

I. SCHOOL INFORMATION AND COVER PAGE

Created Wednesday, July 30, 2014

Updated Friday, August 01, 2014

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331300861006 URBAN DOVE CS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 13

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
600 Lafayette Avenue Brooklyn, NY 11216	718-783-8232	718-783-8239	

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Mark Stevens
Title	Director of Operations
Emergency Phone Number (###-###-####)	

5. SCHOOL WEB ADDRESS (URL)

www.udteam.org

6. DATE OF INITIAL CHARTER

2010-12-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-09-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

-
- Ungraded
-

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

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	600 Lafayette Avenue Brooklyn, NY 11216	718-783-8232	CSD 13	ungraded	Yes	Rent/Lease

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

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Amit Bahl	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Mark Stevens	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Marks Stevens			
Complaint Contact	Mark Stevens			

13. Are the School sites co-located?

No

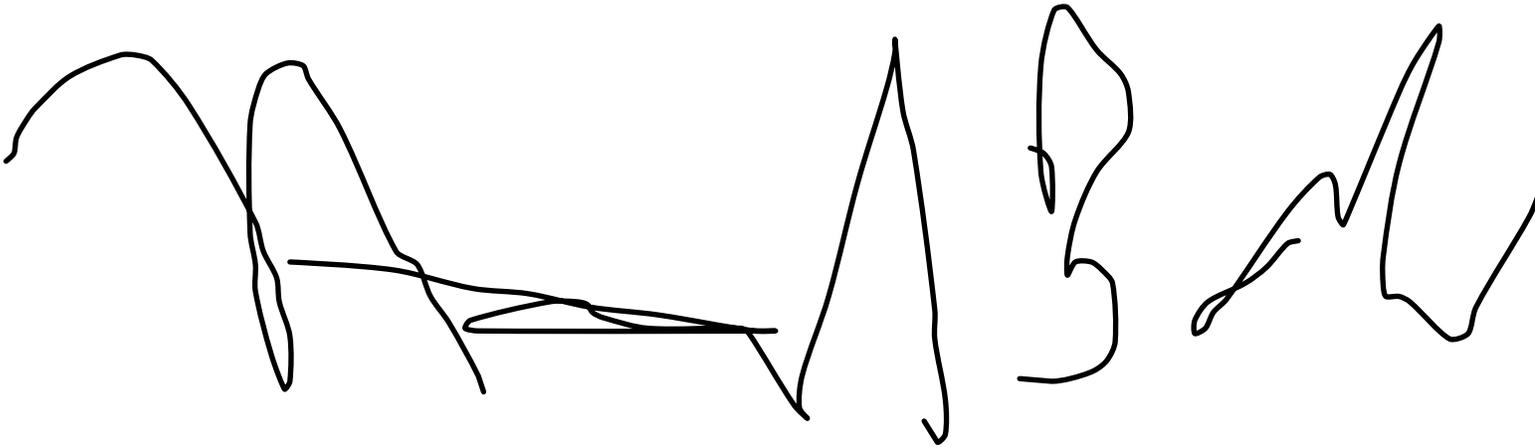
14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

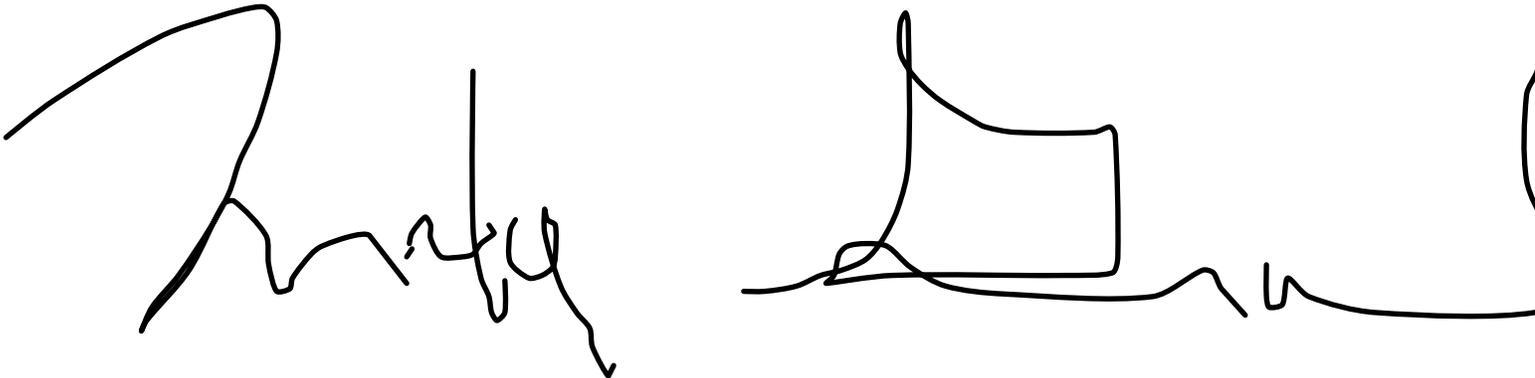
16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in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

• Yes

Signature, Head of Charter School

A large, stylized handwritten signature in black ink, consisting of several sweeping, interconnected strokes.

Signature, President of the Board of Trustees

A large, stylized handwritten signature in black ink, featuring a prominent loop at the beginning and several sharp, angular strokes.

Thank you.

Appendix A: Progress Toward Goals

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Charter School Name: 331300861006 URBAN DOVE CS

1. NEW YORK STATE REPORT CARD

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

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

<http://data.nysed.gov/profile.php?instid=800000070188>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	Maintain Average Daily Attendance Rate of 70%	Jupiter data collection program	ADA for the year of 70%	Goal met
Academic Goal 2	Increase rate of credit accumulation for 75% of incoming students	Jupiter data collection program	80% of students increased rate of credit accumulation	Goal met.
Academic Goal 3	Increase passing rate for Regents exams from previous year of 12%	Regent exams data	23% passing rate	Goal met.
Academic Goal 4	Reach cumulative passing rate for Regents exam of 40%	Regent exams data	23% passing rate	While passing rate doubled from Year 1, this goal was not met. Stronger instruction is needed. Additionally, a Saturday Regents Prep Academy will be implemented next year, in addition to other Regents Prep efforts.
Academic Goal 5	75% of students progressing to next year in regards to their credit accumulation	Jupiter data collection program	76% of students matriculated	Goal met.

2a1. Do have more academic goals to add?

No

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	School is fully staffed as per charter's Org. Chart	Organizational Chart	All key staff positions filled	Goal met
Org Goal 2	Teaching staff is qualified and licensed in subject area	State License check	100% of subject and SpEd teachers were properly licensed	Goal met
Org Goal 3	Board of Trustees has full membership and meets 11 times per year	Board minutes	Full membership achieved and met 11 times during the year	Goal met
Org Goal 4	The school provides the opportunity for all members of the school community to have a voice in the school	Public sessions of board meetings and school events	Public sessions took place at each Board meeting and several events throughout the year took place	Goal met

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

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	Maintain positive cash flow throughout the year	Monthly financial reports	Positive cash flow each month	Goal met
Financial Goal 2	Complete year with \$200,000 cash surplus	Financial Statements	Completed year with approximately \$185,000	Goal not met. No steps needed. Board was satisfied with results, assets included \$200K security deposit and \$50K in escrow
Financial Goal 3	Privately raise \$100,000 to support school program	IPA evaluation and financial statements	Privately raised over \$50K	Goal not met. Increased efforts in fundraising are needed, to be provided by Institutional Partner
Financial Goal 4	Receive a clean, unqualified Audited Financial Statement at year-end	Independent Auditor Evaluation	Audit not completed at time of submission	N/A

Appendix I: Teacher and Administrator Attrition

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Charter School Name: 331300861006 URBAN DOVE CS

Instructions for completing the Teacher and Administrator Attrition Tables
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
6	15	6

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
4	1	1

Thank you

Appendix J: Uncertified Teachers

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Note Definition of FTE:

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

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

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

	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	0
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	0
Total FTE (Sum of all Uncertified Teaching Staff)	0

