

## Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, July 25, 2023

Present: Heather Bushong, Patricia Charlemagne, Andrew Ehigiator, Mike Grandis,  
Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patrick Fagan  
Public observer:

### 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 June 21, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Summer program in full effect – credit recovery, ELA and Math enrichment and summer camp
- Hiring and enrollment continuing through the summer
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#### **II. Public Comment** None

#### **III. Finance**

- Monthly financials reviewed, continue to be strong.
- End of year projects a net positive for the network
- Final per pupil reconciliation still needs to be done

#### **IV. Governance**

- Employee handbook amendments. Added some policies (professional boundaries, social media use, fraternization policy, etc.)  
AFTER A MOTION MADE AND DULY SECONDED, THE BOARD UNANIMOUSLY VOTED APPROVE AMENDMENTS TO EMPLOYEE HANDBOOK.
- Partnership with New Visions / AIM schools moving forward, next step a meeting with them and SUNY to discuss timelines and deliverables.
- Jai speaking with DOE about un-siting colocations and possible rental assistance.

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:00 PM. Next meeting is August 22, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, August 22, 2023**

Present: Heather Bushong, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne  
Public observer:

**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 July 25, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Parent Orientation scheduled for August 30
- Hiring and enrollment continuing through the summer
- Summer School was success at both schools
- Summer camp completed, returning to sleep away camp for first time since 2019

**II. Public Comment** None

**III. Finance**

- Monthly financials reviewed, continue to be strong.
- ERC approved by auditor

**IV. Governance**

- Facilities – can un-site AIM schools. Eligible for rental assistance.
- SUNY documentation underway
- October meeting will be in person in the Bronx.

**V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:35 PM. Next meeting is September 19, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, September 19, 2023**

Present: Heather Bushong, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne  
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 22, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Additional students passed regens exams in August
- ELA and Math diagnostics taking place now
- Enrollment continuing

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

#### **III. Finance**

- In projection phase for revenue.
- Audit has begun. Should have draft financials at October meeting.

#### **IV. Governance**

- AIM. Starting working group meetings Wednesday, September 27 at 6:30
- Did presentation last week to staff. In November will do a deeper HR workshop to discuss salary, benefits, requirements, etc.
- Facilities – in process of looking in Harlem and Queens

**After a motion made and duly seconded, the Board unanimously approved entering into Executive Session to discuss an HR matter.**

**After a motion made and duly seconded, the Board unanimously approved the amended Draft 23-24 budget for UD Team Brooklyn**

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:15 PM. Next meeting is October 24, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, October 24, 2023**

Present: Heather Bushong, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne  
Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:43 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from September 19, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Finishing up ELA and Math diagnostics
- Grades due today. Parent Teacher conferences on Thursday
- College tours and fairs
- Enrollment continues to be strong in BK and BX

**II. Public Comment** None

**III. Finance**

- New Law: Charter Schools need to record all leases as a long term liability
- Reviewed monthly financials and draft audited financial statements from auditor

**After a motion made and duly seconded, the Board unanimously approved the financial statements and submission**

**IV. Governance**

- AIM working group meetings continuing .
- Facilities – leads in Harlem and LIC
- Zombie RFP just released, reviewing to see if applying for UD Team V is viable

**V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:45 PM. Next meeting is November 28, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, November 28, 2023**

Present: Heather Bushong, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne  
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 October 24, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Parent Teacher conferences took place – great turnout
- Students visited Morrisville State College
- Mid-Trimester Attendance and Pass rates up from previous data snapshot

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

#### **III. Finance**

- Monthly financials reviewed and solid

#### **IV. Governance**

- Jennifer Marshall new SED liaison, intro visit this week
- AIM staff have been attending Open Houses at both schools
- SUNY revision packet should be ready to send by 12/1 deadline

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:01 PM. Next meeting is December 19, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, December 19, 2023**

Present: Heather Bushong, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Amit Bahl,  
Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne, Spencer Rothschild  
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 November 28, 2023 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Trimester awards
- Trimester academic data very strong
- Dance showcase
- Midyear evaluations start in January
- FAFSA evening workshops

**II. Public Comment** None

#### **III. Finance**

- Monthly financials reviewed and meeting budget expectations with little variance

#### **IV. Governance**

- SUNY visit in relation to both AIM schools and potential zombie application. No official feedback given.
- Regent Tanakawa and Lisa Long visited Bronx, unofficial visit, just getting to know UD model.

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:50 PM. Next meeting is January 23, 2023.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, January 23, 2024**

Present: Heather Bushong, Patricia Charlemagne, Andrew Ehigiator, Patrick Fagan, Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda

Absent: None

Public observer: None

### **Meeting Minutes**

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

The meeting was called to order at 6:50 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from December 19, 2023 meetings were unanimously adopted and approved.

School Leader Report Highlights:

- Survey results – improvement on all fronts
- Midyear evaluations in progress

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

#### **III. Finance**

- Monthly financials reviewed and meeting budget expectations with little variance

#### **IV. Governance**

- SUNY CSI has approved the AIM Charter Revisions
- Facilities are progressing.
- School leaders. Interviews with Damaris Caba and Falyn Wiggan.

**After a motion made and duly seconded, the Board unanimously approved extending offers of hire to Falyn Wiggan and Damaris Caba for School Leaders.**

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:51 PM. Next meeting is February 27, 2024.

