Visuals - Unity \(1\)](#)

Filename: Organizational_Chart_Visuals_-_Unity_1.pdf Size: 834.1 kB

Entry 13 School Calendar

Completed - Aug 1 2022

[Instructions for submitting School Calendar](#)

Required of ALL Charter Schools

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

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

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

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

[2022-23 Calendar](#)

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

Entry 14 Links to Critical Documents on School Website

Completed - Oct 31 2022

[Instructions](#)

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

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

1. Current Annual Report (i.e., 2021-2022 Annual Report);^[1]
2. Board meeting notices, agendas and documents;
3. New York State School Report Card;
4. Authorizer-approved DASA Policy and NYSED-Approved School Discipline Policy **(For Regents, NYCDOE, and Buffalo BOE-Authorized Charter Schools ONLY)**;
5. District-wide safety plan, not a building level safety plan (as per the September 2021 [Emergency Response Plan Memo](#));
6. Authorizer-approved FOIL Policy; and
7. Subject matter list of FOIL records. (Example: See [NYSED Subject Matter List](#))

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

Form for Entry 14 Links to Critical Documents on School Website

School Name: Unity Preparatory Charter School of Brooklyn

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

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

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

Thank you.



**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2022

October 14, 2022

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, 2022 and for the year then ended, and have issued our report thereon dated October 14, 2022. 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 22, 2022, 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 judgement, 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.

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. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced Director of Finance who reviews the draft financial statements prior to issuance and accepts responsibility for them.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

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. As described in Note A to the financial statements, during the year, the Charter School adopted new guidance for gifts-in-kind (ASU 2020-07). 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, functional expense allocations, liquidity and availability of resources, and the impacts of the COVID-19 pandemic, which are referred to in the notes of the financial statements.

Significant Difficulties Encountered during the Audit

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. No such misstatements were identified during our audit.

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.

* * * * *

Should you desire further information concerning these matters, Michelle Cain 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**

BROOKLYN, NEW YORK

AUDITED FINANCIAL STATEMENTS

AND

INDEPENDENT AUDITOR'S REPORT

JUNE 30, 2022

(With Comparative Totals for 2021)

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INDEPENDENT AUDITOR'S REPORT

Board of Trustees
Unity Preparatory Charter School of Brooklyn

Report on the Audit of the Financial Statements

Opinion

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2022, and the related statements of activities and changes in net assets, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Unity Preparatory Charter School of Brooklyn as of June 30, 2022, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinion

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

Responsibilities of Management for the Financial Statements

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

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

In performing an audit in accordance with GAAS, we:

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

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

Report on Summarized Comparative Information

We have previously audited Unity Preparatory Charter School of Brooklyn's June 30, 2021 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 12, 2021. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2021 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 14, 2022 on our consideration of Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, grant agreements, and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Unity Preparatory Charter School of Brooklyn's internal control over financial reporting and compliance.

Mengel, Metzger, Baw & Co. LLP

Rochester, New York
October 14, 2022

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

STATEMENT OF FINANCIAL POSITION

JUNE 30, 2022

(With Comparative Totals for 2021)

<u>ASSETS</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
<u>CURRENT ASSETS</u>		
Cash	\$ 1,660,537	\$ 2,898,305
Grants and other receivables	931,028	313,377
Prepaid expenses and other current assets	<u>16,485</u>	<u>8,529</u>
TOTAL CURRENT ASSETS	2,608,050	3,220,211
<u>PROPERTY AND EQUIPMENT, net</u>	501,766	512,316
<u>OTHER ASSETS</u>		
Due from related party	1,787,868	1,289,750
Security deposit	225,000	225,000
Cash in escrow	<u>100,042</u>	<u>75,020</u>
TOTAL OTHER ASSETS	<u>2,112,910</u>	<u>1,589,770</u>
TOTAL ASSETS	<u>\$ 5,222,726</u>	<u>\$ 5,322,297</u>
<u>LIABILITIES AND NET ASSETS</u>		
<u>CURRENT LIABILITIES</u>		
Accounts payable and accrued expenses	\$ 145,866	\$ 139,168
Accrued payroll and benefits	463,396	530,507
Deferred revenue	<u>92,034</u>	<u>75,922</u>
TOTAL CURRENT LIABILITIES	701,296	745,597
<u>OTHER LIABILITIES</u>		
Paycheck Protection Program note payable	-	1,573,200
Deferred lease liability	<u>1,359,361</u>	<u>1,117,827</u>
TOTAL OTHER LIABILITIES	<u>1,359,361</u>	<u>2,691,027</u>
TOTAL LIABILITIES	2,060,657	3,436,624
<u>NET ASSETS</u>		
Without donor restrictions	3,162,069	1,647,673
With donor restrictions	<u>-</u>	<u>238,000</u>
TOTAL NET ASSETS	<u>3,162,069</u>	<u>1,885,673</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 5,222,726</u>	<u>\$ 5,322,297</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, 2022
 (With Comparative Totals for 2021)

	Year ended June 30,			
	2022			2021
	Without donor restrictions	With donor restrictions	Total	Total
Operating revenue and support:				
State and local per pupil operating revenue	\$ 10,394,572	\$ -	\$ 10,394,572	\$ 10,259,519
NYC DOE Rental Assistance	1,398,963		1,398,963	1,380,653
Government grants	1,389,535	-	1,389,535	506,744
Contributions	229,324	6,000	235,324	281,815
Paycheck Protection Program loan forgiveness	1,573,200	-	1,573,200	-
Other income	23,466	-	23,466	43,000
In-kind - contributed rent	1,227,149	-	1,227,149	1,180,083
Net assets released from restriction	<u>244,000</u>	<u>(244,000)</u>	<u>-</u>	<u>-</u>
TOTAL OPERATING REVENUE AND SUPPORT	16,480,209	(238,000)	16,242,209	13,651,814
Expenses:				
Program:				
Regular education	10,543,388	-	10,543,388	9,427,943
Special education	2,956,490	-	2,956,490	2,970,884
Management and general	1,314,547	-	1,314,547	956,630
Fundraising and special events	151,388	-	151,388	93,339
TOTAL EXPENSES	<u>14,965,813</u>	<u>-</u>	<u>14,965,813</u>	<u>13,448,796</u>
CHANGE IN NET ASSETS	1,514,396	(238,000)	1,276,396	203,018
Net assets at beginning of year	<u>1,647,673</u>	<u>238,000</u>	<u>1,885,673</u>	<u>1,682,655</u>
NET ASSETS AT END OF YEAR	<u>\$ 3,162,069</u>	<u>\$ -</u>	<u>\$ 3,162,069</u>	<u>\$ 1,885,673</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, 2022
(With Comparative Totals for 2021)

	Year ended June 30, 2022							2021	
	No. of Positions	Program Services			Supporting Services			Total	Total
		Regular Education	Special Education	Sub-total	Fundraising and special events	Management and general	Sub-total		
Personnel services costs:									
Administrative staff personnel	11	\$ 97,192	\$ 58,942	\$ 156,134	\$ 94,933	\$ 774,766	\$ 869,699	\$ 1,025,833	\$ 634,208
Instructional personnel	66	4,519,542	1,128,261	5,647,803	-	-	-	5,647,803	4,678,160
Non-instructional personnel	<u>38</u>	<u>1,671,475</u>	<u>585,198</u>	<u>2,256,673</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>2,256,673</u>	<u>2,840,715</u>
Total salaries and wages	115	6,288,209	1,772,401	8,060,610	94,933	774,766	869,699	8,930,309	8,153,083
Fringe benefits and payroll taxes		1,141,806	321,831	1,463,637	17,238	140,681	157,919	1,621,556	1,477,871
Retirement expenses		29,375	8,280	37,655	443	3,619	4,062	41,717	4,329
Accounting / audit services		-	-	-	-	29,989	29,989	29,989	23,400
Other purchased / professional / consulting services		100,992	25,212	126,204	847	29,029	29,876	156,080	200,907
Building and land rent / lease		1,252,463	349,710	1,602,173	19,606	149,709	169,315	1,771,488	1,649,801
In-kind - contributed rent		859,005	245,430	1,104,435	12,271	110,443	122,714	1,227,149	1,180,083
Repairs and maintenance		18,054	5,089	23,143	273	2,224	2,497	25,640	12,621
Insurance		51,925	14,636	66,561	784	6,398	7,182	73,743	63,096
Supplies and materials		364,545	95,999	460,544	864	7,053	7,917	468,461	217,945
Student transportation services		82,847	20,682	103,529	-	-	-	103,529	-
Non-capitalized equipment / furnishings		31,554	8,681	40,235	377	3,075	3,452	43,687	27,482
Staff development		46,195	11,532	57,727	-	26,951	26,951	84,678	103,344
Marketing / recruitment		59,025	15,801	74,826	500	4,077	4,577	79,403	69,130
Technology		65,891	18,572	84,463	995	8,118	9,113	93,576	94,693
Office expense		31,970	8,953	40,923	457	3,726	4,183	45,106	43,525
Depreciation and amortization		109,626	30,899	140,525	1,655	13,507	15,162	155,687	122,723
Other		<u>9,906</u>	<u>2,782</u>	<u>12,688</u>	<u>145</u>	<u>1,182</u>	<u>1,327</u>	<u>14,015</u>	<u>4,763</u>
		<u>\$ 10,543,388</u>	<u>\$ 2,956,490</u>	<u>\$ 13,499,878</u>	<u>\$ 151,388</u>	<u>\$ 1,314,547</u>	<u>\$ 1,465,935</u>	<u>\$ 14,965,813</u>	<u>\$ 13,448,796</u>

