

## **New Dawn Charter High School Board of Trustees Meeting**

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

**Date:** July 26, 2016

**Time:** 12:30 p.m.

**Present:** Leslie Winter, Ronald Tabano, George Crowley, Phillip Weitzman

**Absent:** Samir Souidi, Esosa Ogbahon

**Quorum Met:** Yes

**Staff Members/Visitors Present:** Sara Asmussen, Lisa DiGaudio, Yima Hunley-Williams, Charlie McNulty

Having a quorum, Ronald Tabano called the meeting to order at 12:55pm

The new Special Education teacher, Charlie McNulty, was introduced. He explained his experience and answered other questions posed by the Board.

There was a question from a Board member about how many employees left this year. It was explained that three individuals gave a to the minute 30 day resignations in mid-July. All knew months ago that they were leaving the school. While technically, staff have 30 days, the staff should have a loyalty to the school in understanding that the school will have to go through such a hard time to locate new staff in a short amount of time, particularly in July. These three staff have probably known since last April that they were leaving. These three staff have been supported throughout their tenure at New Dawn and they should have had more respect than leaving the school in the lurch.

Dr. Asmussen will bring this up at the beginning of the next school year that if staff chose to leave, they still will be eligible to teach over the summer.

- I. Resolution: Minutes from June meeting  
**Document: *New Dawn Charter High School June 2016 Minutes***

**Motion:** Ron Tabano motioned to accept the minutes to be approved.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

- II. ADP Discussion  
**Document: 3 "ADP..." documents**  
**Document: *Sample CSA***

A discussion was held around moving the ADP Resources to ADP Total Source. Members had additional questions about the service and this was tabled until the next meeting.

Part of the issue about moving to ADP is the extra help that is needed at the school. Dr. Asmussen requested that she be allowed to find a consultant to work with the Admin Team as they move from a team that opened a school to a team that is running a viable, sustainable school.

Also, there is a key staff going out on maternity leave. Therefore, Dr. Asmussen asked that she employ a Temp-to-Hire program, to cover. She would like to do this now so that the person who is hired can be trained by the individual taking the leave.

The Temp-to-Hire program will pay all costs associated with employment for 6 months. This includes taxes, unemployment, benefits, retirement, etc. Once a determination is made about whether the job is good fit, the school can hire the individual. If it is not a good fit, the person will be replaced. The cost is \$10 above what the temp-to-hire organization is paying the individual. The general consensus was to move forward but Mr. Tabano requested a cost analysis once we identify a person.

- III. Resolution: Annual Report  
**Document: *New Dawn Annual Report July 2016***

The Annual Report to NYSED was reviewed. Mr. Tabano requested a motion to approve the submission.

**Motion:** George Crowley motioned that the Annual Report be accepted and submitted to NYSED.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

- IV. Charter Renewal—Sara Asmussen

Dr. Asmussen discussed the Charter Renewal application. All the following documents had been distributed to the Board prior to the meeting for review.

- a. Resolution: Board of Trustee ByLaws  
**Documents: *NDCHS Corporate ByLaws***

An attorney was retained to modify the ByLaws to reflect one-year terms. A discussion was held about adding new Board members.

Mr. Tabano asked for a motion to accept the modified ByLaws.

**Motion:** George Crowley motioned to accept the ByLaws as written.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

- b. Resolution: Conflict of Interest  
**Documents: *NDCHS Conflict of Interest***

The Conflict of Interest policy was also modified by an attorney to assure that New Dawn was in compliance with the new regulations.

Mr. Tabano asked for a motion to accept the Conflict of Interest.

**Motion:** George Crowley motioned to accept the Conflict of Interest

**Seconded:** Leslie Winter

**Vote:** Unanimous

- c. Resolution: Board Meeting Calendar

**Document:** *NDCHS Board Meeting Dates*

A discussion was held about changing the August and September meeting dates. It was agreed that the August date would be moved up to the 16<sup>th</sup> while the September date would remain on the third Tuesday in order to review the draft audit.

Mr. Tabano requested a motion to accept the Board Meeting Calendar.

**Motion:** Phillip Weitzman motioned to accept the 2016-2017 board meeting dates.

**Seconded:** George Crowley

**Vote:** Unanimous

- d. Resolution: Code of Conduct/Discipline Policy

**Document:** *NDCHS Code of Conduct & Discipline Policy*

Dr. Asmussen discussed the need for an updated Discipline Policy due to new regulations around special education and discipline. Again, an attorney had reviewed this policy and stated in writing that this policy does reflect these changes.