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

15

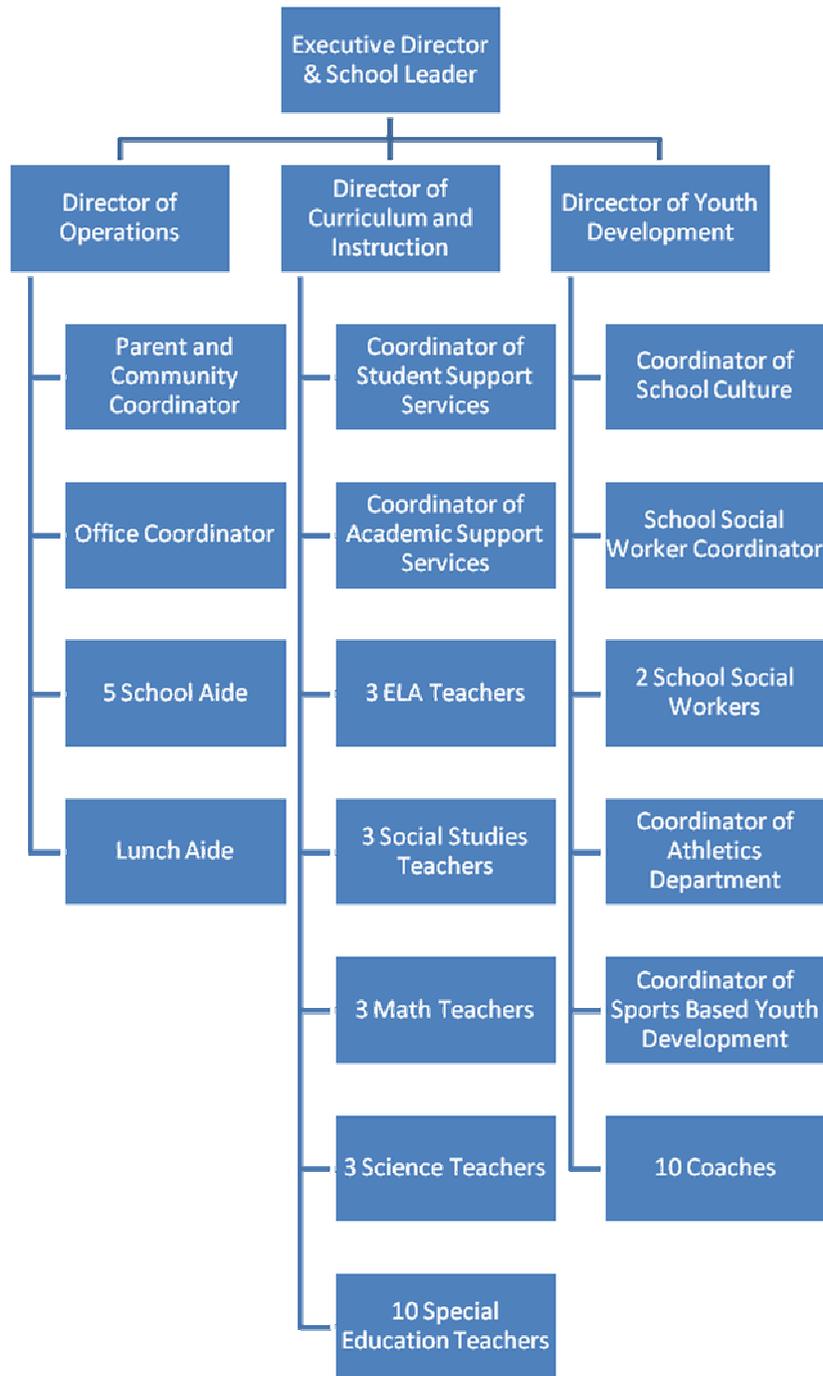
Thank you.



TEAM

CHARTER SCHOOL

2014 -2015 ORGANIZATIONAL CHART



Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Wednesday, July 30, 2014
Updated Friday, August 01, 2014

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Charter School Name: 331300861006 URBAN DOVE CS

B. Financial Information

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

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child Line 1: Total Expenditures	3228128
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	165
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	19564

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

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

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	330500
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	443000
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	773500
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	165
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	4687

Thank you.

FILL IN GRAY CELLS

Urban Dove Team Charter School
STATEMENTS OF ACTIVITIES
FOR THE YEARS ENDED JUNE 30, 14

	2014			2013
	Unrestricted	Temporarily Restricted	Total	Total
REVENUE, GAINS AND OTHER SUPPORT				
State & Local Operating Revenue	\$ 3,325,597	\$ -	\$ 3,325,597	\$ 1,631,539
Federal - Title and IDEA	94,088	-	94,088	90,335
Federal - Other	125,512	-	125,512	460,208
State and City Grants	12,976	-	12,976	202,300
Contributions and private grants	-	-	-	133,030
After school revenue	-	-	-	-
Other	10,890	-	10,890	8,565
Food Service/Child Nutrition Program	39,681	-	39,681	35,070
TOTAL REVENUE, GAINS AND OTHER SUPPORT	\$ 3,608,744	\$ -	\$ 3,608,744	\$ 2,561,047
EXPENSES				
Program Services				
Regular Education	\$ 2,102,971	\$ -	\$ 2,102,971	\$ 1,916,881
Special Education	351,711	-	351,711	240,968
Other Programs	-	-	-	-
Total Program Services	\$ 2,454,682	\$ -	\$ 2,454,682	\$ 2,157,849
Supporting Services				
Management and general	\$ 773,446	\$ -	\$ 773,446	\$ 529,519
Fundraising	-	-	-	-
TOTAL OPERATING EXPENSES	\$ 3,228,128	\$ -	\$ 3,228,128	\$ 2,687,368
SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS	\$ 380,616	\$ -	\$ 380,616	\$ (126,321)
Contributions				
Foundations	\$ -	\$ -	\$ -	\$ -
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
TOTAL SUPPORT AND OTHER REVENUE	\$ -	\$ -	\$ -	\$ -
CHANGE IN NET ASSETS	\$ 380,616	\$ -	\$ 380,616	\$ (126,321)
NET ASSETS BEGINNING OF YEAR	\$ (126,321)	\$ -	\$ (126,321)	\$ -
PRIOR YEAR/PERIOD ADJUSTMENTS	54,496	-	54,496	-
NET ASSETS - END OF YEAR	\$ 308,791	\$ -	\$ 308,791	\$ (126,321)

Audited Financial Statement Checklist

Created Friday, October 24, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

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

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	Yes
Report on Internal Control over Financial Reporting	Yes
Single Audit	No
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.



IRA L. SCHALL, CPA
DAVID C. ASHENFARB, CPA
MICHAEL L. SCHALL, CPA

URBAN DOVE TEAM CHARTER SCHOOL

**Audited Financial Statements In Accordance
With Government Auditing Standards**

June 30, 2014

307 Fifth Avenue, 15th Floor
New York, New York 10016
Tel: (212) 268-2800 Fax: (212) 268-2805
www.schallandashenfARB.com

URBAN DOVE TEAM CHARTER SCHOOL

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INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
Urban Dove Charter School

Report on the Financial Statements

We have audited the accompanying financial statements of Urban Dove Charter School ("the School"), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

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

Auditors' Responsibility

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

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

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

Opinion

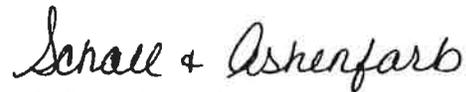
In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Urban Dove Charter School as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Report on Summarized Comparative Information

We have previously audited the School's 2013 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated October 2, 2013. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2013 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated October 22, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.



Schall & Ashenfarb
Certified Public Accountants, LLC

October 22, 2014

URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2014
(With comparative totals for June 30, 2013)

	<u>6/30/14</u>	<u>6/30/13</u>
Assets		
Cash and cash equivalents (Notes 2b and 2c)	\$54,930	\$127,223
Restricted cash (Note 3)	50,044	25,008
Grant receivable - New York City (Note 5)	67,569	1,975
Government grants receivable (Note 2g)	0	25,543
Due from institutional partner (Note 6)	2,250	0
Other receivables	9,314	6,531
Prepaid expenses	5,395	9,467
Security deposit	200,000	100,000
Property and equipment, net (Notes 2d and 4)	<u>166,024</u>	<u>80,788</u>
Total assets	<u><u>\$555,526</u></u>	<u><u>\$376,535</u></u>
Liabilities and Net Assets		
Liabilities:		
Accounts payable and accrued expenses	\$226,151	\$177,698
Government grant advances (Note 2g)	2,357	0
Due to institutional partner (Note 6)	0	57,513
Deferred rent (Note 2e)	<u>300,097</u>	<u>262,645</u>
Total liabilities	<u>528,605</u>	<u>497,856</u>
Net Assets: (Note 2a)		
Unrestricted	26,921	(126,321)
Temporarily restricted (Note7)	<u>0</u>	<u>5,000</u>
Total net assets	<u>26,921</u>	<u>(121,321)</u>
Total liabilities and net assets	<u><u>\$555,526</u></u>	<u><u>\$376,535</u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014**

(With comparative totals for the period from inception through June 30, 2013)

