

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

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

**Date:** December 16, 2014

**Time:** 3:00 p.m.

**Board Members Present:** Ron Tabano, George Crowley, Phillip Wietzman, Leslie Winter

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** None

**Absent:** Samir Souidi

Meeting came to order at 3:09 p.m. A quorum was present

**I. Resolution: Minutes from November 25, 2014 Meeting**

Mr. Tabano asked everyone if they read the minutes and have any questions. No one had any questions.

**Motion:** Dr. Weitzman moved to accept minutes as written.

**Second:** Mr. Winter seconded the motion.

**Vote:** Unanimous.

**II. Facilities Report**

Mr. Singh was invited to attend today's board meeting, but he was unable to attend. Dr. Asmussen will go back and look at Bishop Ford High School, which was recently closed. The DOE was supposed to take it over, but they only took enough room for a pre-school.

Mr. Winter asked if it would be worthwhile to meet with David Umansky. Dr. Asmussen stated that she will keep all options open.

**III. Financial Report**

Mr. Crowley was satisfied with this month's financial report. Dr. Asmussen reported that the per-pupil billing was \$999,000. The total number was based on 284 students; 36% being special education students. Due to the amount of special education students, more special education teachers will need to be hired next year.

**IV. Human Resources Update**

Mr. Souidi, Ms. Millán, and Dr. Asmussen had webinars with two vendors, Paylocity and ADP to discuss options of having a more streamlined system HR/Payroll system.

## **V. Procurement Update**

Mr. Tabano asked for an update on the procurement system. Ms. Millán received bids from two vendors, WorkPlace and ExpenseWatch. Ms. Millán requested to contract with ExpenseWatch for a 60 day trial to get a better feel of the system. The board agreed.

## **VI. Student Data**

### **a. Attendance**

There were approx. 304 students that have come through NDCHS between admissions, transfers and discharges. Special Ed enrollment has gone up to 36%; capacity around special education needs to be assessed. Recently, several students have been coming from District 75.

Ms. Jackson and Dr. Asmussen are looking into other systems to track attendance. Mr. Tabano stated that WildCat is currently using a system in which the student enters their OSIS number on a keyboard. Once the student enters their OSIS the screen will light up green indicating that a correct number was entered, allowing the student to enter.

### **b. Student Enrollment**

284 students are currently enrolled. The school is slated to have 300 students. There are enough students on the waitlist to reach this amount during Spring 2015 enrollment.

Mr. Winter noted that there are 217 students placed in internships. He asked why there was a difference between the number of students (284) enrolled and the number placed in internship (217). Dr. Asmussen stated that approx. 44 students are enrolled in C week, who are students who come to school every day. Also, there are a number of students who are in college and not required to be in an internship and there are a number of students who have their own jobs, which they use for internship. Mr. Winter suggested that those students should be listed as being placed in an internship. Dr. Asmussen will further discuss this with Mr. Paden, the Internship Director.

## **VII. Principal's Report**

Ms. DiGaudio stated that instructional rounds were had on December 2<sup>nd</sup>. There were about 23-30 teachers from PICCS schools and they focused on, problem of practice: "how to encourage students to be responsible for their learning."

A lot of good data was received, including from last year's problem of practice, "how do we help students overcome frustrations to learning." They saw student's taking risks and diving in to subjects that are frustrating. This year the focus was on student initiated conversation in the classroom and more student-to-student talk. NDCHS has been using these questions to building PD for the school year.

Mr. Tabano thought that Dr. Asmussen and Ms. DiGaudio did a good job with their plan for next year, which was in response to a request by the Board to ensure that the culture of the school becomes stable. Mr. Tabano thought that the solutions in the plan were well thought out. Mr. Tabano acknowledged that some of the plan has already been implemented, i.e., mentors. Mr. Tabano also recognized the importance of having another layer of administration (Assistant Principals) between the Principal and Executive Director.

**VIII. New Business**

Mr. Crowley stated that during last board meeting, he wanted to give tickets to students to attend the Tulane game. However, Barclays didn't want to be involved with a high school, because they thought the alcohol signs in the booth were inappropriate. Mr. Crowley decided to give a donation to NDCHS to reward and stimulate students to come to school.

**IX. Executive Session**

**X. Adjournment**

The Board adjourned at 3:48pm to go into Executive Session.

**Motion:** Mr. Crowley motioned to adjourn the meeting.

**Second:** Dr. Weitzman seconded the motion

**Vote:** Unanimous

The next meeting is scheduled for Tuesday, January 27, 2016 at 3:00 p.m. at New Dawn Charter High School