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, 2022
(With Comparative Totals for 2021)

	Year ended June 30,	
	2022	2021
<u>CASH FLOWS - OPERATING ACTIVITIES</u>		
Change in net assets	\$ 1,276,396	\$ 203,018
Adjustments to reconcile change in net assets to net cash (used for) provided from operating activities:		
Depreciation and amortization	155,687	122,723
Paycheck Protection Program loan forgiveness	(1,573,200)	-
Changes in certain assets and liabilities affecting operations:		
Grants and other receivables	(617,651)	(8,740)
Prepaid expenses and other current assets	(7,956)	171,565
Accounts payable and accrued expenses	6,698	(25,406)
Accrued payroll and benefits	(67,111)	83,892
Deferred revenue	16,112	(14,451)
Deferred lease liability	241,534	269,147
NET CASH (USED FOR) PROVIDED FROM OPERATING ACTIVITIES	(569,491)	801,748
<u>CASH FLOWS - INVESTING ACTIVITIES</u>		
Purchases of property and equipment	(145,137)	(55,291)
Due from related party	(498,118)	(372,552)
NET CASH USED FOR INVESTING ACTIVITIES	(643,255)	(427,843)
NET (DECREASE) INCREASE IN CASH AND RESTRICTED CASH	(1,212,746)	373,905
Cash and restricted cash at beginning of year	2,973,325	2,599,420
CASH AND RESTRICTED CASH AT END OF YEAR	\$ 1,760,579	\$ 2,973,325
Reconciliation of cash and restricted cash reported within the statement of financial position that sum to the total amounts shown in the statement of cash flows:		
Cash	\$ 1,660,537	\$ 2,898,305
Cash in escrow	100,042	75,020
	\$ 1,760,579	\$ 2,973,325
<u>NON-CASH OPERATING ACTIVITIES</u>		
In-kind - contributed rent	\$ 1,227,149	\$ 1,180,083

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2022

(With Comparative Totals for 2021)

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

The Charter School

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

Classification of net assets

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

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

Net Assets Without Donor Restrictions

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

Net Assets With Donor Restrictions

Net assets subject to donor (or certain grantor) imposed restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both. The Charter School had no net assets with donor restrictions at June 30, 2022. The Charter School had \$238,000 of net assets with donor restrictions at June 30, 2021.

Revenue and support recognition

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

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

State and local per pupil revenue

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

Rental assistance

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

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

	June 30,		
	2022	2021	2020
Grants and other receivables	\$ -	\$ 14,110	\$ 107,658
Deferred revenue	92,034	75,922	90,373

Contributions

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

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Grant revenue

Some of the Charter School's revenue is derived from cost-reimbursable federal and state contracts and grants, which are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when the Charter School has incurred expenditures in compliance with specific contract or grant provisions. Certain grants are subject to audit and retroactive adjustments by its funders. Any changes resulting from these audits are recognized in the year they become known. Qualifying expenditures that have been incurred but are yet to be reimbursed are reported as grants receivable in the accompanying statement of financial position. Amounts received prior to incurring qualifying expenditures are reported as deferred revenue in the accompanying statement of financial position and amounted to \$92,034 and \$75,922 at June 30, 2022 and 2021, respectively.

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, 2022 and 2021 was \$100,042 and \$75,020, 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, 2022 and 2021.

Property and equipment

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

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

Deferred revenue

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Deferred lease liability

The Charter School leases its facility. The lease contains pre-determined fixed escalations of the base rent. In accordance with GAAP, the Charter School recognizes the related rent expense on a straight-line basis and records the difference between the recognized rental expense and the amounts paid under the lease as a deferred lease liability.

Tax exempt status

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

The Charter School files Form 990 tax returns in the U.S. federal jurisdiction. The tax returns for the years ended June 30, 2019 through June 30, 2022 are still subject to potential audit by the IRS. Management of the Charter School believes it has no material uncertain tax positions and, accordingly, it will not recognize any liability for unrecognized tax benefits.

Contributed services

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

Marketing costs

The Charter School expenses marketing costs as they are incurred. Total marketing and recruiting costs were \$79,403 and \$69,130 for the years ended June 30, 2022 and 2021, respectively.

Other purchased/professional/consulting services

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

Use of estimates in the preparation of financial statements

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

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

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

Comparatives for year ended June 30, 2021

The financial statements include certain prior year summarized comparative information in total but not by net asset or functional classification. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America. Accordingly, such information should be read in conjunction with the Charter School's financial statements for the year ended June 30, 2021, from which the summarized information was derived.

Adoption of new accounting standard - gifts-in-kind

In September 2020, the FASB issued a new accounting update to improve transparency in the reporting of contributed nonfinancial assets, also known as gifts-in-kind. The update requires not-for-profit entities to present contributed nonfinancial assets separately on the statement of activities, apart from contributions of cash and other financial assets. In addition, the update requires not-for-profit entities to disclose in the notes to the financial statements a breakout of the different types of gifts-in-kind recognized, any donor restrictions associated with the gift, the valuation technique(s) used to arrive at the fair value measure, whether or not the gift-in-kind was monetized, and any policies on monetization. The update is effective for fiscal years beginning after June 15, 2021 and will be applied on a retrospective basis. The Charter School adopted this standard during the year ended June 30, 2022. See Note F.

New accounting pronouncement – leases

In February 2016, the FASB issued a new standard related to leases to increase transparency and comparability among entities by requiring the recognition of right-of-use ("ROU") assets and lease liabilities on the statement of financial position. Most prominent among the changes in the standard is the recognition of ROU assets and lease liabilities by lessees for those leases classified as operating leases under current U.S. GAAP. For nonpublic entities, the FASB voted on May 20, 2020, to extend the guidance in this new standard to be effective for fiscal years beginning after December 15, 2021, and interim periods within fiscal years beginning after December 15, 2022. The Charter School is currently evaluating the provisions of this standard to determine the impact the new standard will have on the Charter School's financial position or results of operations.

Reclassifications

Certain prior year amounts have been reclassified to conform with the current year presentation.

Subsequent events

The Charter School has conducted an evaluation of potential subsequent events occurring after the statement of financial position date through October 14, 2022, 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, 2022

(With Comparative Totals for 2021)

NOTE B: LIQUIDITY AND AVAILABILITY

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

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

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

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following at June 30, 2022 and 2021:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Cash	\$ 1,660,537	\$ 2,898,305
Grants and other receivables	<u>931,028</u>	<u>313,377</u>
Total financial assets available to management	<u>\$ 2,591,565</u>	<u>\$ 3,211,682</u>

NOTE C: NET ASSETS

Net assets without donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Undesignated	\$ 2,660,303	\$ 1,135,357
Invested in property and equipment	<u>501,766</u>	<u>512,316</u>
	<u>\$ 3,162,069</u>	<u>\$ 1,647,673</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE C: NET ASSETS, Cont'd

Net assets with donor restrictions are as follows:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Athletics	\$ -	\$ 60,000
Professional development	-	30,000
High school facility maintenance	-	148,000
	<u>\$ -</u>	<u>\$ 238,000</u>

NOTE D: PROPERTY AND EQUIPMENT

Property and equipment consist of the following:

	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Furniture and fixtures	\$ 152,351	\$ 152,351
Computers and equipment	952,224	807,327
Leasehold improvements	346,433	346,433
Website	9,700	9,700
	<u>1,460,708</u>	<u>1,315,811</u>
Less accumulated depreciation and amortization	<u>958,942</u>	<u>803,495</u>
	<u>\$ 501,766</u>	<u>\$ 512,316</u>

Total depreciation and amortization expense was \$155,687 and \$122,723 for the years ended June 30, 2022 and 2021, respectively.

NOTE E: PAYCHECK PROTECTION PROGRAM NOTE PAYABLE

In response to the COVID-19 outbreak, in April 2020 the Charter School applied for and was approved by a bank for a loan of \$1,573,200 through the Paycheck Protection Program established by the Small Business Administration (SBA). The loan has a maturity of 2 years and an interest rate of 1%. The loan has the potential for forgiveness provided certain requirements are met by the Charter School. The loan was funded on May 15, 2020. Due to the potential of forgiveness, the note was reported as long-term Paycheck Protection Program note payable at June 30, 2021. On August 26, 2021, the SBA approved the forgiveness of the loan and all accrued interest.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE F: SCHOOL FACILITY

During August 2018, the Charter School entered into a sublease agreement with a related party, Friends of Northwest Brooklyn, for property located at 584 Driggs Avenue, Brooklyn, NY, commencing on the date on which the landlord's work is substantially completed, which was August 29, 2018. A first amendment to the sublease was signed in September 2018. The thirty-five year lease calls for rent based on a fixed rent schedule provided in the sublease agreement, as well as annual escalation clauses, and any costs, expenses or other sums required to be paid under the sublease agreement. The lease requires a security deposit of \$225,000 which is included in the accompanying statement of financial position. The current monthly base rent is \$117,934. Rent paid under the terms of this agreement was approximately \$1,408,000 and \$1,381,000 for the years ended June 30, 2022 and 2021, respectively. At June 30, 2022 and 2021, a related deferred lease liability of \$1,359,361 and \$1,117,827, respectively, is included in the accompanying statement of financial position.

The future minimum payments on this agreement, through September 2053, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 1,436,000
2024	1,306,000
2025	1,279,000
2026	1,305,000
2027	1,331,000
Thereafter	<u>46,259,000</u>
	<u>\$ 52,916,000</u>

In August 2021, the Charter School entered into a license agreement with the landlord of the school facility. The purpose of the agreement is to obtain a license with respect to a certain portion of the property for installation of portable trailers for use as temporary classrooms and administrative offices as a part of its compliance with COVID-19 social distancing guidelines. The terms of the agreement require annual payments of \$120,000 through August 2026.