	<u>Unrestricted</u>	<u>Temporarily Restricted</u>	<u>Total 6/30/14</u>	<u>Total 6/30/13</u>
Unrestricted:				
Public Support and Revenue:				
Public school district revenue: (Notes 2g and 5)				
Resident student enrollment	\$2,341,186		\$2,341,186	\$1,293,939
Students with special education services	1,051,981		1,051,981	337,600
Subtotal public school district revenue	3,393,167	0	3,393,167	1,631,539
Government grants	297,644		297,644	787,913
Contributions	39,335		39,335	138,030
In-kind contributions (Note 2h)			0	11,819
Equipment disposals			0	(6,785)
Other income	864		864	3,531
Net assets released from restrictions (Note 7)	5,000	(5,000)		
Total public support and revenue	<u>3,736,010</u>	<u>(5,000)</u>	<u>3,731,010</u>	<u>2,566,047</u>
Expenses:				
Program services:				
Regular education	2,270,431		2,270,431	1,916,881
Special education	657,561		657,561	240,968
Total program services	<u>2,927,992</u>	0	<u>2,927,992</u>	<u>2,157,849</u>
Supporting services:				
Management and general	632,526		632,526	529,519
Fundraising	22,250		22,250	0
Total supporting services	<u>654,776</u>	0	<u>654,776</u>	<u>529,519</u>
Total expenses	<u>3,582,768</u>	0	<u>3,582,768</u>	<u>2,687,368</u>
Change in net assets	153,242	(5,000)	148,242	(121,321)
Net assets - beginning	<u>(126,321)</u>	<u>5,000</u>	<u>(121,321)</u>	<u>0</u>
Net assets - ending	<u>\$26,921</u>	<u>\$0</u>	<u>\$26,921</u>	<u>(\$121,321)</u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2014
(With comparative totals for the period from inception to June 30, 2013)

	Program Services			Supporting Services			Total Expenses 6/30/14	Total Expenses 6/30/13 *
	Regular Education	Special Education	Total	Management and General	Fundraising	Total		
Personnel Service Costs:								
Salaries	\$1,200,598	\$420,852	\$1,621,450	\$288,812	\$0	\$288,812	\$1,910,262	\$1,157,262
Payroll taxes and employee benefits	252,214	88,410	340,624	60,671		60,671	401,295	211,785
Total salaries and staff	1,452,812	509,262	1,962,074	349,483	0	349,483	2,311,557	1,369,047
Professional development	6,405	2,245	8,650	1,541		1,541	10,191	29,348
Legal fees			0			0	0	12,244
Management company fees - institutional partner (Note 6)	115,500		115,500	73,500	21,000	94,500	210,000	405,494
Professional fees	48,131		48,131	48,979	1,250	50,229	98,360	113,234
Student and staff recruitment			0	6,334		6,334	6,334	12,872
Curriculum and classroom supplies	131,492		131,492			0	131,492	62,930
Supplies and materials	18,078	6,337	24,415	5,006		5,006	29,421	9,204
Food services	58,231		58,231	9,563		9,563	67,794	45,257
Student transportation services	16,151		16,151			0	16,151	6,725
Travel and conferences			0	23,257		23,257	23,257	1,434
Postage, printing and copying	3,233	932	4,165	821		821	4,986	9,806
Insurance	9,881	3,464	13,345	2,376		2,376	15,721	13,339
Information technology	13,810	2,006	15,816	5,944		5,944	21,760	18,198
Leased equipment	5,249	1,840	7,089	1,262		1,262	8,351	5,249
Non-capitalized equipment and furnishings (Note 2d)	2,690		2,690	672		672	3,362	18,670
Repairs and maintenance	33,776	11,840	45,616	8,125		8,125	53,741	78,320
Occupancy and facility costs	303,158	101,465	404,623	69,630		69,630	474,253	416,225
Utilities	18,596	6,519	25,115	4,473		4,473	29,588	28,410
Depreciation	33,238	11,651	44,889	7,995		7,995	52,884	26,893
Other			0	13,565		13,565	13,565	4,469
Total expenses	\$2,270,431	\$657,561	\$2,927,992	\$632,526	\$22,250	\$654,776	\$3,582,768	\$2,687,368

*Reclassified for comparative purposes.

*The attached notes and auditors' report
are an integral part of these financial statements.*

**URBAN DOVE TEAM CHARTER SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2014**

(With comparative totals for the period from inception to June 30, 2013)

	6/30/14	6/30/13
Cash Flows from Operating Activities:		
Change in net assets	\$148,242	(\$121,321)
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation expense	52,884	26,893
Equipment disposals	0	6,785
(Increase)/decrease in assets:		
Restricted cash	(25,036)	(25,008)
Grant receivable - New York City	(65,594)	(1,975)
Government grants receivable	25,543	(25,543)
Due from institutional partner	(2,250)	0
Other receivables	(2,783)	(6,531)
Prepaid expenses	4,072	(9,467)
Security deposit	(100,000)	(100,000)
Increase/(decrease) in liabilities:		
Accounts payable and accrued expenses	48,453	177,698
Government grant advances	2,357	0
Due to institutional partner	(57,513)	57,513
Deferred rent	37,452	262,645
Total adjustments	(82,415)	363,010
Net cash provided by operating activities	65,827	241,689
Cash Flows from Investing Activities:		
Purchase of fixed assets	(138,120)	(114,466)
Net cash used for investing activities	(138,120)	(114,466)
Cash Flows from Financing Activities:		
Proceeds of loans from institutional partner	0	(115,000)
Loan repayments	0	115,000
Net cash used for financing activities	0	0
Net (decrease)/increase in cash and cash equivalents	(72,293)	127,223
Cash and cash equivalents - beginning of year	127,223	0
Cash and cash equivalents - end of year	\$54,930	\$127,223
Supplemental disclosures:		
Interest paid - \$0		
Taxes paid - \$0		

*The attached notes and auditors' report
are an integral part of these financial statements.*

URBAN DOVE TEAM CHARTER SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014

Note 1 - Organization and Nature of Activities

Urban Dove Team Charter School (“the School”), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the University of the State of New York Education Department. Beginning its initial school year in September 2012, the School was launched to help the vulnerable, growing population of transfer students and is the first-ever alternative high school for over-aged, under-credited youth in New York City. Through a sports, health, and fitness curriculum, layered with a career and technical program, the School is expanding its reach to energize, educate and empower youth. The School completed the 2013-2014 fiscal year with an average enrollment of approximately 173 students. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”).

On December 14, 2010, the School was granted a provisional charter under the University of the State of New York, by the Board of Regents for and behalf of the Education Department of the State of New York for a term up through and including December 15, 2015. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education Law.

On October 22, 2013, the Board of Regents of the University of the State of New York, for and on behalf of the State Education Department approved the name change of the school from Urban Dove Charter School to Urban Dove Team Charter School.

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting which is the process of recognizing revenue and expenses when earned or incurred rather than when received or paid. All significant receivables, payables and other liabilities have been reflected.

The School’s net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Unrestricted* – represent those resources for which there are no restrictions by donors as to their use.
- *Temporarily restricted* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Temporarily restricted contributions, the requirements of which are met in the year of donation, are reported as unrestricted.

- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The School did not have any permanently restricted net assets at June 30, 2014.

b. Cash and Cash Equivalents

Checking and money market accounts with local banks and highly liquid debt instruments purchased with a maturity of three months or less are considered to be cash and cash equivalents.

c. Concentration of Credit

Financial instruments which potentially subject the School to concentration of credit risk consist of cash and money market accounts, which have been placed with a financial institution that management deems to be creditworthy. At various points throughout the year, material cash balances were in excess of FDIC insurance levels; however, the School has not experienced any losses from these accounts due to bank failure.

d. Fixed Assets and Capitalization Policy

Furniture, equipment and leasehold improvements are stated at cost or at fair value on the date of the gift, if donated. The School capitalizes fixed assets in excess of pre-defined amounts that have a useful life of more than one year. Depreciation was computed using the straight-line method over the estimated useful lives of the respective assets, as follows:

Office equipment – 5 years

Computer equipment – 3 years

Furniture and fixtures – 7 years

Leasehold improvements – *Life of lease*

e. Deferred Rent

Rent expense is recorded on the straight-line basis over the life of the lease. Rent expense recognized in excess of cash payments, primarily due to free rent received at the beginning of the lease, is reflected as deferred rent. As future payments exceed the annual expense recognized, deferred rent will be reduced to zero by the end of the lease term.

f. Contributions

Contributions are recorded as revenue at the earlier of the receipt of cash or when a pledge is considered unconditional in nature. Contributions are available for unrestricted use, unless specifically restricted by the donor, in which case they are recorded as temporarily restricted.

Contributions expected to be received within one year are recorded at their net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discount rate. Conditional contributions are recorded as liabilities and are recognized as income when the conditions have been substantially met.

- g. Revenue
Program revenue is recognized based on the number of students enrolled using rates established by the School's funding sources and the amount realizable on the accrual basis in the period during which services are provided.

The terms of each government grant are reviewed to determine if they contain traits more closely associated with contributions or exchange transactions. Management has determined that all existing government grants are exchange transactions because they contain traits more similar to contracts for service. The difference between cash received and the amount recognized as revenue is reflected as grants receivable or refundable advances.

- h. In-Kind Contributions
Generally accepted accounting principles requires donated services to be recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind.

