

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Wednesday July 27, 2021**

Present: Patricia Charlemagne; Andrew Ehigiator; Patrick Fagan; Mike Grandis; Spencer Rothschild; Heather Bushong; Jai Nanda; Sharon Aiuvalasit; Amit Bahl.

Absent: Wanda Morales; Kevin Turton

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:08 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from June 23, 2021 meeting were unanimously adopted and approved.

#### **AUDITOR REVIEW WITH PFK O'Connor Davis: Gus Saliba and James Mercaldo.**

Provided guide to best board practices, including designated reserves, adequate insurance, cybersecurity assessment

School Leader Report Highlights:

- Brooklyn and Bronx graduations a success
- Summer school is underway. Academics, internships, Sports
- Most attendance in any summer program and most consistently attended.
- Looking to fall – safety is the number one priority. Will be addressed continuously.
- COVID UPDATES. Discussion of mandatory vaccines and testing. For now, will follow DOE policy.

#### **II. Public Comment None.**

#### **III. Finance**

- This month's financials are the unaudited yearly financials
- June and end-of-year look good, surplus for both schools

#### **IV. Governance**

- Annual report on track for on time submission.
- The Board approves submission of a Renewal Application to NYSED CSO for UD Team Brooklyn, to be led by Jai Nanda and Amit Bahl – due Aug. 16 with Academic data due Oct. 1.
- Board Financial Disclosures for annual report are due

**V. Real Estate updates**

- None

**VI. Adjournment**

Next meeting will be held on August 24th. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:46 PM.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Heather Bushong', is written over a horizontal line.

Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, August 24, 2021**

Present: Patricia Charlemagne; Mike Grandis; Spencer Rothschild; Heather Bushong;  
Jai Nanda; Sharon Aiuvalasit; Amit Bahl.

Absent: Andrew Ehigiator; Patrick Fagan; Wanda Morales; Kevin Turton

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:07 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from July 27, 2021 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Successful staff retreat.
- Final data on summer school expected by September meeting. Estimated that over 70 credits earned over summer. Attendance was excellent.
- Summer camp – both sites completed 6 week program
- Move in to 671 Prospect near complete

#### **II. Public Comment** None

#### **III. Finance**

- Final 20-21 reconciliation not complete, should have by Sept. meeting
- Audit call with Finance Committee this week, audit due Nov. 1

#### **IV. Governance**

- Mandatory vaccination for staff policy into effect 8/23/21
- Students back on 9<sup>th</sup> and 10<sup>th</sup> for orientation, instruction begins on the 13<sup>th</sup>.
- Renewal application submitted, academic data due 10/1.

#### **V. Real Estate updates**

- Potential ribbon cutting events: Bronx September, 30; Brooklyn October 7.

#### **VI. Adjournment**

Next meeting September 21st. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:56 PM.

Respectfully Submitted,



Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, September 21, 2021**

Present: Patricia Charlemagne; Mike Grandis;; Heather Bushong; Andrew Ehigiator;  
Patrick Fagan Jai Nanda; Sharon Aiuvalasit; Amit Bahl.

Absent: Wanda Morales; Spencer Rothschild; Kevin Turton

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:10 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from August 24, 2021 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Brooklyn: 95 credits earned in summer school. 11 August graduates.
- Bronx – 229 credits earned in summer school. 9 August graduates.
- First week of school focused on re-engagement and outreach. Curriculum starts week 2.
- Vaccines required by Charter School League and PSAL for indoor sports.
- Teachers need first vaccine by September 27.

#### **II. Public Comment** None

#### **III. Finance**

- Final 20-21 reconciliation still not approved.
- Audit is underway and on schedule. Draft ahead of October Board meeting for Nov. 1 submission.

#### **IV. Governance**

- District /Building Safety Plans. (Two Plans: Public district wide plan, and confidential building-level safety plan for local NYPD)

**After a motion duly made and seconded, the Board unanimously voted to adopt the Safety Plans for UD Team Brooklyn and UD Team II Bronx**

- Brooklyn charter renewal. DOE Hearing scheduled for October 14 at 5:30 PM, virtual. Board members welcome to join the zoom. Email comments are welcome.
- Renewal visit still has not been scheduled by NYSED – will require board focus group.

**V. Real Estate updates**

N/A

**VI. Adjournment**

Next meeting October 19. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:06 PM.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, October 19, 2021**

Present: Mike Grandis; Heather Bushong; Andrew Ehigiator; Patrick Fagan; Spencer Rothschild; Jai Nanda; Amit Bahl.