Rent expense for the years ended June 30, 2022 and 2021 was \$1,771,488 and \$1,649,801 respectively.

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, 3rd Floor, Brooklyn, New York and utilizes approximately 20,500 square feet at no charge. Pursuant to the terms of the Agreement, the Charter School shall not pay for the use of the shared facility. In valuing the contributed space in the school building, the Charter School estimated the fair value of \$1,227,149 and \$1,180,083 for the years ending June 30, 2022 and 2021, respectively, on the basis of financial information provided to the Charter School under the New York City School Rental Assistance Program. There were no associated donor restrictions with the contributed facility.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE F: SCHOOL FACILITY, Cont'd

See the table below for program utilization:

<u>Program or Supporting Service</u>	<u>June 30,</u>	
	<u>2022</u>	<u>2021</u>
Regular education	\$ 859,005	\$ 826,058
Special education	245,430	236,017
Management and general	110,443	106,207
Fundraising and special events	12,271	11,801
	<u>\$ 1,227,149</u>	<u>\$ 1,180,083</u>

NOTE G: OPERATING LEASE

The Charter School leases office equipment under non-cancelable lease agreements expiring through September 2024. The future minimum payments on these agreements are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 8,613
2024	5,340
2025	1,335
	<u>\$ 15,288</u>

NOTE H: 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 I: CONCENTRATIONS

At June 30, 2022 and 2021, approximately 88% and 94%, respectively, of grants and other receivables relate to certain grants and per-pupil funding due from New York State Department of Education.

During the years ended June 30, 2022 and 2021, approximately 64% and 75% of total operating revenue and support came from per-pupil funding provided by New York State, respectively. The per-pupil rate is set annually by the State based on the school district in which the Charter School's students are located.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE J: RELATED PARTY TRANSACTIONS

The Charter School is related to Friends of Northwest Brooklyn (the "Organization") through common management. The Organization granted \$229,000 to the Charter School during the year ended June 30, 2022. The Organization granted \$238,000 funds to the Charter School during the year ended June 30, 2021. The donations are included in contributions on the statement of activities and changes in net assets.

During August of 2018, the Charter School entered into a sublease agreement with the Organization for property located at 584 Driggs Avenue, Brooklyn, NY, as described in Note F. The lease signed between the Organization and a third party on June 29, 2018 is guaranteed by the Charter School. The thirty five-year lease calls for rent based on a fixed rent schedule commencing on the date on which the landlord's work is substantially completed, which was August 29, 2018. The future minimum payments on this agreement, through August 2053, are as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2023	\$ 969,000
2024	989,000
2025	1,009,000
2026	1,029,000
2027	1,049,000
Thereafter	<u>36,479,000</u>
	<u>\$ 41,524,000</u>

During the years ended June 30, 2022 and 2021, the Charter School paid certain facility-related costs on behalf of the Organization. At June 30, 2022 and 2021, \$1,787,868 and \$1,289,750, respectively, was due to the Charter School from the Organization for these costs and donations and is included in the accompanying statement of financial position.

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 K: RETIREMENT PLAN

Effective August 1, 2014, the Charter School began sponsoring a 403(b) retirement plan (the "Plan") for its employees. The Plan was amended effective March 29, 2022. All full-time employees of the Charter School are eligible to participate in the Plan. The Charter School has the opportunity to make a discretionary contribution to the Plan for employees who have achieved one year of service. Employees are fully vested in the employer contribution after three years. The school contributed \$36,387 in the year ended June 30 2022. There were no contributions to the Plan in the year ended June 30, 2021.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

NOTES TO FINANCIAL STATEMENTS, Cont'd

JUNE 30, 2022

(With Comparative Totals for 2021)

NOTE L: FUNCTIONAL EXPENSES

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

NOTE M: ACCOUNTING IMPACT OF COVID-19 OUTBREAK

On January 30, 2020, the World Health Organization (“WHO”) announced a global health emergency because of a new strain of coronavirus (the “COVID-19 outbreak”) and the risks to the international community as the virus spreads globally beyond its point of origin. In March 2020, the WHO classified the COVID-19 outbreak as a pandemic, based on the rapid increase in exposure globally. The full impact of the COVID-19 outbreak continues to evolve as of the date of this report. As such, it is uncertain as to the full magnitude that the pandemic will have on the Charter School’s financial condition, liquidity, and future results of operations. Management is actively monitoring the global situation on its financial condition, liquidity, operations, suppliers, industry, and workforce. Given the daily evolution of the COVID-19 outbreak and the global responses to curb its spread, the Charter School is not able to estimate the effects of the COVID-19 outbreak on its results of operations, financial condition, or liquidity for fiscal year 2023.

In response to the COVID-19 outbreak, the Federal Government passed several COVID relief acts which include funding for elementary and secondary education. The Elementary and Secondary School Emergency Relief Fund (ESSER Fund) was established to award grants to state and local educational agencies. The Charter School has recognized \$873,331 and \$64,809 of revenue relative to ESSER grants during the years ended June 30, 2022 and 2021, respectively.

NOTE N: RENEWAL PROCESS

The Charter School is currently in the process of renewing its charter as granted by the New York State Board of Regents. The Charter currently expires June 30, 2023. The renewal process includes review by NYSED of various operational and governance aspects, including fiscal health and internal controls, board governance, and academic performance. Upon review of the application for renewal and results, NYSED will determine if the charter should be renewed and if so, for how long. Successful charter renewals can range from one to five years. At this time, management of the Charter School expects the charter to be renewed.

**UNITY PREPARATORY CHARTER SCHOOL OF
BROOKLYN**

REPORT TO THE FINANCE COMMITTEE

JUNE 30, 2022

October 14, 2022

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, 2022 and for the year then ended, and have issued our report thereon dated October 14, 2022. 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 22, 2022, 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 judgement, 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.

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. Safeguards in place to eliminate or reduce threats to independence to an acceptable level include a skilled, knowledgeable and experienced Director of Finance who reviews the draft financial statements prior to issuance and accepts responsibility for them.

Significant Risks Identified

We have identified the following significant risks:

- Management override
- Improper revenue recognition
- Improper allocation of expenses to grants
- Misappropriation of assets

Professional auditing standards require that we identify and assess risks and design and perform our audit procedures to assess those risks. The identification of a risk does not mean that it has occurred, but rather it has the potential to impact the financial statements.

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. As described in Note A to the financial statements, during the year, the Charter School adopted new guidance for gifts-in-kind (ASU 2020-07). 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, functional expense allocations, liquidity and availability of resources, and the impacts of the COVID-19 pandemic, which are referred to in the notes of the financial statements.

Significant Difficulties Encountered during the Audit

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. No such misstatements were identified during our audit.

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.

* * * * *

Should you desire further information concerning these matters, Michelle Cain 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**

BROOKLYN, NEW YORK

**SCHEDULES REQUIRED BY GOVERNMENT
AUDITING STANDARDS AND THE UNIFORM
GUIDANCE**

AND

INDEPENDENT AUDITOR'S REPORTS

JUNE 30, 2022

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

Board of Trustees
Unity Preparatory Charter School of Brooklyn

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the financial statements of Unity Preparatory Charter School of Brooklyn, which comprise the statement of financial position as of June 30, 2022 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 14, 2022.

Internal Control Over Financial Reporting

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

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

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

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 financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

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

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 14, 2022

INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM;
REPORT ON INTERNAL CONTROL OVER COMPLIANCE; AND REPORT ON THE SCHEDULE OF
EXPENDITURES OF FEDERAL AWARDS IN ACCORDANCE WITH THE UNIFORM GUIDANCE

Board of Trustees
Unity Preparatory Charter School of Brooklyn

Report on Compliance for Each Major Federal Program

Opinion on Each Major Federal Program

We have audited Unity Preparatory Charter School of Brooklyn's compliance with the types of compliance requirements identified as subject to audit in the OMB *Compliance Supplement* that could have a direct and material effect on each of Unity Preparatory Charter School of Brooklyn's major federal programs for the year ended June 30, 2022. Unity Preparatory Charter School of Brooklyn's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

In our opinion, Unity Preparatory Charter School of Brooklyn complied, in all material respects, with the compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2022.

Basis for Opinion on Each Major Federal Program

We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America (GAAS); the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States (*Government Auditing Standards*); and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Our responsibilities under those standards and the Uniform Guidance are further described in the Auditor's Responsibilities for the Audit of Compliance section of our report.

We are required to be independent of Unity Preparatory Charter School of Brooklyn's and to meet our other ethical responsibilities, in accordance with relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion on compliance for each major federal program. Our audit does not provide a legal determination of Unity Preparatory Charter School of Brooklyn's compliance with the compliance requirements referred to above.

Responsibilities of Management for Compliance

Management is responsible for compliance with the requirements referred to above and for the design, implementation, and maintenance of effective internal control over compliance with the requirements of laws, statutes, regulations, rules and provisions of contracts or grant agreements applicable to Unity Preparatory Charter School of Brooklyn's federal programs.

Auditor's Responsibilities for the Audit of Compliance

Our objectives are to obtain reasonable assurance about whether material noncompliance with the compliance requirements referred to above occurred, whether due to fraud or error, and express an opinion on Unity Preparatory Charter School of Brooklyn's compliance based on our audit. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance will always detect material noncompliance when it exists. The risk of not detecting material noncompliance resulting from fraud is higher than for that resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Noncompliance with the compliance requirements referred to above is considered material, if there is a substantial likelihood that, individually or in the aggregate, it would influence the judgment made by a reasonable user of the report on compliance about Unity Preparatory Charter School of Brooklyn's compliance with the requirements of each major federal program as a whole.