- i. Functional Allocation of Expenses
The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

- j. Use of Estimates
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 revenues and expenses during the reporting period. Actual results could differ from those estimates.

- k. Prior-Year Comparative Information
The financial statements include certain prior-year summarized comparative information. 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 School's financial statements for the year ended June 30, 2013 from which the summarized information was derived.

- l. Accounting for Uncertainty in Income Taxes
The School does not believe its financial statements include any material, uncertain tax positions. Tax returns for periods ending June 30, 2012 (initial year) and later are subject to examination by applicable taxing authorities.

- m. Subsequent Events
Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through October 22, 2014, the date the financial statements were available to be issued. No events have occurred subsequent to the statement of financial position date through our evaluation date that would require adjustment to or disclosure in the financial statements.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

At year-end, fixed assets consisted of the following:

	<u>6/30/14</u>	<u>6/30/13</u>
Furniture and equipment	\$243,191	\$105,071
Less: accumulated depreciation	<u>(77,167)</u>	<u>(24,283)</u>
Furniture and equipment, net	<u>\$166,024</u>	<u>\$80,788</u>

Depreciation expense for the fiscal years-ended June 30, 2014 and 2013 is \$52,884 and \$26,893, respectively.

Note 5 - Grant Receivable - New York City Department of Education

	<u>6/30/14</u>	<u>6/30/13</u>
Beginning grant receivable	\$1,975	\$0
Payments received	(1,975)	0
Funding based on allowable FTE's	3,393,167	1,631,539
Advances received	<u>(3,325,598)</u>	<u>(1,629,564)</u>
Ending grant receivable	<u>\$67,569</u>	<u>\$1,975</u>

No reserve has been recorded for uncollectable amounts.

Note 6 - Institutional Partner

In October 2013, the School signed an institutional partnership with The Urban Dove, Inc. ("the Organization"), which is an affiliate by nature of common board members and management. An "Institutional Partnership Agreement" (IPA) serves as the foundation of the governance relationship between the School and the Organization.

For the year ended June 30, 2014 and from inception through June 30, 2013, the service fees were \$210,000 and \$405,494. At June 30, 2014, the School's statement of financial position reflected a receivable of \$2,250 due from the Organization, while at June 30, 2013, the statement of financial position reflected amounts due to the Organization totaling \$57,513.

Note 7 - Temporarily Restricted Net Assets

At June 30, 2013, \$5,000 was restricted for the restoration project. During the period ended June 30, 2014, the full amount of that grant was released from restriction as funds were spent, therefore there were no temporarily restricted net assets at June 30, 2014.

Note 8 - Significant Concentrations

The School is dependent upon grants from NYCDOE to carry out its operations. For the years ended June 30, 2014 and 2013, approximately 91% and 63%, respectively, of the School's total public support and revenue was realized from NYCDOE. If NYCDOE were to discontinue funding, it would have a severe economic impact on the School's ability to operate.

Note 9 - Defined Contribution Plan

The School offers a voluntary 401(k) plan for its employees. Employees who have completed six months of service and have attained age 21 are eligible to participate in voluntary salary deferrals. Employees can make pretax contributions up to a maximum as set by law, subject to IRS restrictions. The School may make a discretionary matching contribution equal to a uniform percentage of eligible salary deferrals. Employees who employed on the last day of the plan year and who have completed one year of service are eligible to participate in the School's discretionary matching contribution. There were no discretionary matching contributions for the years ended June 30, 2014 and 2013.

Note 10 - Commitments and Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

The School entered into an operating lease for classroom space and administrative offices that expires in June 2016.

Future minimum lease payments are as follows:

For the year ended: June 30, 2015	\$575,000
June 30, 2016	<u>650,000</u>
	<u>\$1,225,000</u>

The School implemented certain corrective measures in connection with its pension plan. The ultimate aggregate amount of monetary liability or financial impact with respect to these matters as of June 30, 2014 cannot be ascertained. Management believes that the final outcome of these matters will not have a material impact on the financials of the School.

**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***

To the Board of Trustees of
Urban Dove Charter School

Report on the Financial Statements

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Urban Dove Team Charter School ("the School"), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, 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 22, 2014.

Internal Control over Financial Reporting

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

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or 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 over financial reporting 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 the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed an instance of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as Finding 14-1.

Management's Response to Findings

The School's response to the finding is reported in the schedule of findings and responses. The response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

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.


Schall & Ashenfarb
Certified Public Accountants, LLC

October 22, 2014

**URBAN DOVE TEAM CHARTER SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2014**

Current Year:

14-1 – Escrow Account

Criteria: The School is required to establish an escrow account of no less than \$75,000 in its first-year budget, or provide a minimum of \$25,000 by December 31st per year for the first three years of its charter term.

Condition: The escrow was funded by April 1.

Cause: Management believed that the funding could be done by April 1.

Effect or Potential Effect: Failure to provide for a minimum of \$25,000 by December 31 in each of the first three years of its charter term shall be deemed a material violation of the charter.

Recommendation: The final escrow payment of \$25,000 should be funded by December 31st.

Management Response: See management corrective action plan attached.

Prior Year:

None



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Kevin Turton
Special Counsel, Inc.

Amit Bahl
School Leader

**FINANCIAL STATEMENTS AND
SCHEDULE OF FINDINGS AND RESPONSES
TOGETHER WITH INDEPENDENT AUDITORS' REPORT
JUNE 30, 2014**

APPENDIX A – CORRECTIVE ACTION PLAN

14-1 – Escrow Account

Management has instituted new processes to ensure this matter does not recur.



TEAM

CHARTER SCHOOL

October 22nd, 2014

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Amit Bahl
School Leader

Schall & Ashenfarb, CPA's, LLC
307 Fifth Avenue, 15th Floor
New York, NY 10016

This representation letter is provided in connection with your audit of the financial statements of Urban Dove Team Charter School, which comprise the statements of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 22nd, 2014, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 1, 2014, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility 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.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.



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School Leader

5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.
6. Related party relationships and transactions have been appropriately accounted for and disclosed in accordance with the requirements of U.S. GAAP.
7. There are no events subsequent to the date of the financial statements which requires adjustment to or disclosure in the financial statements to be in accordance with the requirements of U.S. GAAP.
8. There were no uncorrected misstatements that are immaterial, both individually and in the aggregate, to the financial statements as a whole.
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. There was one material concentrations required to be disclosed in accordance with U.S. GAAP related to New York City Department of Education funding.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

Non Attest Services

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.



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Information Provided

1. We have provided you with:
 - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
 - b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.
3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have disclosed to you our knowledge of fraud by the school leader. We have no knowledge of any additional fraud or suspected fraud that affects the organization and involved:
 - a) Management, except as disclosed to you with respect to the school leader,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others except as disclosed to you with respect to the school leader.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
7. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP, and we have not consulted a lawyer concerning litigation, claims, or assessments, except as previously disclosed to you.



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8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. Urban Dove Team Charter School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.

Michael Grandis
Chair of the Board of Trustees

Rose Temba
Business Manager

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees of
Urban Dove Team Charter School

We have performed the procedures identified below, which were agreed to by the management of Urban Dove Team Charter School ("Charter School") and the New York State Education Department ("NYSED") solely to assist the specified parties in evaluating the Charter School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing the CSP grant for the year ended June 30, 2014.

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

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled it to the grant revenue recorded by the Charter School.

Results:

The expenses from the detail of expenditures that we obtained for the period under review reconciled to the grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Results:

Based on the NYSED approved SED grant award information reviewed, the revenue and expenditures recorded for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.
- b. Other expenses – We selected 10 items or 10% of the total number of other expense items charged to the grant, whichever was less.
- c. Using the above selected items, we:
 - i. Determined that the expenditure was in accordance with the purpose of the grant. See non-regulatory guidance on the CSP grant at <http://www.p12.nysed.gov/psc/grants.html>.
 - ii. Determined that the expenditures fell into approved budget category.
 - iii. Determined that the expenditure was charged to the appropriated fiscal period.

Results:

We selected 10 items from payroll and 10 items of other expenses and determined that:

- i. The expenditures were accordance with the purpose of the grant.
- ii. The expenditures fell into approved categories.
- iii. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following:

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement to determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If any had not yet been requested for reimbursement, we inquired of responsible charter school officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.
- b. For FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined whether funds were expended within 1 month following the date of the request.

Results:

- a. For those expenditures selected, we determined that for funding year 9/12-8/13, four of fifteen items requested for reimbursement had not been expended within one month following the request for reimbursement.
- b. There were two FS-25's submitted and none had amounts on Line 4. Therefore this procedure was not applicable.

