

New Dawn Charter High School Board of Trustees Meeting Minutes

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

Date: October 28, 2014

Time: 3:02 p.m.

BoT Present: Samir Souidi, Ronald Tabano, Leslie Winter

Staff Presenters Present: Sara Asmussen, Lisa DiGaudio, Tameka Jackson, Michelle D. Millán

Guests Present: Treanna Bryant, Zach Flory, Jen Maiorini, Tommy Martone, Lindsey Mihaljevic, Jessica Morales, Alejandro Quintero, Eleni Salony, Joseph Sanders, Mariah Smith, Sandy Spazioni, Jimmy Walters

Absent: George Crowley, Phillip Wietzman

Meeting came to order at 3:02 p.m. A quorum was present.

I. Introduction of Sub-Committee Members & Teachers

Eleni Salony, Lindsey Mihaljevic and Jessica Morales are members of the Health Insurance Sub-Committee. Zachary Flory is on the SLO and Compensation committees and Zach is also Lisa DiGaudio's SAM. Joseph Sanders is on the TERC committee, which uses data to improve instruction.

II. Resolution: Minutes from September 9, 2014 Meeting

Mr. Tabano asked the Board members if they had any questions or corrections on the minutes from the last meeting.

Motion: Mr. Souidi motioned to accept the minutes as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

III. Internet Issues

The school has been without internet services for over a week. Ms. Jackson explained that there were two different issues. NDCHS pays Windstream, who outsources to BOB. Today, BOB called and questioned what hardware the school was using and found out that Windstream had not installed the correct hardware. Windstream also changed the school's IP address and didn't notify the school. Mr. Souidi suggested that the school invest in a backup internet system. Ms.

Jackson has already received some bids from XO (10mb for \$500/mo), Earthlink (5-10mb for \$1200) and Verizon.

Dr. Asmussen stated that Ms. Inessa Novik has been working with E-Rate Consultant to switch vendors.

IV. Facilities Report

a. Con Ed and Green Team Status (DOB)

Dr. Weitzman had previously asked if the Department of Buildings needed to sign-off on the lights that were installed in the school. Yes, they are supposed to. The school has all the paperwork available for when they do come out. The Con Ed Green Team stated that they have no control over when the DoB will do the inspection but they have filed the necessary paperwork.

b. Fire Department Inspection

The school had a Fire Department Inspection. The building is not in compliance with 2013 Standards but is grandfathered until 2017. The Chief had inspected this building when NDCHS opened; therefore, FDNY does not want to cite the owners. They are going to wait until the school moves out; in 2017 everything needs to be retrofitted. The school is good for another year with the fire department.

c. Occupancy Limits

Previously, Mr. Winter had raised concern regarding the building's occupancy limits; Dr. Asmussen looked into it and the building is good for 380 people and we are well within these limits on a daily basis.

d. Charter School Facilities Technical Assistance

This is a federal program that helps charter schools locate facilities. The school is going to move forward with them; they are only going to provide technical assistance. They can't provide architects or expeditors, but they can assist with how to budget a move, how you set up a building, health and safety issues. This is provided at no cost.

e. Resolution: Extension on Lease

NDCHS has to be out of the building by July 2016. Mr. Tabano pointed out that the escrow had increased, however, it's fair. Mr. Tabano asked if there are any questions/issues regarding the lease.

Motion: Mr. Soudi motioned to accept the lease.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

V. Staffing Update

All the staff have been hired. Ms. Jessica Morales was the last to be hired as the Internship Coordinator. Positions that have been filled were two Math Teachers; Mr. Todd Garippa, who had been the school's tutor, is staying on as the Algebra Teacher; Mr. Joseph Sanders is the Geometry teacher. Jimmy Walters was moved from Special Ed to U.S. History. Tommy Martone and Moses Lewis were hired as Global History Teachers. Eleni Salony was hired as an ELA Teacher. Lindsey Mihaljevic and Sandy Spaziani were hired as Special Ed Teachers. Ms. Treanna Bryant is an Aspiring Teacher, who is in the process of getting her Special Ed Certification and Ms. Mariah Smith, is also an aspiring teacher looking to move into a counseling position. Jen Maiorini is the Health/Gym Teacher. Mr. Winter asked all the new teachers go give the Board some background information on themselves.