In performing an audit in accordance with GAAS, *Government Auditing Standards*, and the Uniform Guidance, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material noncompliance, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding Unity Preparatory Charter School of Brooklyn's compliance with the compliance requirements referred to above and performing such other procedures as we considered necessary in the circumstances.
- Obtain an understanding of Unity Preparatory Charter School of Brooklyn's internal control over compliance relevant to the audit in order to design audit procedures that are appropriate in the circumstances and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of Unity Preparatory Charter School of Brooklyn's internal control over compliance. Accordingly, no such opinion is expressed.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and any significant deficiencies and material weaknesses in internal control over compliance that we identified during the audit.

Report on Internal Control Over Compliance

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

Our consideration of internal control over compliance was for the limited purpose described in the Auditor's Responsibilities for the Audit of Compliance section above and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies in internal control over compliance. Given these limitations, during our audit we did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses, as defined above. However, material weaknesses or significant deficiencies in internal control over compliance may exist that were not identified.

Our audit was not designed for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, no such opinion is expressed.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Report on Schedule of Expenditures of Federal Awards Required by the Uniform Guidance

We have audited the financial statements of Unity Preparatory Charter School of Brooklyn's as of and for the year ended June 30, 2022, and have issued our report thereon dated October 14, 2022, which contained an unmodified opinion on those financial statements. Our audit was performed for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards is presented for purposes of additional analysis as required by the Uniform Guidance 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 schedule of expenditures of federal awards is fairly stated in all material respects in relation to the financial statements as a whole.

Mengel, Metzger, Barw & Co. LLP

Rochester, New York
October 14, 2022

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

YEAR ENDED JUNE 30, 2022

	<u>Federal AL Number</u>	<u>Pass-through Grantor's Number</u>	<u>Total Federal Expenditures</u>
U.S. Department of Education:			
<u>Passed through New York State Education Department:</u>			
Title I - Grants to Local Educational Agencies	84.010	0021	\$ 192,628
Title IIA - Supporting Effective Instruction State Grant	84.367	0147	26,255
Title IV - Student Support and Academic Enrichment Program	84.424	0204	14,379
<u>Education Stabilization Funds -</u>			
ESSER I - Elementary and Secondary School Emergency Relief Fund	84.425D	5890	103,340
ESSER II - Elementary and Secondary School Emergency Relief Fund	84.425D	5891	318,618
ARP ESSER - American Rescue Plan-Elementary and Secondary School Emergency Relief	84.425U	5880	<u>451,373</u>
<i>Total Education Stabilization Funds</i>			<u>873,331</u>
TOTAL U.S. DEPARTMENT OF EDUCATION			1,106,593
Federal Communications Commission:			
<u>Passed through the Universal Service</u>			
<u>Administrative Company</u>			
Emergency Connectivity Fund Program - COVID	32009	10672618	<u>105,910</u>
TOTAL FEDERAL COMMUNICATIONS COMMISSION			<u>105,910</u>
TOTAL ALL PROGRAMS			<u>\$ 1,212,503</u>

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS, Cont'd

YEAR ENDED JUNE 30, 2022

NOTE A: BASIS OF PRESENTATION

The above schedule of expenditures of federal awards includes the federal grant activity of Unity Preparatory Charter School of Brooklyn and is presented on the accrual basis of accounting. The information in this schedule is presented in accordance with the requirements of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Therefore, some amounts presented in this schedule may differ from amounts presented in, or used in the preparation of, the basic financial statements.

NOTE B: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following, as applicable, the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

Unity Preparatory Charter School of Brooklyn has elected not to use the 10 percent de minimis indirect cost rate allowed under the Uniform Guidance.

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

YEAR ENDED JUNE 30, 2022

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of auditor's report issued: Unmodified

Internal control over financial reporting:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Noncompliance material to financial statements noted? _____ yes x no

Federal Awards

Internal control over major programs:

- Material weakness (es) identified? _____ yes x no
- Significant deficiency(ies) identified that are not considered to be material weaknesses? _____ yes x none reported

Type of auditor's report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with 2 CFR 200.516(a)? _____ yes x no

Identification of major program:

AL Number:

84.425D & 84.425U

Name of Federal Program or Cluster:

ESSER I, ESSER II & ARP ESSER

Dollar threshold used to distinguish between type A and type B programs:

 \$750,000

Auditee qualified as low-risk auditee?

_____ yes x no

UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

SCHEDULE OF FINDINGS AND QUESTIONED COSTS, Cont'd

YEAR ENDED JUNE 30, 2022

FINDINGS – FINANCIAL STATEMENT AUDIT

- NONE

FINDINGS AND QUESTIONED COSTS – MAJOR FEDERAL AWARD PROGRAMS AUDIT

- NONE

SCHEDULE OF PRIOR YEAR FINDINGS AND QUESTIONED COSTS

- NONE



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

September 01, 2022 through September 30, 2022

Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: www.Chase.com
Service Center: **1-877-425-8100**
Deaf and Hard of Hearing: 1-800-242-7383
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679

00609870 DRE 802 219 27422 NNNNNNNNNN 1 00000000 64 0000

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

SAVINGS SUMMARY

Chase Business Premier Savings

	INSTANCES	AMOUNT
Beginning Balance		\$100,043.57
Deposits and Additions	1	1.62
Ending Balance	1	\$100,045.19
Annual Percentage Yield Earned This Period		0.02%
Interest Paid This Period		\$1.62
Interest Paid Year-to-Date		\$14.74

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

TRANSACTION DETAIL

DATE	DESCRIPTION	AMOUNT	BALANCE
	Beginning Balance		\$100,043.57
09/30	Interest Payment	1.62	100,045.19
	Ending Balance		\$100,045.19

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

IN CASE OF ERRORS OR QUESTIONS ABOUT YOUR ELECTRONIC FUNDS TRANSFERS: Call us at 1-866-564-2262 or write us at the address on the front of this statement (non-personal accounts contact Customer Service) immediately if you think your statement or receipt is incorrect or if you need more information about a transfer listed on the statement or receipt.

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

- Your name and account number
- The dollar amount of the suspected error
- A description of the error or transfer you are unsure of, why you believe it is an error, or why you need more information.

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

IN CASE OF ERRORS OR QUESTIONS ABOUT NON-ELECTRONIC TRANSACTIONS: Contact the bank immediately if your statement is incorrect or if you need more information about any non-electronic transactions (checks or deposits) on this statement. If any such error appears, you must notify the bank in writing no later than 30 days after the statement was made available to you. For more complete details, see the Account Rules and Regulations or other applicable account agreement that governs your account. Deposit products and services are offered by JPMorgan Chase Bank, N.A. Member FDIC



JPMorgan Chase Bank, N.A. Member FDIC



September 01, 2022 through September 30, 2022

Account Number: [REDACTED]

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

Trustee Name:

sa1 siddiqui

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Board member
Development and Facilities Committee
Enrichment and Community Partnership Committee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

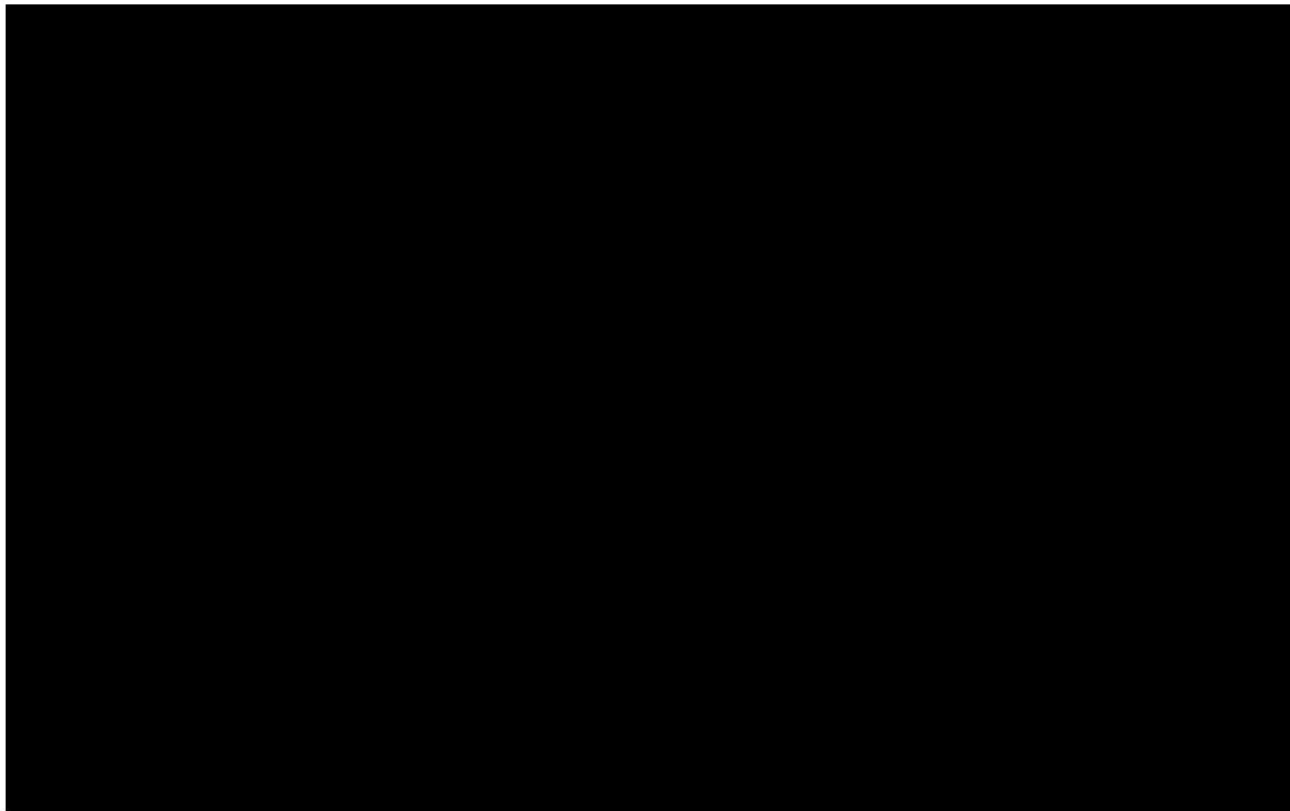
None

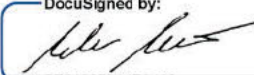
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Unity Preparatory Charter School of Brooklyn

-

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DocuSigned by:

B791368341E9462...