Absent: Sharon Aiuvalasit; Patricia Charlemagne; Wanda Morales; Kevin Turton

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:12 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from September 21, 2021 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Preparing for renewal visit. Paperwork will be finalized and sent in tomorrow.
- Alumni open house will begin weekly. Launching tomorrow with 60 rsvp's
- Covid testing program in place at both schools via DOE testing program.

**II. Public Comment** None

**III. Finance**

- Will see shift in November financials (based on actual enrollment, not projected)
- Audit draft is not yet available. Will have to have an additional board meeting before November 1.

**IV. Governance**

- DOE requires public hearing for renewal. Moved to November 1.

**V. Real Estate updates**

Ribbon cutting for UD Team Brooklyn on Friday, October 22<sup>nd</sup>.

**VI. Adjournment**

Next meeting November 23. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:02 PM.

Respectfully Submitted,



Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Wednesday, Oct. 27<sup>th</sup>, 2021**

Present: Mike Grandis; Andrew Ehigiator; Patrick Fagan; Spencer Rothschild; Jai Nanda;

Absent: Patricia Charlemagne; Wanda Morales; Kevin Turton; Heather Bushong

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:02 PM.

**II. Public Comment** None

**III. Finance**

- Draft audited financials were reviewed.

**With a motion made and duly seconded, the board unanimously voted to approve the draft audited financials.**

**IV. Adjournment**

Next meeting November 23. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:15 PM.

Respectfully Submitted,



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Michael Grandis, In Lieu of Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, November 23, 2021**

Present: Sharon Aiuvalasit; Mike Grandis; Heather Bushong; Andrew Ehigiator;  
Patrick Fagan; Spencer Rothschild; Jai Nanda; Amit Bahl.

Absent: Patricia Charlemagne; Wanda Morales; Kevin Turton

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:12 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from October 19, 2021 and October 28, 2021 meetings were unanimously adopted and approved.

School Leader Report Highlights:

- Mid Trimester in October with Parent teacher conferences. 53 families attended virtually
- Attendance rates and passing rates are comparable, better than last year.
- Some covid cases causing postponement of thanksgiving celebration and other events.
- Hosting first game in Charter League

#### **II. Public Comment** None

#### **III. Finance**

- Revenue is strong for now.
- Enrollment not what projected, so there will be drop. Teams of staff working on getting numbers up.
- Federal money is starting to flow.

#### **IV. Governance**

- NYSED Site Visit Reports were positive. Brooklyn's report 10 out of 10 benchmarks.
- Waiting for Bronx final to come in, but likely 9 out of 10 (ELL enrollment is a fraction low)
- Hearing for Brooklyn renewal. Mike, Amit and Jai gave presentation. No negative comments, positive speakers. SED writes up its report for the regents. We have until January to get additional reports in. Goes to Regents in March or April. Vote in May.

#### **V. SCHOOL LEADER EVALUATIONS**

**After a motion made and duly seconded, the board unanimously approved entering Executive Session to discuss personnel matters.**



**After a motion made and duly seconded, the board unanimously approved exiting the Executive Session.**

**VI. Adjournment**

Next meeting. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at PM.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, December 21, 2021**

Present: Sharon Aiuvalasit; Mike Grandis; Heather Bushong; Patricia Charlemagne;  
Andrew Ehigiator; Spencer Rothschild; Jai Nanda; Amit Bahl.

Absent: Patrick Fagan; Wanda Morales; Kevin Turton

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:06 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from November 23, 2021 meeting was unanimously adopted and approved.

School Leader Report Highlights:

- Trimester 1 ended in December.
- January regents are cancelled.
- Successful food distribution to families.
- COVID issues: 6 staff members tested positive and 5 students.
- If cases continue to increase, will go remote the first week of January, require testing for returning on the 10<sup>th</sup>

**II. Public Comment** None

**III. Finance**

- Bronx enrollment near full, Brooklyn still behind
- Actual per pupil will be reflected starting in November

**IV. Governance**

- Kevin Turton is resigning from the board effective Jan. 1, 2022, will send notice to NYSED.

**V. Real Estate:**

Ribbon cutting for Bronx still set for January, but may need to be postponed.

**VI. Adjournment**

Next meeting set for January 18, 2022. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:55 PM.

Respectfully Submitted,



Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, January 18, 2022**

Present: Sharon Aiuvalasit; Mike Grandis; Heather Bushong; Andrew Ehigiator; Patrick Fagan; Spencer Rothschild; Jai Nanda; Amit Bahl.