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

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

Schall & Ashenfarb
Schall & Ashenfarb
Certified Public Accountants, LLC

October 22, 2014

Urban Dove Team Charter School

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

							Assumptions
							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,640,250	1,811,360	-	-	-	5,451,610	
Total Expenses	3,451,331	881,730	-	25,000	696,636	5,054,697	
Net Income	188,919	929,630	-	(25,000)	(696,636)	396,913	
Actual Student Enrollment	-	-				-	
Total Paid Student Enrollment	155	95				250	
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Therapists & Counselors	-	-	-	-	-	-	
Other	12.00	513,000	-	-	-	513,000	
TOTAL INSTRUCTIONAL	40	1,331,250	634,000	-	-	1,965,250	
NON-INSTRUCTIONAL PERSONNEL COSTS							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	5.00	263,080	-	-	-	263,080	
TOTAL NON-INSTRUCTIONAL	5	263,080	-	-	-	263,080	
SUBTOTAL PERSONNEL SERVICE COSTS	53	1,764,330	634,000	-	390,500	2,788,830	
PAYROLL TAXES AND BENEFITS							
Payroll Taxes		193,026	38,605	-	25,736	257,367	
Fringe / Employee Benefits		306,750	61,350	-	40,900	409,000	
Retirement / Pension		2,250	450	-	300	3,000	
TOTAL PAYROLL TAXES AND BENEFITS		502,026	100,405	-	66,936	669,367	
TOTAL PERSONNEL SERVICE COSTS		2,266,356	734,405	-	457,436	3,458,197	
CONTRACTED SERVICES							
Accounting / Audit		-	-	-	15,000	15,000	
Legal		-	-	-	10,000	10,000	
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		-	-	-	-	-	
Payroll Services		-	-	-	7,500	7,500	
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		209,625	41,925	-	25,000	279,500	
TOTAL CONTRACTED SERVICES		209,625	41,925	-	25,000	312,000	
SCHOOL OPERATIONS							
Board Expenses		-	-	-	1,000	1,000	
Classroom / Teaching Supplies & Materials		76,500	-	-	-	76,500	
Special Ed Supplies & Materials		-	250	-	-	250	
Textbooks / Workbooks		15,000	-	-	-	15,000	
Supplies & Materials other		-	-	-	-	-	
Equipment / Furniture		-	-	-	-	-	
Telephone		-	-	-	7,500	7,500	
Technology		15,600	-	-	3,900	19,500	
Student Testing & Assessment		7,000	-	-	-	7,000	
Field Trips		31,000	-	-	-	31,000	
Transportation (student)		-	-	-	-	-	
Student Services - other		112,500	-	-	-	112,500	
Office Expense		-	-	-	33,000	33,000	
Staff Development		-	-	-	20,000	20,000	
Staff Recruitment		-	-	-	1,500	1,500	
Student Recruitment / Marketing		-	-	-	5,000	5,000	
School Meals / Lunch		97,000	-	-	-	97,000	
Travel (Staff)		-	-	-	24,750	24,750	
Fundraising		-	-	-	-	-	
Other		-	-	-	-	-	
TOTAL SCHOOL OPERATIONS		354,600	250	-	96,650	451,500	
FACILITY OPERATION & MAINTENANCE							
Insurance		22,500	4,500	-	-	30,000	

Urban Dove Team Charter School

PROJECTED BUDGET FOR 2014-2015

PROJECTED BUDGET FOR 2014-2015							Assumptions
July 1, 2014 to June 30, 2015							DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable
Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.							
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Total Revenue	3,640,250	1,811,360	-	-	-	5,451,610	
Total Expenses	3,451,331	881,730	-	25,000	696,636	5,054,697	
Net Income	188,919	929,630	-	(25,000)	(696,636)	396,913	
Actual Student Enrollment	-	-	-	-	-	-	
Total Paid Student Enrollment	155	95	-	-	-	250	
	PROGRAM SERVICES			SUPPORT SERVICES			
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Janitorial	18,750	3,750	-	-	2,500	25,000	
Building and Land Rent / Lease	431,250	86,250	-	-	57,500	575,000	
Repairs & Maintenance	11,250	2,250	-	-	1,500	15,000	
Equipment / Furniture	85,000	3,000	-	-	14,000	102,000	
Security	-	-	-	-	-	-	
Utilities	27,000	5,400	-	-	3,600	36,000	
TOTAL FACILITY OPERATION & MAINTENANCE	595,750	105,150	-	-	82,100	783,000	
DEPRECIATION & AMORTIZATION	-	-	-	-	-	-	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000	-	-	-	25,000	50,000	
TOTAL EXPENSES	3,451,331	881,730	-	25,000	696,636	5,054,697	
NET INCOME	188,919	929,630	-	(25,000)	(696,636)	396,913	
ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED				
District of Location							
School District 2 (Enter Name)							
School District 3 (Enter Name)							
School District 4 (Enter Name)							
School District 5 (Enter Name)							
TOTAL ENROLLMENT	-	-	-				
REVENUE PER PUPIL	-	-	-				
EXPENSES PER PUPIL	-	-	-				

Appendix E: Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Friday, August 01, 2014

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331300861006 URBAN DOVE CS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.
Thank you.

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

Yes

Thank you.

Appendix F: BOT Membership Table

Created Wednesday, July 30, 2014

Updated Thursday, July 31, 2014

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1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Michael Grandis	Chair/President	Yes	Law	Elected 7/2011. 2 terms served. Term expires 6/2016	
2	Spencer Rothschild	Member	Yes	Business	Elected 7/2011. 2 terms served. Term expires 6/2015	
3	Patricia Charlemagne	Secretary	Yes	Law / Operations	Elected 11/2011. 2 terms served. Term expires 6/2017	
4	Patrick Fagan	Treasurer	Yes	Finance	Elected 7/2011. 2 terms served. Term expires 6/2017	
5	Megan Bartlett	Member	Yes	Youth Development	Elected 7/2011. 2 terms served. Term expires 6/2016	
6	Wanda Morales	Member	Yes	Operations	Elected 7/2013. 1 term served. Term expires 6/2016	
7	Kevin Turton	Parent Rep	Yes	Law / Parent Engagement	Elected 1/2014. 1 term served. Term expires 6/2017	

2. Total Number of Members Joining Board during the 2013-14 school year

2

3. Total Number of Members Departing the Board during the 2013-14 school year

1

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

13

5. How many times did the Board meet during the 2013-14 school year?

11

6. How many times will the Board meet during the 2014-15 school year?

11

Thank you.

**Urban Dove Charter School
Board Meeting Minutes, July 31, 2013**

Present: Jai Nanda, Lewis Thomas, Mike Grandis, Spencer Rothschild, Patrick Fagan, Megan Bartlett

Absent: Patricia Charlemagne, Lazar Treschan

Meeting Minutes

Opening Items

The meeting was called at 6:05 pm and attendance was taken. New School Leader, Lewis Thomas, was introduced.

Public Comment

No Public Comment

Finance Committee

Board reviewed updated Year 1 financials. Audit has begun with Schall & Ashenfarb and is on schedule for timely completion.

Governance

Board reviewed draft of Institutional Partnership Agreement. Board agreed to reach out to SED for comments and feedback before submitting for final review.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:20 PM.

Mike Grandis, Chair (in lieu of Secretary)

**Urban Dove Charter School
Board Meeting Minutes, September 18th, 2013**

Present: Jai Nanda, Lewis Thomas, Mike Grandis, Spencer Rothschild, Patrick Fagan, Patricia Charlemagne, Megan Bartlett (via phone conference), Wanda Morales
Absent: Lazar Treschan

Meeting Minutes

Opening Items

The meeting was called at 6:15 pm and attendance was taken. Agenda and Minutes from previous meeting were unanimously adopted without changes.

New School Leader, Lewis Thomas, was introduced. Jessica Lovinsky, Director of Curriculum & Instruction, Lakota Leijon, Director of Youth Development, and Amit Bahl, Director of Operations were introduced.

New Board member Wanda Morales was introduced

Mr. Thomas presented the School Leader's report. Items called out included
Enrollment and recruitment strategies
Current Special Education numbers and expected increases
Employee Handbook changes from last year
Discipline policy changes from last year

Public Comment

Mr. D'Angelo, Special Education teacher commented that he felt the school year was off to a good start and that the new leadership had the school moving in a positive direction. He commented that he felt very supported and was looking forward to the year ahead.

Finance Committee

Board reviewed updated Year 2 Budget, including revenue adjustments based on current enrollment.

Audit is close to completion. Field work was completed and audit is still on schedule for timely completion.

Governance

IPA and other proposed charter revisions were not brought before the Board of Regents at the September meeting. Goal is to have them brought up at the October meeting. Adoption of the revised IPA by the Board was postponed to the school's October 16th Board meeting.

A motion duly made and seconded, the Board went into an Executive Session to review a personnel matter.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:15 PM.

Mike Grandis, Chair (in lieu of Secretary)

**Urban Dove Charter School
Board Meeting Minutes, October 16th, 2013**

Present: Lewis Thomas, Mike Grandis (via video conference), Spencer Rothschild, Patrick Fagan, Patricia Charlemagne, Megan Bartlett (via video conference), Wanda Morales Jai Nanda (via phone conference)

Meeting Minutes

Opening Items

The meeting was called at 6:15 pm and attendance was taken. Agenda and Minutes from previous meeting were unanimously adopted without changes.