Respectfully Submitted,



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Heather Bushong, Secretary

**Urban Dove Team & Urban Dove Team Charter School II  
Board Meeting Minutes, Tuesday, February 27, 2024**

Present: Heather Bushong, Andrew Ehigiator, , Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne, Patrick Fagan  
Public observer: None

**Meeting Minutes**

**I. Opening Items**

The meeting was called to order at 6:11 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from January 23, 2024 meetings were unanimously adopted and approved.

School Leader Report Highlights:

- Black History month
- Mid trimester credit and attendance data
- January Regents data

**II. Public Comment** None

**III. Finance**

- Monthly financials reviewed
- Enrollment for year 1 complete. Will start picking up for next year.

**IV. Governance**

- New Visions / AIM transition continuing – DOE Public Hearings 1/29
- Facilities are progressing.

**V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:57 PM. Next meeting is March 19, 2024.

Respectfully Submitted,



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Heather Bushong, Secretary



## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, March 19, 2024**

Present: Heather Bushong, Andrew Ehigiator, , Mike Grandis, Spencer Rothschild, Amit Bahl, Chris Barfield, Patrick Fagan, Melissa Morales, Jai Nanda  
Absent: Patricia Charlemagne  
Public observer: None

### **Meeting Minutes**

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

The meeting was called to order at 6:05 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from February 27, 2024 meetings were unanimously adopted and approved.

School Leader Report Highlights:

- Homecoming events at both schools
- Winter Urban Dove League Championships held at Riverbank
- DOE Parent/Student/Staff Surveys being completed

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

#### **III. Finance**

- Monthly financials reviewed

#### **IV. Governance**

- New Visions / AIM transition. School leaders and Director teams hired.
- Facilities are both in lease negotiations

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:55 PM. Next meeting is April 16, 2024.

Respectfully Submitted,



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Heather Bushong, Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, April 16, 2024**

Present: Andrew Ehigiator, , Mike Grandis, Spencer Rothschild, Patrick Fagan, Melissa Morales, Jai Nanda, Amit Bahl, Falyn Wiggan, Damaris Caba, Chris Barfield  
Absent: Heather Bushong, Patricia Charlemagne  
Public observer: None

### **Meeting Minutes**

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

The meeting was called to order at 5:05 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from March 19, 2024 meeting was unanimously adopted and approved.

School Leader Report Highlights:

- T2 academic data reviewed
- PSAT was given to Year 1's
- Career Fairs 5/1
- Overnight Senior Retreat 5/3-5
- 24-25 Recruitment has begun

**II. Public Comment** None

#### **III. Finance**

- Monthly financials reviewed

#### **IV. Governance**

**Upon motion made and duly seconded the board unanimously approved exercising the tenant option on the License with Urban Dove at 1256 E. 21<sup>st</sup> Street.**

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:00 PM. Next meeting is May 28, 2024.

Respectfully Submitted,



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Jai Nanda, in lieu of Secretary

## **Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, May 28, 2024**

Present: Heather Bushong, Andrew Ehigiator, Mike Grandis, Spencer Rothschild,  
Patrick Fagan, Melissa Morales, Jai Nanda, Amit Bahl, Falyn Wiggan, Damaris  
Caba, Chris Barfield

Absent: Patricia Charlemagne

Public observer: None

### **Meeting Minutes**

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

The meeting was called to order at 6:04 PM and attendance was taken. Agenda was unanimously adopted and approved. Minutes from April 16, 2024 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Robust summer school planned for BX and BK
- Summer camp in BK and BX, sleep away camp end of Aug.

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

#### **III. Finance**

- Monthly financials reviewed
- Initial draft 24-25 budgets reviewed – BX, BK and UD 3 and 4

#### **IV. Governance**

- Queens lease signed – License to be presented to the Board in July
- E. Harlem lease complete, to HUD for approval – License to board in July
- UD5 – SUNY requesting a meeting with committee chair on June 14 at 8:00 AM

#### **V. Adjournment**

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 6:51 PM. Next meeting is June, 2024 (TBD).

Respectfully Submitted,



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Heather Bushong, Secretary

## Urban Dove Team & Urban Dove Team Charter School II Board Meeting Minutes, Tuesday, June 25, 2024

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

Absent: Patricia Charlemagne

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 May 28, 2024 meeting were unanimously adopted and approved.

School Leader Report Highlights:

- Brooklyn Graduation today (June 25), Bronx tomorrow (June 26).
- Summer School starts Monday
- Summer Boost starts Tuesday - Bloomberg grant.
- Summer camp in BK and BX, sleep away camp end of Aug 17-21

#### II. Public Comment None

#### III. Finance

- Monthly financials reviewed
- East Midwood rent discussion (capital improvements in exchange for longer lease/increased rent)
- **Upon motion duly made and seconded. the Board voted to approve the 24/25 Budget for Bronx and Brooklyn (excluding CMO fee).**
- **Upon motion duly made and seconded. the Board voted to elect Vikas Shoor to UD Team I and II Board, pending NYSED approval**
- **Upon motion duly made and seconded. the Board voted to approve Board Committees; 24/25 Board and School Calendars; and 24/25 School Safety Plans.**
- **Upon motion duly made and seconded. the Board voted to re-elect Spencer Rothschild for an additional 3 year term.**

#### IV. Governance

- UD5 – SUNY board meeting on 17<sup>th</sup>.

#### V. Adjournment

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting adjourned at 7:41 PM. Next meeting is July 30, 2024.

Respectfully Submitted,



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Heather Bushong, Secretary