Absent: Patricia Charlemagne; Wanda Morales

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:10 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from December 21, 2021 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Brooklyn -slight uptick in enrollment, anticipating more after report cards come out
- Bronx enrollment nearly complete

**II. Public Comment** None

**III. Finance**

- Starting to see adjustment in revenues based on actual enrollment
- Federal funds are finally available
- Monthly financials are good, both projections to year-end are strong

**IV. Governance**

- Covid update: rules change week to week. Will not offer remote option – our kids need to come to school each day in order to succeed.

**V. Real Estate:**

Ribbon cutting for Bronx hopeful for spring

**VI. Adjournment**

Next meeting set for Thursday, February 17, 2022. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Respectfully Submitted,



Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, February 17, 2022**

Present: Sharon Aiuvalasit; Mike Grandis; Heather Bushong; Patricia Charlemagne  
Andrew Ehigiator; Patrick Fagan; Spencer Rothschild; Jai Nanda; Amit Bahl.

Absent: Wanda Morales

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:06 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from January 18, 2022 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- One Dove PD Day held on January 31 and Directors PD Retreat held on February 1
- Regents cancelled in January, but to date remain scheduled to take place in June.
- Meetings at Murrow and Madison High School yielding uptick in enrollment
- School leader candidates interviews anticipated the second week of March.

**II. Public Comment** None

**III. Finance**

- Monthly financials in line with projections, Brooklyn enrollment still below expectations, but year-end projections are still positive.

**IV. Governance**

- Covid interruptions have greatly reduced in the past two weeks
- Awaiting guidance from NYS on mask mandates
- Boosters recommended but not mandated for staff

**V. Adjournment**

Next meeting set for Tuesday March 22, 2022. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:50 PM.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, March 22, 2022**

Present: Sharon Aiuvalasit; Mike Grandis; Heather Bushong; Patricia Charlemagne  
Andrew Ehigiator; Spencer Rothschild; Jai Nanda

Absent: Amit Bahl; Patrick Fagan; Wanda Morales

Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:32 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from February 18, 2022 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Senior day in the Bronx on March 17. Very successful.
- Bronx enrollment targets achieved.
- Enrollment has picked up in Brooklyn.
- Uptick in attendance at both schools.

**II. Public Comment** None

**III. Finance**

- Finances better each month with increased enrollment.

**IV. Governance**

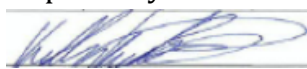
**After a motion made and duly seconded, the Board voted to enter Executive Session to discuss an HR matter.**

**After a motion made and duly seconded, the Board voted to exit the Executive Session.**

**V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:31 PM. Next meeting set for Tuesday April 26, 2022.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Thursday, April 7, 2022**

Present: Mike Grandis; Heather Bushong; Patricia Charlemagne; Patrick Fagan; Jai Nanda

Absent: Wanda Morales, Andrew Ehigiator, Spencer Rothschild

Public observer: James Han, Michelle Allen

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:13 PM and attendance was taken. Agenda was unanimously adopted and approved.

**II. Public Comment** Michelle Allen addressed the Board

**III. Governance**

**After a motion made and duly seconded, the Board voted to enter Executive Session to discuss an student discipline issue.**

**After a motion made and duly seconded, the Board voted to exit the Executive Session.**

**After a motion made and duly seconded, the Board voted to uphold the school's decision to expel G.A.**

**IV. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:47 PM. Next meeting set for Tuesday April 26, 2022.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, April 26, 2022**

Present: Sharon Aiuvalasit; Amit Bahl; Chris Barfield; Patricia Charlemagne; Mike Grandis; Heather Bushong;; Andrew Ehigiator; Spencer Rothschild; Jai Nanda

Absent: Patrick Fagan; Wanda Morales

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:10 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from March 22, 2022 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Trimester 2 pass rates improved from last year
- 5-10% increase in positive results for T2 Staff Surveys
- Hiring season has begun at both schools.
- Recruitment has begun for next year. Enrollment begins next week.
- Attendance increased from last year
- First UD baseball game played today!