7/28/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

James Ellsworth

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

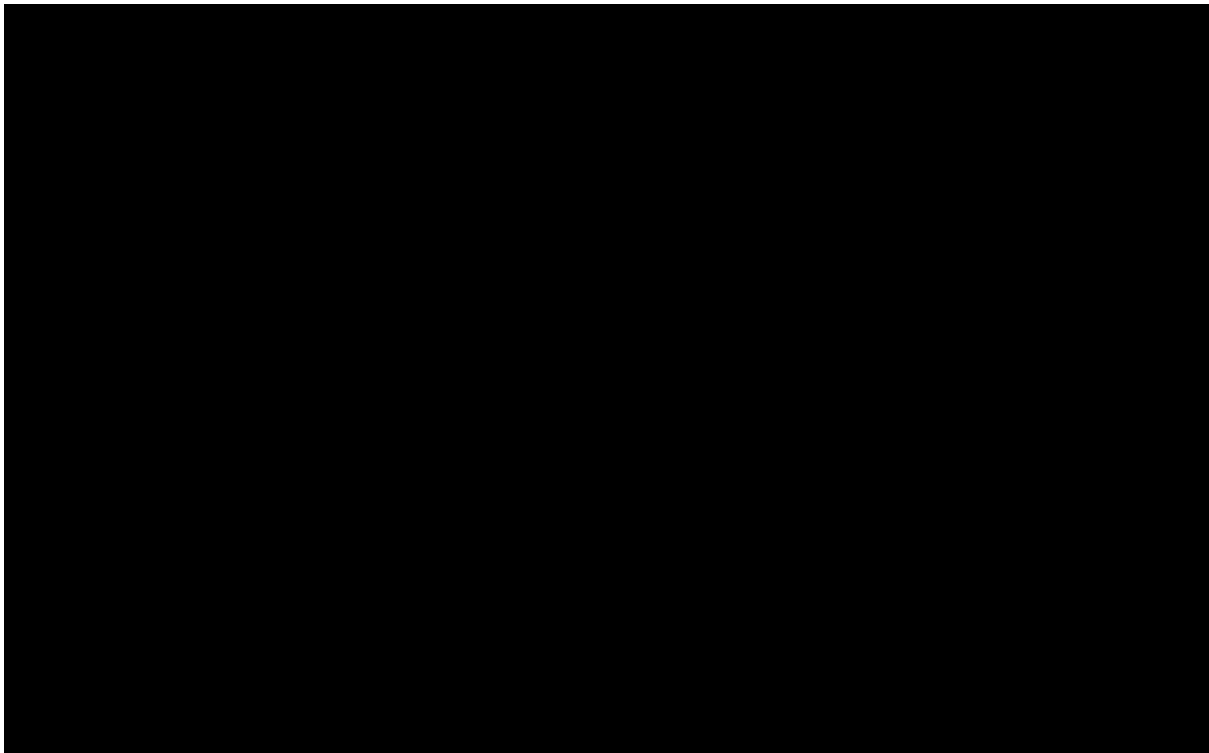
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

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Signature

July 27, 2022

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Jacob Elghanayan

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Vice Chair

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

Yes No

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

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

Yes No

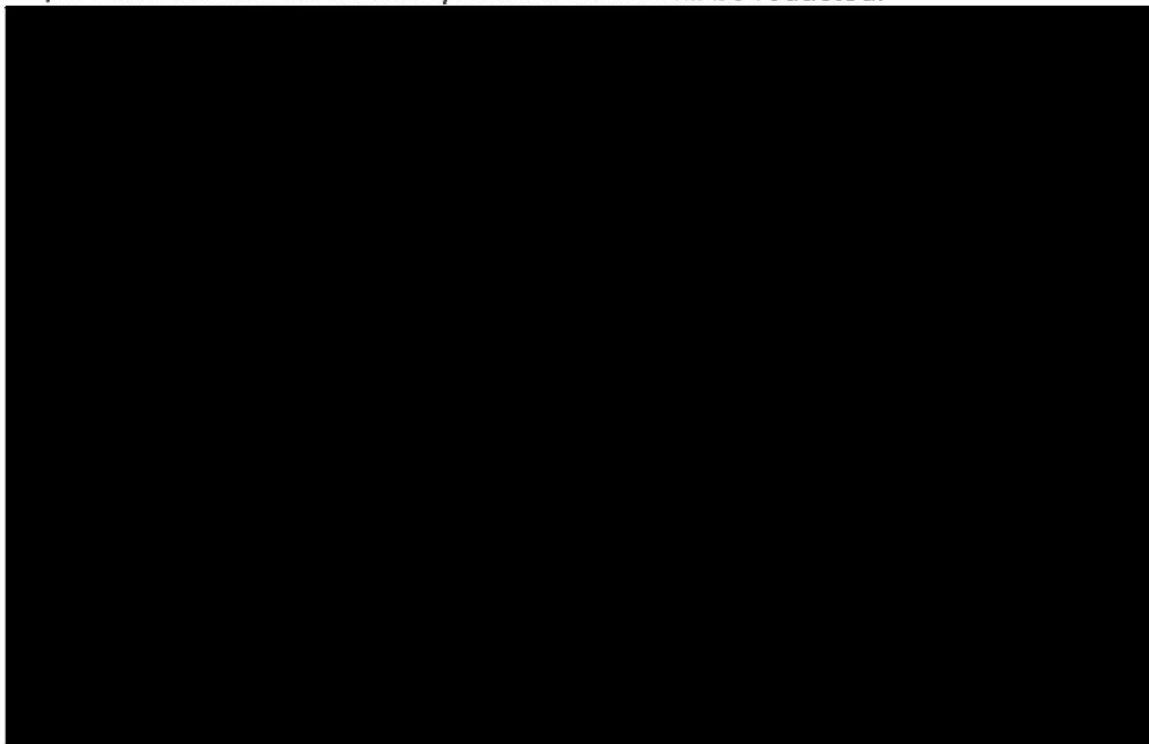
If **Yes**, please describe the nature of your relationship and if the student could benefit from your participation.

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

None

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

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Signature Date

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last revised 04/2022

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

Trustee Name:

MARION LEYDIER

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Trustee
Treasurer

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

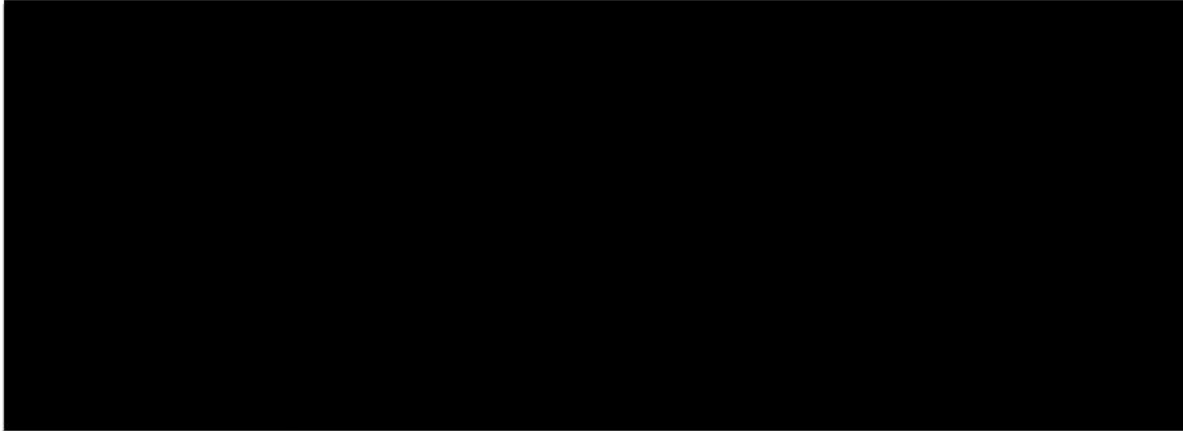
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you
Since inception	Providing pro bono legal services to the charter school	<ul style="list-style-type: none"> - Did not vote or participate in discussion of retention - Services are provided on a pro bono basis i.e. free of charge 	Self

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Sullivan A Cromwell LLP (law firm of which I am a partner, along with Trustee Jeannette Bander)	Providing pro bono legal services		Same as above #6	

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Home Telephone:

Home Address:

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke, is written over a horizontal line.