Public Comment

Kevin Turton, a parent of a Year 1 student, spoke about the how his son ended up off-track to graduate at his previous high school and the transforamtion he has seen in his son since enrolling in UD Team.

Board Report

Mr. Thomas presented the School Leader's report. Items called out included
Enrollment and recruitment strategies
Reading and Math baseline assessments
Staffing plan and needs

Finance Committee

Board reviewed updated Year 2 Budget, including revenue adjustments based on current enrollment. Budget is still undergoing several changes, particularly in Revenue, based on Special Education student enrollment. In November, Finance Committee will meet to fully review updates.

A motion duly made and seconded, the Board unanimously approved and adopted the Audited Financial Reports completed by auditors Schall & Ashenfarb

A motion duly made and seconded, the Board unanimously approved and adopted the Charter School Planning Grant Report completed by auditors Schall & Ashenfarb

Governance

A motion duly made and seconded, the Board voted to adopt the Institutional Partnership Agreement with Urban Dove for the period of April 1st, 2013 – June 30th, 2013 for \$75,000. The vote was unanimous, with Spencer Rothschild and Michael Grandis recusing themselves from the vote as they sit on the board of Urban Dove.

A motion duly made and seconded, the Board voted to adopt the Institutional Partnership Agreement with Urban Dove for the period of July 1, 2013 – June 30th, 2014 for \$185,000. The vote was unanimous, with Spencer Rothschild and Michael Grandis recusing themselves from the vote as they sit on the board of Urban Dove.

Mr. Thomas presented changes to the Employee Handbook. A motion duly made and seconded, the Board unanimously approved the changes and adopted the updated Handbook

The calendar of meetings was reviewed, including the calendar of Committee meetings.

A motion duly made and seconded, the Board voted to enter an Executive Session to discuss a personnel matter.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:30 PM.

Mike Grandis, Chair (in lieu of Secretary)

**Urban Dove Charter School
Board Meeting Minutes, November 13th, 2013**

Present: Lewis Thomas, Mike Grandis Spencer Rothschild(via video conference), Patrick Fagan, Wanda Morales (via phone conference), Jai Nanda, Kevin Turton

Meeting Minutes

Opening Items

The meeting was called at 6:15 pm and attendance was taken. Agenda and Minutes from previous meeting were unanimously adopted without changes.

Public Comment

No public comment

Board Report

Mr. Thomas presented the School Leader's report. Items called out included:

- Enrollment updates – currently at 180 with 68 SpEd students
- Reading and Math baseline assessments nearly completed, average grade level for Reading and Math is just over 5th grade; second assessment to be done in the 2nd Trimester
- There has been 1 expulsion to date
- Dec. 6th is a school community event where students will display their work
- Classes have been reconfigured so that every class has a General Ed and Special Ed teacher in it
- SBYD program has added boxing and dance as alternatives for students
- Saturday program begins Dec. 7th. It will consist of a combination of remediation, Regents Prep and SBYD

1st Trimester Report

Mr. Thomas provided preliminary data indicating achievement of Tier 2 on all 1st Trimester benchmarks. The Board will confirm data with Mr. Thomas and school staff.

Finance Committee

P. Fagan, Treasurer, reported out. Revisions have been made to the FY 14 budget, based mostly on change in SpEd population. Cash flow and year-end projections are positive and should get better as more SpEd students are indentified. One potential additional cost is improvements to the gym, including padding, scoreboard, and bleachers.

A motion duly made and seconded, the Board unanimously approved and adopted the revised FY 14 budget

Governance

A motion duly made and seconded, the Board voted to nominate Kevin Turton to the Board of Trustees, pending NYSED approval.

A motion duly made and seconded, the Board voted to adopt the Principal's 2013 – 2014 Metric-Based Performance Bonus

A motion duly made and seconded, the Board voted to elect Patricia Charlemagne as Secretary. The position of Vice-Chair remains open.

Other Business

Mr. Thomas reported on a conversation with NYSED regarding the school's Progress Toward Charter Goals Report. SED confirmed that UDCS did not have, nor was it required to have, a section in its Charter Application on Charter Goals. As such, this document must be created. Mr. Thomas and Mr. Nanda will create a draft document for the Board to review at the December meeting. Given the nature of UDCS' student population (SpEd percentage, Grade Level Math and Reading skills, etc.), goals and metrics used to determine UDCS' success at renewal will be unique to other high schools.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:35 PM.

Mike Grandis, Chair (in lieu of Secretary)

**Urban Dove Charter School
Board Meeting Minutes, December 11th, 2013**

Present: Lewis Thomas, Jai Nanda, Kevin Turton, Mike Grandis, Megan Bartlett (via video conference), Patrick Fagan (via phone conference), Wanda Morales (via phone conference),

Meeting Minutes

Opening Items

The meeting was called at 5:33 pm and attendance was taken. Minutes from previous meeting were unanimously adopted without changes. Agenda was unanimously adopted with the addition of discussion of issue with Jill Nawrocki.

Public Comment

No public comment

Board Report

Mr. Thomas presented the School Leader's report. Items called out included:

- Enrollment updates – currently at 181
- Lateness – currently at 24%

Jai Nanda reported out on the Awards Ceremony that took place last Friday, including the graduation ceremony of UD Team's first graduate – Chanel Thomas. Event was a great success with student Project Based Assessment work on display.

Finance Committee

Board reviewed monthly financial reports.

Governance

As reported via email, Jill Nawrocki, the school Social Worker was terminated at the end of November. Mr. Thomas recounted the basic events that led to the termination.

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

Mike Grandis, Chair (in lieu of Secretary)

**Urban Dove Charter School
Board Meeting Minutes, January 15th, 2014**

Present: Lewis Thomas, Jai Nanda, Kevin Turton, Mike Grandis, Patrick Fagan, Wanda Morales
Patricia Charlemagne, Spencer Rothschild, Mark Stevens

Meeting Minutes

Opening Items

The meeting was called at 6:05 pm and attendance was taken. Minutes from previous meeting were unanimously adopted without changes. Agenda was unanimously adopted without changes.

Public Comment

No public comment

Kevin Turton was officially seated as a member of the Board of Trustees

Mr. Thomas introduced Mark Stevens, new Director of Operations

Board Report

- Mr. Thomas discussed changes to the Leadership Team. Amit Bahl moved from Director of Operations to Director of Curriculum and Instruction and Mark Stevens was hired as new Director of Operations. Lakota Leijon remains as Director of Youth Development
- Awards were given to staff at the holiday party recognizing outstanding Leadership, Communication and Teamwork
- School is fully staffed
- Enrollment remains above projections
- Attendance in December dropped of but is anticipated to rise back to previous levels in January
- First Trimester data is in – 37% of students passed all classes (compared with 14% last year).
- Red Flag intervention process is in place to identify and assist students who are not progressing.
- During DOE Regents Week, all students will participate in a “Mock” Regents Week
- Formal evaluations of Leadership Team are completed, a few formal evaluations of staff remain to be done.

Finance Committee

Board reviewed monthly financial reports.

Governance

Upon motion made and duly seconded, the Board unanimously voted to enter Executive Session to discuss an HR matter.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:15 PM.

Patricia Charlemagne, Secretary

**Urban Dove Charter School
Board Meeting Minutes, February 12th, 2014**

Present: Patricia Charlemagne, Patrick Fagan, Mike Grandis, Jai Nanda, Lewis Thomas,
and Kevin Turton
Absent: Wanda Morales, Spencer Rothschild, Megan Bartlett
Public observer: Sarah Daninger, ChalkbeatNY

Meeting Minutes

Opening Items

The meeting was called at 6:20 pm and attendance was taken. Minutes from previous meeting were unanimously adopted without changes. Agenda was unanimously adopted without changes.

Public Comment

No public comment

Board Report

- Saturday school sessions began in January, attendance is mandatory
- Enrollment remains above projections with a waitlist of 60 students
- The decline in January's attendance is attributed to the inclement weather, which has affected attendance throughout NYC schools
- During DOE Regents Week, all students participated in a "Mock" Regents Week
- The RTI process has been initiated by the Coordinator of SSS and will be completed by the end of February
- Formal evaluations/observations for the leadership team, staff, and coaches have been completed
- The academic team is working on the Mid-Year Stars Baseline Assessment, which will be administered during the second week of February for all students
- Sixteen home visits were conducted in January
- Forty-five parents attended the Mid-Year Parent Teacher Conference

Finance Committee

Board reviewed monthly financial reports and requested clarification with respect to the Balance Sheet Summary. The Director of Finance will be asked to review and report back to the Board.

Upon motion made and duly seconded, the Board unanimously voted to enter Executive Session to discuss an HR matter.