**II. Public Comment** None

#### **III. Finance**

- Monthly financials look good, Brooklyn revenue and expenses still down
- Surplus anticipated for both schools due to PPP

#### **IV. Governance**

- Brooklyn renewal: Board of Regents meets May 16 and 17 (still virtual)
- David Frank coming to visit Brooklyn on Wednesday 5/4
- Exploring possible expansion into Connecticut. RFP has been issued, Jai meeting with stakeholders to determine viability
- Also exploring Westchester (Mount Vernon and Yonkers)
- Board members: Wanda Morales will step down effective July 1.
- Bronx ribbon cutting: Friday May 20<sup>th</sup>. 10:00-12:00.
- Evening with the Dove, Tuesday June 7.
- Bronx Graduation June 23, 11:00
- Brooklyn Graduation Monday June 27, 5:00

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM. Next meeting set for Tuesday May 24, 2022.

Respectfully Submitted,



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Heather Bushong, Secretary



## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, May 24, 2022**

Present: Sharon Aiuvalasit; Amit Bahl; Chris Barfield; Patricia Charlemagne; Andrew Ehigiator; Patrick Fagan; Mike Grandis; Heather Bushong; Spencer Rothschild; Jai Nanda

Absent: Wanda Morales

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:09 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from April 26, 2022 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Robust summer program planned at both schools
- Mock regents held to prepare kids for the real thing
- Parent teacher conferences held
- College trip to Lincoln University in Pennsylvania

#### **II. Public Comment** None

#### **III. Finance**

- Monthly financials continue to stay on projections
- Current budget allows school to provide full program
- Draft of 22-23 budgets were reviewed

#### **IV. Governance**

- Brooklyn renewal now on June docket.
- Final renewal report received from Kim at SED.
- Bronx: May 20<sup>th</sup> Ribbon cutting hugely successful. 35 visitors participated.]
- New Open Meeting Laws: starting in June, in person quorum is required. If there is an in-person quorum, other members can vote remotely. Meetings can be held at other locations, provided those locations are noticed in advance.

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY ADOPTED A RESOLUTION TO ALLOW BOARD MEMBERS WHO ARE NOT ABLE TO ATTEND IN PERSON TO VOTE REMOTELY PROVIDED THERE IS AN IN-PERSON QUORUM AT NOTICED LOCATIONS.

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY ADOPTED A RESOLUTION AUTHORIZING THE SUBMISSION OF A LETTER OF INTENT TO NYSED FOR UD TEAM III.

**V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:25 PM. Next meeting set for Monday June 27, 2022.

Respectfully Submitted,



Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, June 28, 2022**

Present: Andrew Ehigiator; Mike Grandis; Heather Bushong; Spencer Rothschild; Jai Nanda

Absent: Patricia Charlemagne; Patrick Fagan; Wanda Morales

Public observer: None

### **Meeting Minutes**

#### **I. Opening Items**

The meeting was called to order at 6:34 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from May 24, 2022 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Tabled until next meeting

#### **II. Public Comment** None

#### **III. Finance**

- Draft Budgets for 22/23 school year for Brooklyn and Bronx reviewed

WITH A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY APPROVED THE DRAFT BUDGETS FOR BOTH SCHOOLS FOR THE 2022-2023 SCHOOL YEAR

#### **IV. Governance**

- Committee Assignments and 2022/2023 Calendar reviewed

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY ADOPTED 2022/2023 COMMITTEE ASSIGNMENTS AND 2022/2023 BOARD MEETING CALENDAR.

- Bronx Renewal application process is set to begin.

AFTER A MOTION DULY MADE AND SECONDED, THE BOARD UNANIMOUSLY VOTED TO APPROVE THE SUBMISSION OF A RENEWAL APPLICATION AND AUTHORIZED UD INC. TO PREPARE THE RENEWAL APPLICATION.

- School Safety plans and District Safety Plans for both schools were reviewed

AFTER A MOTION DULY MADE AND SECONDED, THE BOARD UNANIMOUSLY VOTED TO ADOPT THE DISTRICT AND BUILDING SAFTEY PLANS FOR UD TEAM BROOKLYN AND UD TEAM II BRONX

- Board Resignation.

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY ACCEPTED WANDA MORALES' RESIGNATION FROM THE BOARD.

- Mike Grandis and Heather Bushong's nomination for continued service was reviewed

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY RE-ELECTED MIKE GRANDIS TO ANOTHER THREE YEAR TERM.

AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY RE-ELECTED HEATHER BUSHONG TO ANOTHER THREE YEAR TERM.

## V. Adjournment

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:05 PM. Next meeting set for Monday July 26<sup>th</sup>, 2022.

Respectfully Submitted,



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Heather Bushong, Secretary