July 28, 2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Jeannette Bander

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

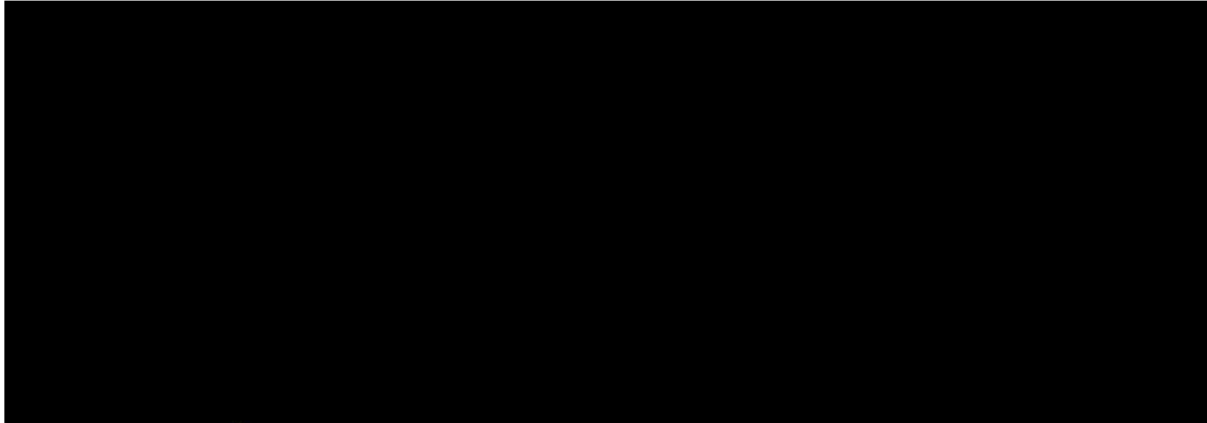
Date(s)	Nature of financial interest / transaction	Steps taken to avoid a conflict of interest, (e.g., did not vote, did not participate in discussion)	Name of person holding interest or engaging in transaction and relationship to you

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

None

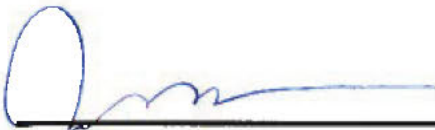
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest
Sullivan and Cromwell LLP	Pro bono legal services	—	Jeannette Bander	—

This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Home Telephone:

Home Address:



Signature

July 27, 2022

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Trudy Sandy

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Parent representative/secretary

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Unity Preparatory Charter School of Brooklyn

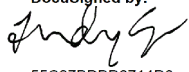
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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.

Business Telephone:

Business Address:



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8/1/2022

Signature

Date

Acceptable signature formats include:

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

last revised 04/2022

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

Trustee Name:

Madonna Afriyie-Adams

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

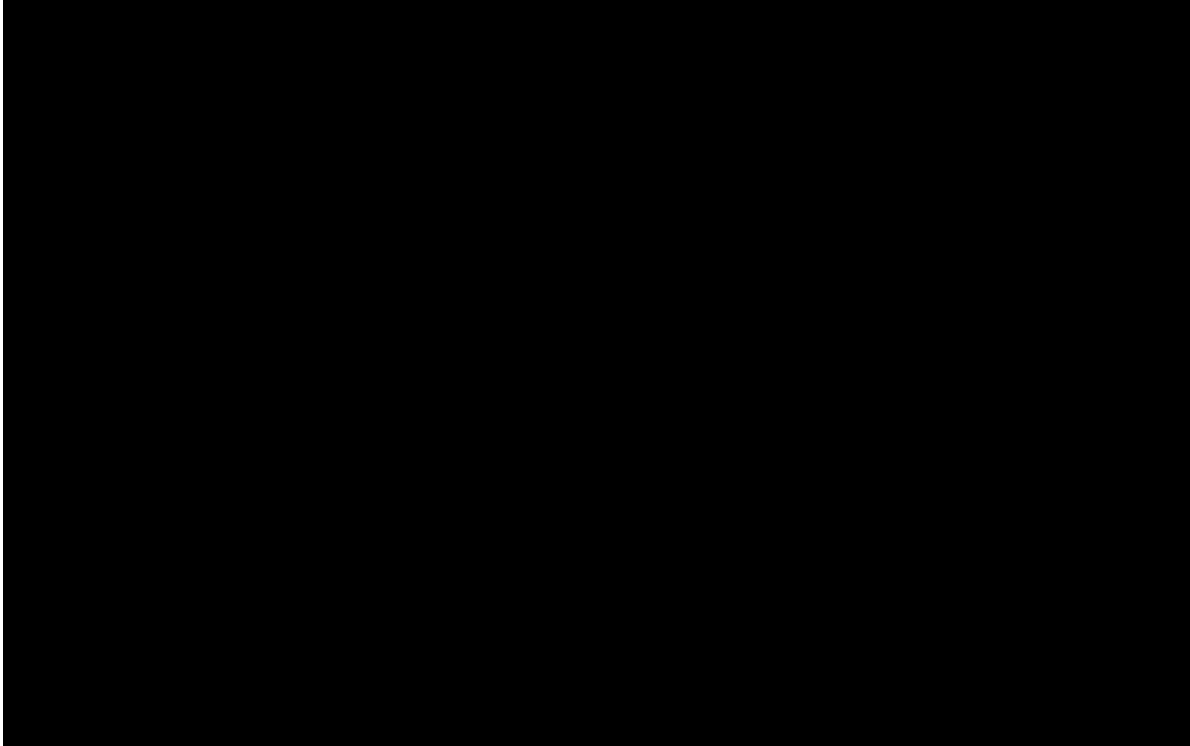
None

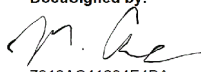
Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Unity Preparatory Charter School of Brooklyn

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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



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10/28/2022

Signature

Date

Acceptable signature formats include:

- Digitally certified PDF signature
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last revised 04/2022

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

Trustee Name:

Lenny Singletary

Name of Charter School Education Corporation:

Unity Preparatory Charter School of Brooklyn

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

Trustee

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

Yes No

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

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

None

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

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

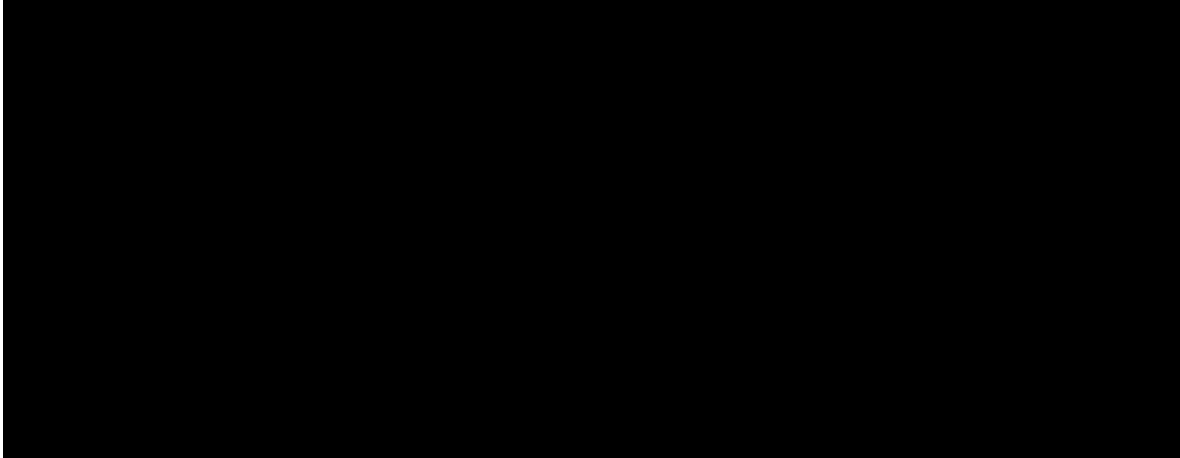
None

Organization conducting business with the school(s)	Nature of business conducted	Approximate value of the business conducted	Name of Trustee and/or immediate family member of household holding an interest in the organization conducting business with the school(s) and the nature of the interest	Steps taken to avoid conflict of interest

Unity Preparatory Charter School of Brooklyn


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This document is considered a public record and, as such, may be made available to members of the public upon request under the Freedom of Information Law. The personal contact information provided below will be redacted.



Home Telephone:

Home Address:

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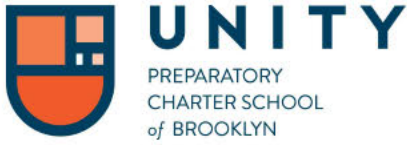
Signature

Date

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last revised 04/2022



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

HELD: July 1, 2021

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

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

Madonna Afriyie

Jeannette Bander

Marion Leydier

Sal Siddiqui

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

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

Usage of Portable Classrooms for the 2021-22 School Year

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

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

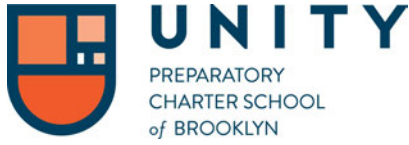
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 5:32 p.m.