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

Patricia Charlemagne, Secretary

**Urban Dove Charter School
Board Meeting Minutes, March 12th, 2014**

Present: Patricia Charlemagne, Mike Grandis, Wanda Morales (via Skype), Jai Nanda, Spencer Rothschild, Kevin Turton, Lewis Thomas, and Mark Stevens.

Absent: Patrick Fagan and Megan Bartlett

Public observer: N/A

Meeting Minutes

Opening Items

The meeting was called at 6:15 pm and attendance was taken. Minutes from previous meeting were unanimously adopted with one change – correction to spelling of reporter's name (public observer present) from previous meeting. Agenda was unanimously adopted without changes.

Public Comment

No public comment

Board Report

- Enrollment remains above projections with a waitlist of 62 students.
- Average daily attendance increased slightly and average daily lateness decreased from February.
- The teacher attendance rate has increased to 96%.
- According to the Mid-Year Baseline Assessments: 56% of all students saw an increase of one grade level or more in Reading and 49% of all students saw an increase of one grade level or more in Math.
- Second year students continue to attend Saturday School utilizing the Aventa online academic system to recover failed classes while first year students make up SYBD.
- The Black and Latino Male/Female Initiative facilitated a whole-school trip to Maryland for an Underground Railroad Tour which had a profound impact on students and staff.
- The Boys basketball team entered the playoffs as the 2nd seed in the league and the Girls entered as the 3rd seed.
- The students will be participating in the league's track and field events, beginning in April, supported by a generous contribution from a key sponsor.

Finance Committee

Board reviewed monthly financial reports and all appears in good standing. UDCS was randomly select for Charter School Planning Grant and Title I/II Audits. No challenges are anticipated, as all records are in good order.

Governance

A new potential member from the Hanes/Champion Corporation has expressed an interest in joining the Board and the vetting process has commenced.

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

Patricia L. Charlemagne, Secretary

**Urban Dove Charter School
Board Meeting Minutes, April 9th, 2014**

Present: Megan Bartlett (phone), Patricia Charlemagne, Patrick Fagan, Mike Grandis Jai Nanda, Lewis Thomas, Kevin Turton, Wanda Morales and Spencer Rothschild (phone).

Absent: N/A

Public observer: Sarah Darville (Chalkbeat NY)

Meeting Minutes

Opening Items

The meeting was called at 6:28 PM and attendance was taken. Agenda was unanimously adopted without changes.

Public Comment

Chalkbeat reporter Sarah Darville spoke during the public comment period about her article that ran on Chalkbeat in February 2014.

Board Report

- The Academic Affairs Committee met to review the performance data, reporting on the 2nd trimester improvements and potential for additional growth. Most notable, 62% of students passed four of their classes (inclusive of 3 academic subjects). There was a 10% increase in the number of students passing all of their courses from 2012/2013 to 2013/2014.
- Additional interventions will be implemented to facilitate credits earned, based on the individual needs of students of are at risk of falling behind.
- Special Education Teachers have identified students who have not shown an improvement in their STAR Assessments and developed strategic groupings to focus on improving deficit skills.
- The team incentive aspect of increasing attendance rates (both timeliness and attendance) has proven to be beneficial and exciting. Students and coaches are actively involved in promoting attendance. Parents will be engaged in a non-traditional way to promote daily attendance.

Finance Committee

- Financial reports were reviewed and remain in good standing.

Governance

- The Board is evaluating the candidacy of a potential new member.
- SED conducted a school visit on March 19th.
 - SED noted several beneficial changes including: school culture, academic performance, parental involvement, community engagement, and increased enrollment (inclusive of the special needs population).

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:10 PM.

Patricia L. Charlemagne, Secretary

**Urban Dove Charter School
Board Meeting Minutes, May 22nd, 2014**

Present: Patricia Charlemagne, Patrick Fagan, Mike Grandis, Wanda Morales, Jai Nanda, Lewis Thomas, Kevin Turton, and Spencer Rothschild (phone).

Absent: Megan Bartlett

Public observer: N/A

Meeting Minutes

Opening Items

The meeting was called to order at 6:23 pm and attendance was taken. Minutes from both the March and April meetings were unanimously adopted without change. Agenda was unanimously adopted with the addition of retention, termination, severance, and departure added to the Agenda.

Public Comment

No public comment.

Board Report

- During the Academic Report it was shared that at least 80% of students passed at least one subject during the 2nd Trimester. Specific gains were notes in the increase of students who passed 4 classes (+9%); those who passed 3 classes (+7%); and those who passed 2 classes (+3%).
- Summer school will be held from July 7th - August 7th with direct instruction provided by current members of the faculty. Sessions will run from Monday-Thursday, inclusive of credit recovery, Regents and SAT Prep for rising seniors.
- To date, 36 applications for admissions have been received of which 72% have formally enrolled for the next academic year. The enrollment process will continue until the maximum enrollment is reached, after which a waitlist will be maintained.
- This hiring process for the next academic year is in progress, with postings on idealist.org and the Charter Schools Jobs website. Conversations have been planned with staff about the status of their future employment and/or changes in responsibilities. It is foreseeable that staff retention will remain steady.

Finance Committee

- Financial reports were reviewed and remain in good standing.
- The Board anticipates a DOE payment of approximately 80K through the reconciliation process for special education students.
- The CSP site visit and audit successfully occurred last week.
- The draft of the proposed FY15 budget was disseminated for initial review and feedback, the budget will be formally voted on during June's meeting.
- The Auditors will begin their initial requests for information in June.

Governance

- The Board is exploring the adoption of a Maternity and/or Paternity Leave Policy. The financial implications and the value added in the recruitment and retention of staff with this added benefit, were discussed.
- The School Leader's bonus is tied to various trimester benchmarks; 100% of Second Trimester Benchmarks were not met. Discussions regarding the standards and resources needed to meet said benchmarks were held.
- It was agreed that the June meeting originally scheduled for the 17th would be rescheduled to support full Board participation. The public will be made aware of the new date as soon as possible.

With a motion made and duly seconded, the Board went into Executive Session to discuss a personnel matter.

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 7:52PM.

Patricia L. Charlemagne, Secretary

**Urban Dove Charter School
Board Meeting Minutes, June 25th 2014**

Present: Patricia Charlemagne, Patrick Fagan, Mike Grandis, Wanda Morales, Jai Nanda, Lewis Thomas, Kevin Turton, Spencer Rothschild, Megan Bartlett (via phone), Leisa Williams (Director of SBYD), Amit Bahl (Director of Instruction and Curriculum), and Mark Stevens (Director of Operations).

Public observers: N/A

Meeting Minutes

Opening Items

The meeting was called at 6:14 pm and attendance was taken. Minutes from previous meeting were unanimously adopted without changes. Agenda was unanimously adopted without changes.

Public Comment

No public comment.

Mr. Thomas introduced Leisa Williams, the new Director of Sports Based Youth Development.

Board Report

Mr. Thomas presented the School Leader's report. Items called out included:

- To date, 56 students are enrolled for the upcoming school year, reflecting 47% of our target for October.
- End of year student and faculty awards ceremonies have taken place, recognizing the accomplishments of high performing students and faculty members.
- Over 95% of the staff recruitment for the year has been completed: staff retention is at approximately 80%; and only one teacher received an unsatisfactory evaluation under the Danielson framework (they will not be returning for the next school year).
- Sports Based Youth Development will be a major focus for next year, particularly given the appointment of a new Director.
- During the Regents Update, it was noted that there was a definite improvement from last year. Anxiety has been identified as a major issue for many students. Although two mock regents exams were conducted, we are looking for ways to provide additional practice time to get students acclimated to the testing process.
- The school transitioned from using a security agency to hiring school aides to ensure that those who enforce safety policies and procedures are properly trained to do so, under the school's employ.

Finance Committee

The revised draft of the proposed FY15 budget was disseminated for review, discussion and approval.

A motion duly made and seconded, the Board unanimously approved and adopted the revised FY 2014 - 2015 budget, with an understanding that a contingency plan will be adopted in July to revisit the capital project expenditures as well as the need to finalize the IPA.

Governance

Elections and Committee appointments resulted in the following:

- Patrick Fagan and Patricia Charlemagne were re-elected as the Board Treasurer and Secretary, respectively.
- Kevin Turton and Wanda Morales will serve on the Academic Committee.
- The Finance Committee will be comprised of: Patrick Fagan (Chair), Patricia Charlemagne and Wanda Morales.
- Mike Grandis and Spencer Rothchild will serve on the Governance Committee.
- The next meeting will be held at the school on July 22nd at 5:30pm.

The Board tabled the School Leader performance-based compensation discussion until all of the necessary data is available.

A motion duly made and seconded, the Board unanimously approved and adopted a Maternity Leave Policy in which an employee will be given six weeks of full pay (minus the disability coverage the employee is entitled to receive). After the six weeks, the employee may utilize unused vacation or sick leave time to extend the leave period. Jai will draft a policy for review and the Board will revisit the issue of Paternity Leave at a later date.