Mr. Tabano requested a motion to accept the Code of Conduct & Discipline Policy.

**Motion:** George Crowley motioned to accept the Code of Conduct & Discipline Policy as written.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

- e. Resolution: Attorney Opinion

**Document:** *NDCHS Legal Opinion about our Code of Conduct*

Mr. Tabano requested a motion to submit the attorney's legal opinion.

**Motion:** Phillip Weitzman motioned to submit the letter to NYSED.

**Seconded:** Ronald Tabano

**Vote:** Unanimous

- f. Resolution: Grievance Policy for Parents

**Document:** *Grievance Policy for Parents*

NYSED requested we change our Grievance Policy for Parents to outline how individuals who were not able to submit a complaint in writing could be supported and to take out the 30 day time limitation that NYSED has to respond to a complaint. Both were done.

Mr. Tabano requested a motion to accept the changes.

**Motion:** Ronald Tabano motioned to accept the Grievance Policy for Parents

**Seconded:** Leslie Winter

**Vote:** Unanimous

g. Resolution: Charter Renewal Application

**Document:** *New Dawn Charter High School Renewal*

Mr. Tabano requested a motion to submit the Charter Renewal Application.

**Motion:** George Crowley motioned to submit the Charter Renewal Application

**Seconded:** Ronald Tabano

**Vote:** Unanimous

V. Contracts

a. Resolution: JPS Solutions

**Document:** *2016-2017 JPS-NDCHS Contract*

A discussion was held about voting on contracts. The Board felt that instead of voting on every contract, only contracts under \$5,000 should need Board approval. Dr. Asmussen will write up this addendum to the Financial Policy for approval at the next meeting.

Mr. Tabano requested a motion.

**Motion:** Leslie Winter motioned that any contract under \$5,000.00 should not have to be voted on by the board, a report on what was signed will be feasible.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

VI. School Updates

Ms. DiGaudio updated the Board on the status of summer school. The Board requested a presentation of the Internship Program during the September 2016 meeting.

VII. Financial Report

a. Resolution: Monthly Financials

**Document:** *2015 & 2016 Comparison*

**Document:** *Board Pack 063016*

The Financials were discussed. Mr. Tabano requested a motion to approve the Pack.

**Motion:** George Crowley moved to accept the financials.

**Seconded:** Ronald Tabano

**Vote:** Unanimous

b. Resolution: Proposed Budget for 2016-2017

**Document:** *New Dawn 5 Year Budget*

Mr. Crowley and Dr. Asmussen briefly discussed the changes that had been made, Mr. Crowley was going to check it for accuracy one final time. Mr. Tabano requested a motion to approve the 5-Year Budget with any updates.

**Motion:** Ronald Tabano motioned to approve the 5 year budget pending updates

**Seconded:** George Crowley

**Vote:** Unanimous

- c. Potential Resolution: Renewal Budget

**Document:** *Attachment E Proposed Budget*

Changes were discussed on this budget as well. Mr. Crowley will be doing one final review and comparing it to the 5-year budget to make sure they are identical.

Mr. Tabano requested a motion to approve the Renewal Budget with any changes Mr. Crowley may find.

**Motion:** Leslie Winter moved to approve the Renewal Budget with any updates.

**Seconded:** George Crowley

**Vote:** Unanimous

#### VIII. Facilities

- a. Resolution: Bond Application Packet

Mr. Tabano requested a motion to accept the resolution (see attached). Mr. Weitzman clarified that this was not giving Dr. Asmussen the right to sign a bond or mortgage but just the right to submit the paperwork for the bond.

**Motion:** Leslie Winter moved to accept the resolution.

**Seconded:** Phillip Weitzman

**Vote:** Unanimous

- b. Resolution: Phase I Environmental Study

There was no need for a resolution on this because it was a contract for under \$5,000. Dr. Asmussen explained the need for the survey as part of the bond packet.

#### IX. New Business

Mr. Tabano asked if there was any new business. There was not.

#### X. Adjournment

Being no further business before the Board, Mr. Tabano requested a motion for adjournment.

**Motion:** Ronald Tabano moved that the meeting be adjourned.

**Seconded:** George Crowley

**Vote:** Unanimous

The meeting adjourned at 2:30 pm. The next meeting will be held on August 16, 2016, at 1:30 p.m. at New Dawn Charter High School.