VI. Financial Report

a. Finances

Dr. Asmussen asked if anybody had any questions regarding the finances. Although Mr. Crowley is not here, he did review the documents. There is nothing outstanding, the school filed for their first per pupil billing, for approx. \$710,000.

b. Resolution: Annual Audit

Mr. Tabano asked if there were any questions regarding the annual audit. Dr. Asmussen stated according to the observation recommendations; everything was cleaned up from last year. The biggest problem the school had was using the school debit card. At the time, no bank would give the school a credit card because there was had no credit history; therefore a debit card had to be used for those vendors who would not accept a check or PO. At this time, NDCHS no longer uses the debit card.

According to the audit, there are no missing documentation; all POs, packing slips and receipts were accounted for. However, the school needs to obtain a software tracking system, which will make this easier. Ms. Michelle Millán has been looking at procurement systems that will do this.

The auditors did make recommendations for the conflict of interest policies. Dr. Asmussen signed-up with the State to write part of this policy, which will be shared with all Charter Schools. The first meeting is on November 5th at the Charter School Center.

Motion: Mr. Souidi motioned to accept the annual audit.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

c. Resolution: CSP Audit

Dr. Asmussen asked if everyone had a chance to review the audit. Mr. Crowley reviewed the audit and was very satisfied with it.

Motion: Mr. Souidi motioned to accept the annual audit.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

d. FDIC Accounts

Dr. Asmussen has opened five separate accounts, in the amount of \$250,000 each, so that the school's money is properly insured. She may have to open a sixth account. Dr. Weitzman had suggested that the school open accounts with a banks in the community.

e. Resolution: Dissolution Escrow Account

Every year the school has to deposit \$25,000 into a dissolution escrow account, in the event that the school is closed down. This is the last year that the school has to deposit \$25,000 into the dissolution account. As the time for the deposit is approaching, Dr. Asmussen asked the Board to vote on it now.

Motion: Mr. Winter motioned to move money into the Dissolution Escrow Account.

Second: Mr. Souidir seconded the motion.

Vote: Unanimous

VII. Student Data

a. Attendance

Attendance is still low. The school is utilizing a new attendance system. There are a group of students who have more than 44 credits and attend school in order to take Regents prep classes. This attendance negatively impacts the school's overall attendance, but shouldn't because these students are coming in just to receive prep for their Regents. Ms. Jackson will group those students as "D" week. Dr. Asmussen believes that once these students are correctly categorized, attendance should jump up to 70%.

b. Student Enrollment

The school currently has 285 students. This year the school is required to have 300 students, but can go up to 330 (10% more) students. The school is actively enrolling students. Dr. Asmussen was unable to provide student demographics due to the internet being out for the week.

VIII. Principal's Report

a. PD Plan for Year

Staff has been doing a lot of work on refining questioning and thinking about building rigor through elevated questions. The first instructional rounds will be held, in house, the week of November 10th. Teams came up with the following interesting questions of which one will be chosen for the group Instructional Rounds:

Group 1: How can we assure that students are the driving learning force in the classroom?

Group 2: Engaging students and their learning.

Group 3: What types of situations are interfering with student learning? How are teachers and students responding?

Group 4: How can we eliminate student laziness? (Badly worded, but how to help students become more independent).

During the rounds, there will be peer observation and data collection. December 3rd & 4th the school will host PICCS instructional rounds, all the PICCS schools will be here, which will involve data collection; using this as a footprint to elevating rigor in the classroom.

b. August Regents pass rate

NDCHS had big successes, with the highest results received in most subject areas (except math). The school is moving to Common Core. Integrated Algebra will no longer be available as of January, the Comprehensive ELA will be phasing out also. Students have been doing very well with ELA Common Core and NDCHS will no longer offer Comprehensive ELA.

Mr. Souidi requested that actual numbers be used in the graphs. He feels knowing the number of students taking and passing the tests will be more helpful.

IX. New Business

Dr. Asmussen informed the Board that some maintenance work was done over the summer, did not receive Board approval. NDCHS utilized a current approved vendor, AC Interiors to come in to paint, replace ceiling tiles and strip and wax the floors.

X. Executive Session

XI. Adjournment

Motion: Mr. Winter motioned to adjourn the meeting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Meeting ended at 4:43 p.m.

The next meeting is scheduled for Tuesday, November 25, 2014 at 3:00 p.m. at New Dawn Charter High School.