With no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:29PM.

Patricia L. Charlemagne, Secretary

URBAN DOVE TEAM CHARTER SCHOOL ENROLLMENT AND RETENTION EFFORTS

The admission policy at the Urban Dove Team Charter School (UDCS) will follow NYS Education Law Section 2851(2)(d) and Section 2852(2)(a)(b)(c)(d), which states: *A charter school shall not discriminate against or limit the admission of any student on any unlawful basis, including on the basis of ethnicity, national origin, gender, disability, intellectual ability, measures of achievement or aptitude, athletic ability, race, creed, national origin, religion or ancestry. A school may not require any action by a student or family (such as an admissions test, interview, essay, attendance at an information session, etc.) in order for an applicant to either receive or submit an application for admission to that school.*

All aspects of the school (academic, recreational, social/emotional, etc.) will be nonsectarian as outlined in the above Sections and no tuition or fees will be charged to students for enrollment. Enrollment policy will not discriminate against any student on the basis of ethnicity, national origin, gender, disability, or any other ground that would be unlawful if done by a school and admission will not be limited on the basis of intellectual ability, measures of achievement or aptitude, athletic ability, disability, race, creed, gender, national origin, religion, or ancestry.

Urban Dove Team Charter School is an ungraded alternative transfer high school with a 3-year educational program. Our enrollment plan, as described in our charter is to enroll 95 students each year for 3 years, until a maximum capacity of 240 students is reached in 2014-2015 (accounts for annual attrition).

The school is programmatically designed and chartered to provide expanded learning opportunities to students at-risk of academic failure, so a student must meet the following at-risk admissions criteria to enroll:

- students who are 16 years or younger upon enrollment in Year 1 cohort at **UDCS and**
- ninth grade students who have accumulated 0 to 8 credits upon Year 1 enrollment **or**
- tenth grade students who have accumulated 0 to 8 credits upon Year 1 enrollment **or**

The process of student outreach begins with the principals and academic deans of the public and charter high schools in CSD 13 and CSD 15 and then in public high schools in all remaining districts in Brooklyn, in order to identify struggling 9th and 10th grade students 16 years or younger who are at-risk of not accumulating sufficient credits to be promoted to the next grade. We have used both mail and telephone outreach campaigns to long-term absentees to introduce them to UDCS and to encourage them to return to school. School administrators will also meet with neighborhood-based high school representatives and Guidance Counselors to introduce them to the school. In addition, UDCS will run several

open houses in community-based facilities to allow students and families to meet the school faculty and staff. Due to the nature of our Enrollment Policy, Urban Dove Team Charter School has met or exceeded the District averages in enrolling students with disabilities, English Language Learners and students who are eligible for free or reduced lunch.

In 2013-2014, 93% of our students qualified for free or reduced lunch. Our enrollment to-date shows that we will maintain this high percentage in 2014-2015.

To specifically target special education populations, we emphasized the personalized nature of our educational program and explained the lengths that we go to in order to ensure that every student is achieving academically. In all community outreach, marketing documents, and presentations, we will emphasize that the school is a free, public, open-enrollment school that is open to both regular as well as special education students. We have also hired a Special Education Coordinator to help serve the needs of our SpEd population and to make sure all students are receiving the services required in the I.E.Ps. Urban Dove Team Charter School greatly exceeded District averages in Special Education students, with over 30% of our student population receiving Special Education services. Our enrollment to-date shows that we will maintain this high percentage in 2014-2015.

To specifically target ELL students, all presentations and materials will be presented in English and Spanish. Urban Dove Team Charter School approached the District average for ELL students, with 5% of our student population being English Language Learners.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 30, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/9e6d1>

Page 1

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

1. Trustee Name:

Megan Bartlett

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

No

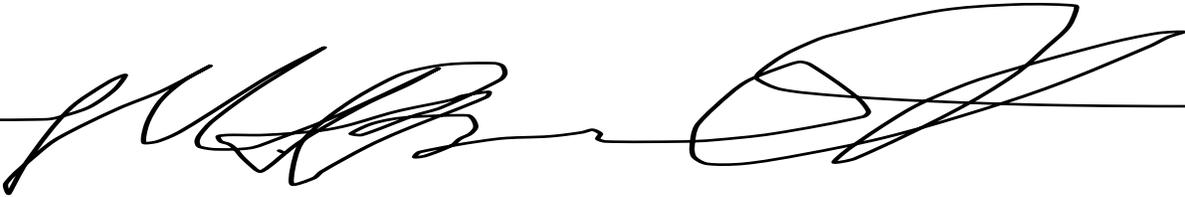
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink is written over a horizontal line. The signature is cursive and stylized, consisting of several loops and flourishes.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/9c139>

Page 1

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

1. Trustee Name:

Kevin Turton

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

[REDACTED]

7. *E-mail Address:

[REDACTED]

8. Select all positions you held on Board:

(check all that apply)

-
- Parent Representative
-

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

No

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

No

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

No

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

No

Signature of Trustee

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

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

Updated Wednesday, April 15, 2015

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/ba3ba>

Page 1

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

1. Trustee Name:

Patrick Fagan

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Treasurer
-

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

No

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

No

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

No

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

No

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/222f1>

Page 1

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

1. Trustee Name:

Michael Grandis

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Chair/President
-

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

No

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

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	Director
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Member of Board of Directors
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	None
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	September, 2001

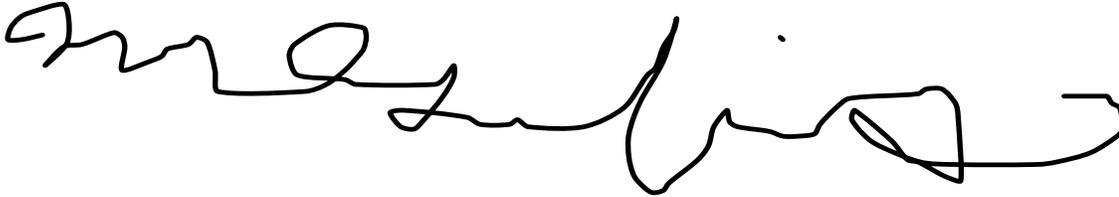
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, appearing to be "M. J. [unclear]". The signature is written in a cursive style with a large initial 'M' and a long horizontal stroke.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/c824a>

Page 1

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

1. Trustee Name:

Spencer Rothschild

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

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

No

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

Yes

10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next

[cmoeY.0] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Position Held	Board Member of Institutional Partner - Urban Dove
[cmoeY.1] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Responsibilities	Oversee governance of Urban Dove
[cmoeY.2] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Salary	None
[cmoeY.3] 10a. If YES, please provide a description of the position you hold and your responsibilities, your salary and your start date in the next Start Date	June 2002

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

No

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

Yes

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

	Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1	Urban Dove (non-profit)	Insitutional Partner	\$185,000	Spencer Rothschild, Board Member	Recuse on all votes pertaining to Urban Dove
2					
3					
4					
5					

Signature of Trustee

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

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Thursday, July 31, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/a4ab6>

Page 1

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

1. Trustee Name:

Patricia Charlemagne

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

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

No

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

No

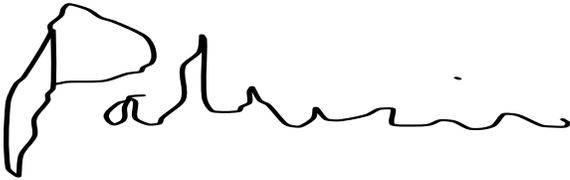
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink that appears to read "Patricia". The letters are cursive and somewhat stylized.A handwritten signature in black ink that appears to read "Hunter". The letters are cursive and somewhat stylized.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Friday, August 01, 2014

<https://fluidsurveys.com/account/surveys/540612/responses/export//surveys/vickie-smith/appendix-e-trustee-disclosure-form/d23c3>

Page 1

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

1. Trustee Name:

Wanda Morales

2. Charter School Name:

Urban Dove Team Charter School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: ember

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

No

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

No

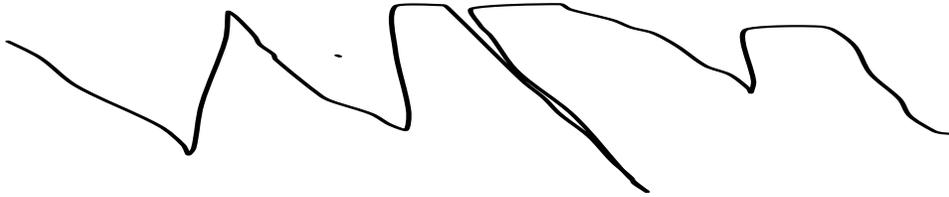
13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

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

No

Signature of Trustee

A handwritten signature in black ink, consisting of several sharp, angular peaks and valleys, resembling a stylized wave or a series of connected 'M' and 'W' shapes.