DocuSigned by:

James Ellsworth

James Ellsworth

Chairman



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

HELD: July 20, 2021

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

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

Jeannette Bander

Marion Leydier

Sal Siddiqui

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

Committee Reports

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

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

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

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

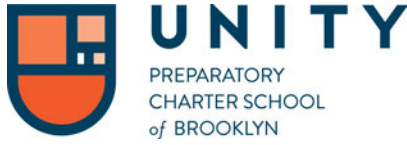
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:16 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: August 24, 2021

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

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

Jake Elghanayan

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

Jeannette Bander

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

Trudy Sandy

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – July 20, 2021

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

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

Minutes of Prior Meeting – June 15, 2021

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

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

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

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

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

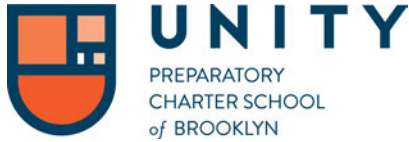
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 7:52 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: September 21, 2021

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

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

James Ellsworth

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

Jeannette Bander

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

Trudy Sandy

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – August 24, 2021

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

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

Updates to Financial Policies and Procedures Manual

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

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

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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: October 12, 2021

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

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

James Ellsworth

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

Jake Elghanayan

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

Trudy Sandy

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

Sal Siddiqui

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – September 21, 2021

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

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

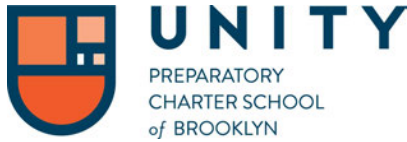
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:29 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

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

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

Jeannette Bander

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

James Ellsworth

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

Jake Elghanayan

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

Marion Leydier

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

Sal Siddiqui

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

Committee Reports

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

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

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

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

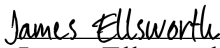
Minutes of Prior Meeting – October 12, 2021

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

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

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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: December 14, 2021

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

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

Jeannette Bander

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

James Ellsworth

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

Marion Leydier

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

Trudy Sandy

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard; Strategic Planning

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

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – November 9, 2021

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

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

403b Plan for Employees

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

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

COVID-19 Testing Agreement

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

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

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

Bus Transportation Agreement

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

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

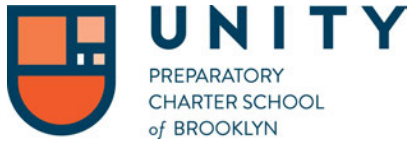
RESOLVED, that any actions related to such Royalty Transit school bus services heretofore taken on behalf of the School are hereby ratified, approved and confirmed.

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

DocuSigned by:



James Ellsworth
Chairman



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

HELD: January 18, 2022

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

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

Jeannette Bander

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

Jake Elghanayan

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

James Ellsworth

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

Marion Leydier

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

Sal Siddiqui

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – December 14, 2021

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

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

Custodial Agreement

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

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

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

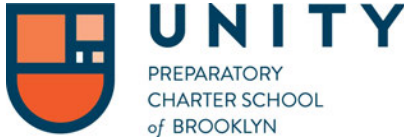
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:22 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: February 15, 2022

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

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

Jeannette Bander

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

Marion Leydier

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

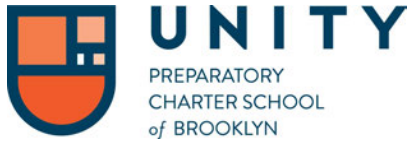
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:32 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for remote learning and related issues stemming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

DocuSigned by:

James Ellsworth

James Ellsworth

Chairman



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

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

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

Jeannette Bander

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

Jake Elghanayan

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

James Ellsworth

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

Trudy Sandy

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – January 18, 2022

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

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

Minutes of Prior Meeting – February 15, 2022

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

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

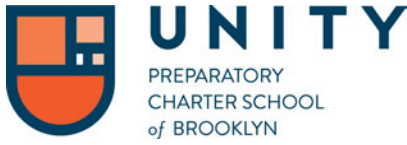
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:45 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: April 12, 2022

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

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

Jeannette Bander

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

Jake Elghanayan

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

James Ellsworth

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

Marion Leydier

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

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

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – March 15, 2022

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

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

2020 Form 990

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

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

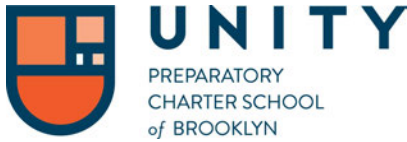
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:24 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming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

DocuSigned by:



James Ellsworth

Chairman



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

HELD: May 18, 2022

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

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

Jeannette Bander

Jake Elghanayan

James Ellsworth

Trudy Sandy

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – April 12, 2022

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

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

Renewal of Employee Benefits

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

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

Purchase of Student & Staff Computers

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

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

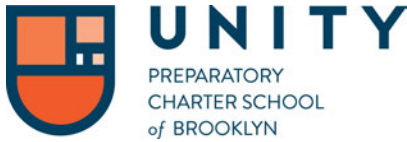
There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:25 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming from COVID-19.

DocuSigned by:



James Ellsworth

Chairman



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

HELD: June 21, 2022

A meeting of the Board of Trustees (the “Board”) of Unity Preparatory Charter School of Brooklyn (the “School”), was held on June 21, 2022 commencing at 7:10 p.m., New York time. Five Trustees were present at the beginning of the meeting; quorum was met. Notice of the meeting was duly given to all Trustees, posted on the School’s website, and sent to the New York Times, the New York Daily News and the Brooklyn Daily. The meeting was livestreamed on YouTube.

The following Trustees were present at the beginning of the meeting at 432 Monroe Street, Brooklyn, New York 11221 except as otherwise noted:

Jeannette Bander

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

Jake Elghanayan

James Ellsworth

(via videoconference at 291 Shin Creek Road, Lew Beach, NY 12758)

Marion Leydier

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

Sal Siddiqui

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

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

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

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

Mission Moment

Mr. Beauregard discussed Unity’s mission.

Head of School Report; Data Dashboard

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

Committee Reports

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

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

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

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

Minutes of Prior Meeting – May 18, 2022

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

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

Renewal of Property-Casualty Insurance Policy

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

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

Re-election of Marion Leydier to the Board of Trustees with a Three-year Term

The Trustees discussed and considered the re-election of Marion Leydier to the Board of Trustees with a three-year term. The Trustees present unanimously adopted the following resolution:

RESOLVED, that Marion Leydier be, and he hereby is, elected to the Board of Trustees for a term that shall expire upon (i) the later of the School's July 2025 Board of Trustees meeting and such time as such Trustee's successor has been duly chosen and qualified, or (ii) such Trustee's earlier incapacity, death, resignation or removal.

Budget for 2022-23 School Year

The Trustees discussed and considered approval of the Budget for the 2022-23 school year, as previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the Budget for the 2022-23 school year as submitted to the Trustees be, and hereby is, approved.

Calendar for 2022-23 School Year

The Trustees discussed and considered approval of the calendar for the 2022-23 school year that was previously circulated to the Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that the 2022-23 school year calendar be, and hereby is, approved.

Consideration of Board of Trustees Committee Changes

The Trustees discussed and considered possible changes to the membership of the committees of the Board of Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, that Lenny Singletary be, and hereby is, added as a member of the Executive Committee and Audit and Finance Committee until his successor has been duly chosen and qualified, or until his earlier incapacity, death, resignation or removal.

Appointment of Officers to the Board of Trustees

The Trustees discussed and considered the appointment of officers to the Board of Trustees. The Trustees present unanimously adopted the following resolution:

RESOLVED, each of the individuals set forth below be, and hereby is, elected as an officer of the Board of Trustees in the position set forth opposite such person's name for a term that shall expire upon (i) the later of the School's July 2023 Board of Trustees

meeting and such time as such Trustee's successor has been duly chosen and qualified, or (ii) such Trustee's earlier incapacity, death, resignation or removal.


Name	Position
James Ellsworth	Chairperson
Jake Elghanayan	Vice Chairperson
Marion Leydier	Secretary
Trudy Sandy	Treasurer

Governance Action Items Calendar for 2022-23 School Year

The Trustees discussed the Governance Action Items Calendar for the 2022-23 School Year, as previously circulated to the Trustees.

There being no further business to come before the Board, upon motion duly made and seconded, the meeting adjourned at approximately 8:31 p.m., at which time the Board moved to executive session to consider certain matters relating to the School's planning for student learning and related issues stemming from COVID-19.

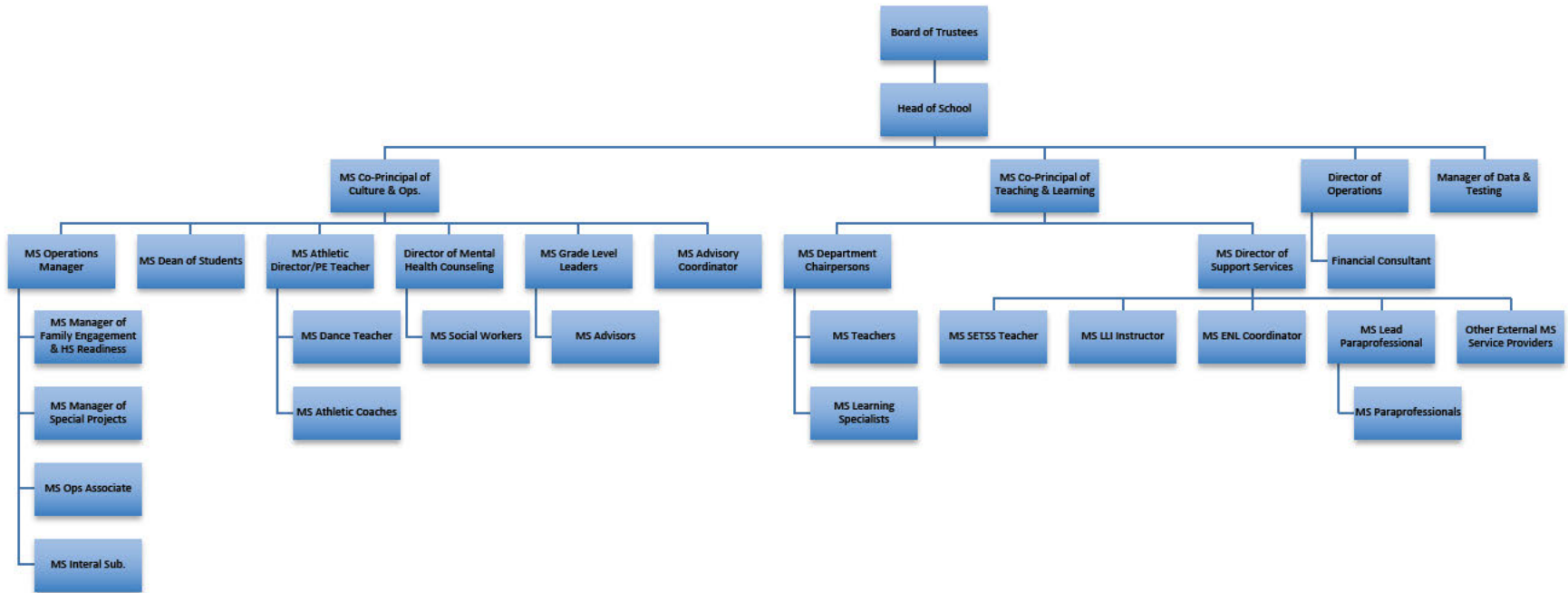
DocuSigned by:



