

## **Urban Dove Teach Charter School & Urban Dove Team Charter School II Board Meeting Minutes, Thursday, January 11<sup>th</sup>, 2018**

Present: Amit Bahl, Patricia Charlemagne, Andrew Ehigiator, Patrick Fagan,  
Mike Grandis and Jai Nanda

Absent: Wanda Morales, Spencer Rothschild and Kevin Turton

Public observer: N/A

### **Meeting Minutes**

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

The meeting was called to order at 6:15 PM and attendance was taken. Minutes from previous meetings were adopted and approved. The Agenda was unanimously adopted and approved with the addition of an Academic Committee update.

The highlights of the Principal's Report and Dashboard included:

- a. There is a sizeable increase in the number of enrolled IEP students. The increase in revenue will outweigh any additional expenses.
- b. Staffing is stable. All of the position are filled and solid plans are in place for existing and upcoming departures for family leave.
- c. Regent results are expected next week.

#### **II. Public Comment**

No public comment.

#### **III. Finance**

- a. Financial Review: The monthly financials were reviewed and appear to be in excellent order due to the increase in IEP students, which will significantly increase our revenue. An increase in students will not have a notable impact on instructional materials and supplies needed.
- b. Our ATS enrollment is over 265 (inclusive of phantom students) and we are awaiting SED's approval to increase our enrollment to 305.
- c. CSP grant application continues. We are awaiting the selection of an M/WBE to provide 30% of contracted services. The receipt of funds will be delayed, but we are guaranteed to receive them.
- d. A separate QuickBooks and banking account will be established to ensure that there is no co-mingling of UDT Charter I and UDT Charter II Schools. If the board approves a loan agreement between both schools, additional General Ledger accounts (with Board approval) will be established to track, monitor and report on the transactions (loans and repayments).

#### **IV. Governance**

- a. The board discussed the pre-opening legal requirements, inclusive of corporate documents needed for UDT II. They include By-Laws, Enrollment Policy and calendar which were included in the approved UDT II charter school application. The aforementioned need to be submitted by January 15<sup>th</sup>.

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED APPROVING CHANGES TO THE ENROLLMENT POLICY BASED ON THE STATUTORY REQUIREMENT AS FOLLOWS: ALL APPLICANTS RESIDE IN NEW YORK AND SHALL PROVIDE SUCH EVIDENCE REQUIRED BY STATUTE; APPLICATIONS ARE DUE BY STATUTORY REQUIREMENT OF APRIL 1<sup>st</sup>, AND THAT PUBLIC NOTICE OF A LOTTERY MUST BE PROVIDED NO LESS THAN ONE WEEK PRIOR TO ANY SUCH LOTTERY, AS REQUIRED BY STATUTE.

A MOTION WAS DULY MADE, SECONDED AND UNANIMOUSLY CARRIED APPROVING THE SUBMISSION ON BEHALF OF UD TEAM II TO SED OF THOSE CERTAIN ACADEMIC AND SIMILAR POLICIES AND RELATED MATERIALS PREVIOUSLY REVIEWED AND APPROVED BY THE BOARD AND SUBMITTED ON BEHALF OF UD TEAM I AND THE BOARD RATIFIES ALL ACTIONS PREVIOUSLY TAKEN BY THE STAFF AND URBAN DOVE IN CONNECTION WITH SUCH SUBMISSIONS.

#### **V. Academics**

- a. The Academic Committee is working on developing an academic dashboard that will allow School Leaders to present data on both schools for the Board.

#### **VI. Other Business As Needed**

- a. The request for temporary and permanent co-location from the DOE was denied. Our attorney have begun the appeals process.
- b. The search for UDT II's School Leader is expected to give rise to a successful candidate in a couple of weeks. There are highly qualified internal and external candidates.

#### **VII. Adjournment**

Next meeting will be held on February 8<sup>th</sup>, 2018. With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:20 PM.

Respectfully Submitted,

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Patricia L. Charlemagne, Secretary