



Board of Trustees Meeting

Location: New Dawn Charter High School, 242 Hoyt Street, Brooklyn, NY 11217

Date: September 19, 2017

Time: 2:30 pm.

Present: Ronald Tabano, Leslie Winter, George Crowley

Proposed Board Member: Jane Sun

Staff Members/ Visitors Present: Sara Asmussen, Jose Obregon, Melissa Wilson, Jahdiya Semper, Falicia Eddy, Margot Levinson, Erica Fabiano, Vadim Manevich, Marcus Fennell, Mike Di Fede, Renee Eddy, Joshua Leirer, and Eva Kirkman.

Mr. Tabano called the meeting to order at 2:35 pm.

I. Resolution – August Minutes

Mr. Tabano requested a motion to approve the minutes.

Motion: Mr. Tabano moved to approve the August minutes.

Seconded: Mr. Winter

Vote: Unanimous

II. Introduction of New Staff Members

New staff members were introduced to the board. In his opening remarks, Mr. Tabano stated that the new staff represented a wide spectrum of the required subjects taught at New Dawn Charter High School and welcomed the new staff members. He also recognized the outstanding work that is being realized by all staff members at New Dawn and also stated that sometimes this work is not duly recognized by outside entities. Mr. Tabano spoke about the unconventional challenges that New Dawn's student population presents and, therefore, the school's success cannot be solely measured using conventional metrics. Dr. Asmussen stated that the school now has 100% of their vacancies filled.

III. Introduction of Potential New Board Member- Ms. Jane Sun Sun

Mr. Tabano introduced Ms. Jane Sun Sun. Mr. Tabano informed those in attendance of Ms. Sun's previous work for the school in the area of data compilation and analysis. Mr. Tabano further stated that Ms. Sun was very helpful during New Dawn's charter renewal process lending her expertise whenever asked to do so.



Ms. Sun greeted the board and introduced herself. Ms. Sun stated that she has worked for the Center for Education Innovations since 2009. Ms. Sun further stated that her work focuses on data analysis, teacher evaluation, how to use data to support instruction, and school improvement. Ms. Sun further stated that she is happy to continue to work with the school.

Mr. Tabano stated that Ms. Sun will continue to be an asset to the school since data analysis is the process whereby the school assesses student learning and which helps drives instruction. Mr. Winter also added that he is also interested in obtaining measures of success. Mr. Tabano made the following motion:

Motion: The New Dawn Charter High School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to elect Jane Sun as a final candidate to its Board of Trustees, with a term expiring on June 30, 2018, pending approval by SED. The resolution approving Jane Sun is formally adopted upon SED's approval.

Second: Mr. Winter

Vote: Unanimous

IV. Building Update

A. Attorney Update

Dr. Asmussen stated that the school attorney indicated that there will not be a dismissal of the law suit against the school, but that the opposing side has indicated they will probably not pursue the lawsuit to completion against the school. Dr. Asmussen also indicated that if a subpoena was issued, she would comply with that subpoena.

As of now the school's insurance company has signed off on the claim and that there is no further action needed. Dr. Asmussen requested a motion to continue to work with Clausen Miller if a subpoena is served.

Motion: Mr. Tabano moved to continue to work with Clausen Miller.

Seconded: Mr. Winter

Vote: Unanimous



B. Financing Options

Dr. Asmussen confirmed that there will be a presentation about financing for purchasing the building at the next meeting. Dr. Asmussen stated that the deadline for getting the financial packet in is July 2018. Dr. Asmussen also stated that we have to notify the owner by September 2018. Mr. Winter recommended that we ask our attorney what needs to be completed in writing and what does not to assure we are aligned with the requirements in our current.

Mr. Winter requested that Dr. Asmussen investigate the various types of mortgages and funding sources available to the school.

V. Financials

A. Audit Update

Dr. Asmussen stated that the audit is almost concluded. No financial or legal issues have been identified. A discussion was held concerning the amount of time between when the school discharges a student and when the NYC DOE approves the discharge. The auditors did identify this as an issue, but the school stops billing for the student on the date the student quits attending school even though it may be months before the DOE formally discharges the student. The auditors reported this was the correct procedure.

Dr. Asmussen indicated that the deadline to the State for annual audit report was October 31, 2017. Mr. Tabano asked that when the final audit report is issued, that a conference call be held to discuss it.

B. Vanguard Report- Jose Obregon

Mr. Obregon reported that he did reach out to the Vanguard account manager to assess the risk level of using Vanguard. A discussion was held about the pros and cons of such a move. A discussion was held regarding the need for liquidity in light of the building purchase.

C. IDB Bank – Dr. Asmussen

Dr. Asmussen stated that it would be possible to put the reserve fund and the school's escrow into long term CDs which are insured at any amount. It was requested that Dr. Asmussen obtain more information about the insurance.

Financials

Finances were discussed and several questions raised about the 403B which will be addressed at the next meeting.



VI. Resolutions – Contracts and Policies

A. Potential College Trip

As part of the College Access for All (CA4A) grant, the committee wanted to do an official overnight school visit. The visit should take place in October but Dr. Asmussen suggested that this be done in the spring to ensure full participation by students. This will be discussed next semester.

VII. School Updates

A. Student Find

Dr. Asmussen stated that the school is still currently enrolling students and that Ms. Lobato reviews all new students for the possibility of ELL, SPED, or homelessness status.

B. Regents update

Dr. Asmussen reported that the school did well with the Regents. Dr. DiGaudio will be making a full report at the next meeting.

C. Five-year Renewal Report

The Board reviewed the document and it was decided that moving forward the Board, Executive Director, and School Goals will all be aligned with the recommendations in the report.

VIII. Agenda items for October meeting

The next board meeting is scheduled for October 24, at 2:30pm.

Mr. Tabano also expressed recognition and gratitude to Samir Souidi for his outstanding work on the board. Mr. Tobano stated that Mr. Souidi was helpful, thought provoking, and very good with technology. Mr. Souidi has relocated to Turkey for now but the board will send him a thank you letter for his service.

IX. New Business

Being none, Mr. Tabano asked for a motion to adjourn.

X. Adjournment

Motion: Mr. Crowley moved to adjourn the meeting.

Seconded: Mr. Winter



Vote: Unanimous

The meeting was adjourned at 3:45. The Board then went into Executive Session.

The next meeting will be held at New Dawn Charter High School at 2:30 p.m. on Tuesday, October 24, 2017.