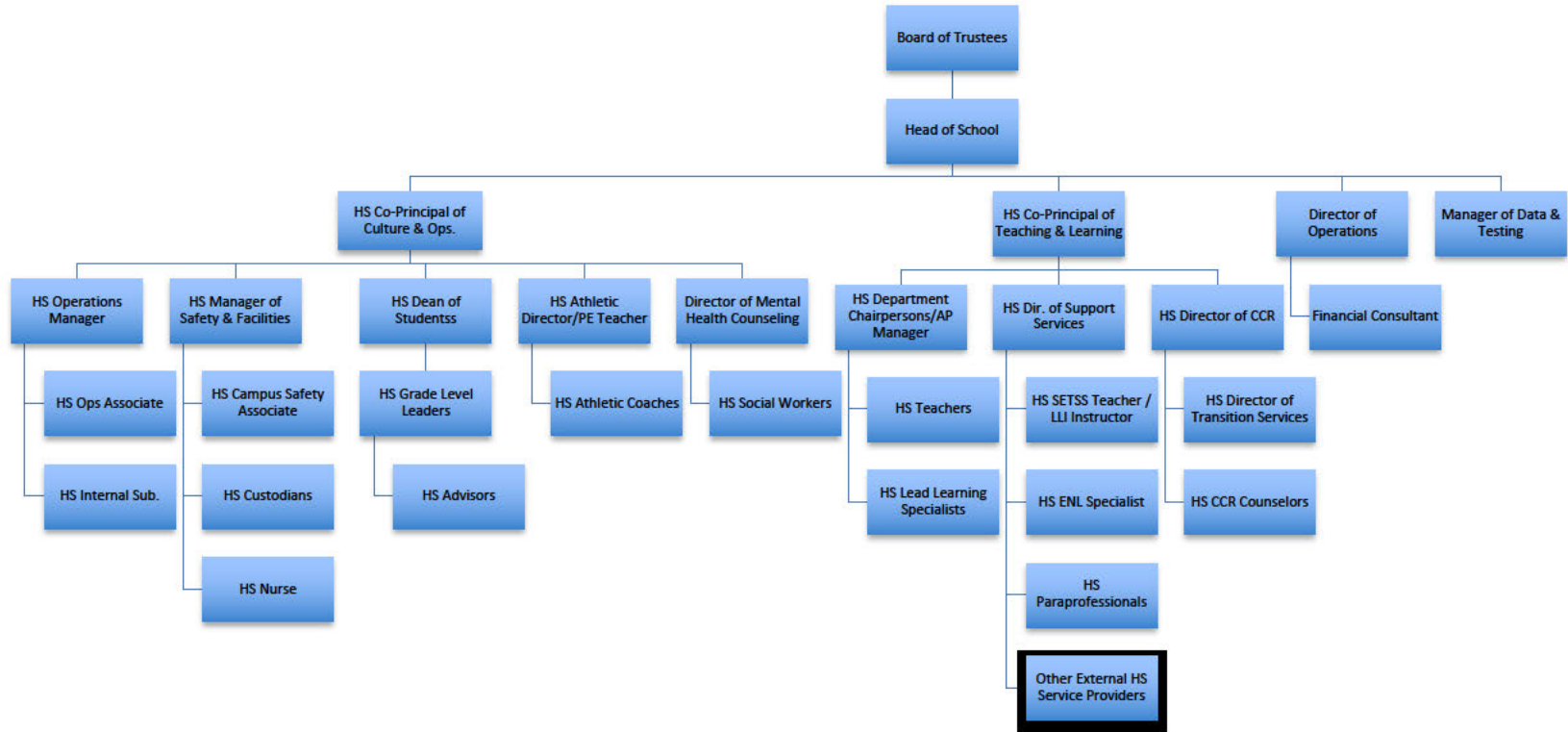
James Ellsworth

Chairman

Middle School Organizational Chart



High School Organizational Chart





UNITY PREPARATORY CHARTER SCHOOL OF BROOKLYN

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

Updated 7/18/22 (JB)

MS

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

IN-CLASS days: 18 Total: 18

September 2022				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

IN-CLASS days: 20 Total: 92

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

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

IN-CLASS days: 22 Total: 165

May 2023				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

HS

June 2022				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

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

IN-CLASS days: 20 Total: 38

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

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

IN-CLASS days: 15 Total: 107

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

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

IN-CLASS days: 16 Total: 181

June 2023				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

MS and HS

July 2022				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

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

IN-CLASS days: 18 Total: 56

November 2022				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

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

IN-CLASS days: 23 Total: 130

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

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

MS and HS

August 2022				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

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

IN-CLASS days: 16 Total: 72

December 2022				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

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

IN-CLASS days: 13 Total: 143

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

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

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



FIRE DEPARTMENT

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

BUREAU OF FIRE PREVENTION

Public Buildings Unit

DATE: 07.28.2022.

PREMISES

Unity Preparatory School of Brooklyn
584 Driggs Avenue
Brooklyn NY 11211

Unity Preparatory School of Brooklyn
584 Driggs Avenue
Brooklyn NY 11211

To Whom It May Concern:

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

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

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

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

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

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

Examined by: _____
Tomasz Korbas, Supervising Inspector, PBU

DEPARTMENT OF BUILDINGS

BOROUGH OF Brooklyn, THE CITY OF NEW YORK

No. 198865
Date FEB 2 1968

CERTIFICATE OF OCCUPANCY

(Standard form adopted by the Board of Standards and Appeals and issued pursuant to Section 646 of the New York Charter, and Sections C26-181.0 to C26-187.0 inclusive Administrative Code 2.13.1 to 2.13.7 Building Code.)

This certificate supersedes C. O. No. _____

To the owner or owners of the building or premises:

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

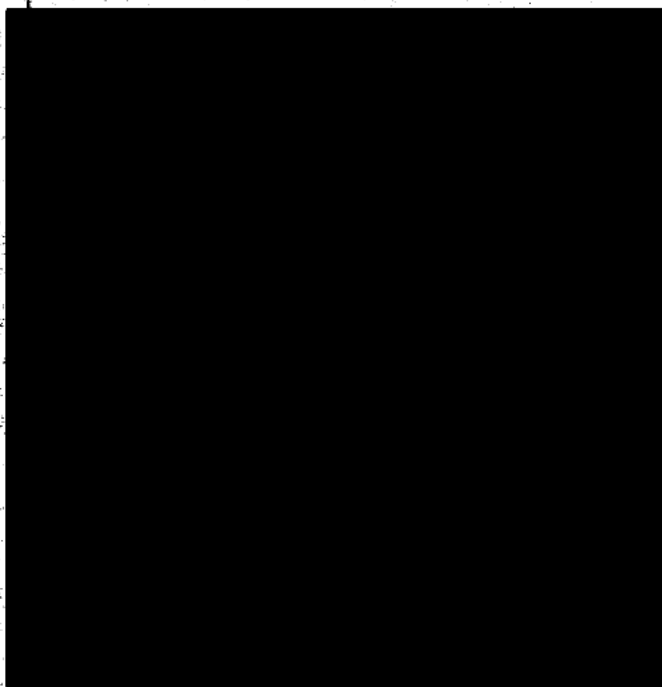
conforms substantially to the approved plans and specifications, and to the requirements of the building code and all other laws and ordinances, and of the rules and regulations of the Board of Standards and Appeals, applicable to a building of its class and kind at the time the permit was issued; and

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

~~Permit~~ No. Alt. 3018-1951 Construction classification— class 1-fire
Occupancy classification— School Height 3 stories, 40.0' feet
Date of completion— const. 1-26-68 Located in unrestricted - Use District
B Area Height Zone at time of issuance of permit

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

PERMISSIBLE USE AND OCCUPANCY

STORY	LIVE LOADS Lbs. per Sq. Ft.	PERSONS ACCOMMODATED			USE
		MALE	FEMALE	TOTAL	
Cellar	on earth	-	-	235	
First	60, 100 corr.	-	-	3	
Second	60 Cr 100 corr. 120 Library	-	-	175	
Third	60 Cr 100 corr	-	-	175	
TOTALS-		School			

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

Samuel Pinster

Borough Superintendent

DEPARTMENT OF BUILDINGS

THE CITY OF NEW YORK

DEPARTMENT OF BUILDINGS

CERTIFICATE OF OCCUPANCY

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

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

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

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

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

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

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

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

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

(mirrored text at bottom)