

New Dawn Charter High School Board of Trustees Meeting

Minutes

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

Date: October 22, 2013

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Zack Flory, Michelle D. Millán, Dumar Paden, Ron Tabano, Phillip Weitzman, Leslie Winter,

Absent: Frank San Felice, Samir Souidi

I. Resolution: minutes from September Meeting

Mr. Tabano called the meeting to order at 3:19 p.m. A quorum was present.

Mr. Tabano asked if there were any questions or comments about the minutes or if anything needs revising.

Motion: Mr. Crowley moved to accept the minutes as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

II. Electric Bill Update

The schools meter multiplier is 240, but Con Ed will not explain how they came to that number. Dr. Asmussen researched a four-story for profit company whose multiplier is 40. Dr. Asmussen requested the meter multiplier for the day care that was here. She is awaiting that information. She is going back to the attorney to get more information or if they can provide an explanation.

Mr. Tabano suggested that the school continues paying the monthly bill. Dr. Asmussen stated that she did send Con Ed a letter stating that we have disabled students in the building.

III. Student Status and Per Pupil Billing Report

We have 208 students at the end of September and 213 as of right now. We have 14 students who completed all the enrollment docs and we are waiting to see if they actually attend. There were a number of students who have transferred. We are continuing with ongoing enrollment until the 245 number is reached. There are 52% girls, 48% boys; 58% black, 33% Hispanic. We have 31.9% IEP students.

With 63 IEP students and the level is 1 IEP teacher per 36 students. With two Special Ed teachers and a SPED coordinator who pushes into classes we are still in compliance.

Tameka Jackson put together an attendance committee and developed a graph that shows the student's attendance for the past three weeks.

IV. Internship Program Update

a. Program Update

Mr. Paden stated that in September, the students were doing orientation during their off week. They would do mock interviews, learn how to speak to supervisors, review the importance of attendance, etc. They were also trying to get to know the new students to find out the best fit for them.

In October, students started going to their internships. They are still in the transition phase. Mr. Paden has been accompanying students to the worksite for the initial introduction.

During the orientation phase, some students were not showing up consistently. They have to continue to come in and work on their missing information. Mr. Asher has been working with students to create resumes in the computer lab.

Students who are in the medical fields need to make sure they have their immunizations up-to-date.

Mr. Paden stated that the school has 186 slots. There are 90 students who have been placed and doing their internships consistently. Mr. Paden is still doing outreach to gain more worksite slots. The medical centers are willing to take many of our students because they need the help. He has to make sure that he finds the right fit for a small business because he wants to assure that it's not a burden on the employer.

Mr. Paden distributed the program's policies and procedures and attendance form.

Contact is made with sites usually through e-mail.

A discussion was held about how Internships align with the academic program. Students are assigned a research essay on a topic in connection with internship. The essay portion will be broken into weekly assignments. Students will get a credit for attending the internship and a credit for the research project.

A discussion was held about how, who and when would students be evaluated. Even though there are regular check-ins, the formal evaluation will come at the end of the semester. Employers know that their evaluation will be a part of their grade. Mr. Winter suggested that the students evaluate their worksites. It may be useful to see if the school wants to use the site again.

Compliance Update

Dr. Asmussen received information from NYSED that we can use per pupil money to pay for stipends. Further, according to the attorney with the academic alignment, the

internship is not a job. The reasoning the state gave for the use of per pupil funding is that the Internship is a core part of the program; it is not a job, but a part of the educational program.

V. Principal's Report

Currently, the school is in the middle of Terra Nova testing to obtain baseline data for compensation. We are in the process of developing the non-tested subject baseline exams.

Teachers Dana Trakhtenberg and Katie Jarvis are working on the Reflect project which is a process whereby instruction is filmed and then rated on Danielson through Professional Learning Communities. To mirror this procedure and provide an example, Ms. DiGaudio is going to tape her class for a week. This video will then be used as a feedback forum for Principals on how to give feedback correctly to teachers. This video will also be used to show teachers what is expected of them.

The school will be hosting the PICCS conference on Election Day. This is a large conference of all the PICCS schools where common topics surrounding PICCS are discussed.

Seniors visited Columbia University today. Mr. Winter suggested that the school have the students evaluate their experience and ask them what they got out of it. LIU Brooklyn will be visiting the school. They will do a presentation. Later on this year they have agreed to do on-site admissions. Students will need to bring their essays, transcripts and SAT scores and they will receive a decision on whether they're accepted to the school.

The School will host the company, Teen Impact tomorrow, 10/23/13. They work with teens in a variety of ways with a focus on sex education. Mr. Suel, the Science Teacher, has a climate control group coming in on 10/29/13 to do a presentation.

VI. Compensation Update

a. Introduction of Teacher Committee Member

Dr. Asmussen introduced Mr. Zack Flory, Living Environment and Anatomy Teacher. Mr. Flory is on the compensation committee. Mr. Tabano, Dr. Asmussen and Mr. Flory will be doing a teleconference on 10/28/13 at 1:00 p.m. with the consultants from A.I.R. to start the process.

According to the School's charter, the salary schedule is already performance based. This year, returning teachers received incentives (bonuses), but they prefer salary increases. PICCS will provide the money for the increases through the TIF4 grant, but we have to figure out how to come up with the HEIDI score. Only one teacher last year would have received compensation based on how PICCS generates the score; 60 pts for classroom observations and 40 pts for student outcomes.

A discussion about the measurement of student outcomes was held. NYSED has demanded that any student who is in a regent's class must use the regents to measure growth. Dr. Asmussen stated that the regents is not a growth measuring assessment; it

is given once and never taken again. Using the Regents as a growth measure creates two problems: how do you get equity between your base test (not a Regents) and your growth test (Regents). The other issue is that only 18% of the classes at New Dawn are Regent's classes, leaving all the other classes to figure out a way to measure their growth that is equitable with Regents growth. The school is using Terra Nova right now which has shown to NOT be aligned with the Regents.

Mr. Tabano asked what the timeframe is for implementation. There will be the teleconference on Monday, 10/28/13 and after that we will develop a timeline from there. Mr. Tabano wanted clarification that PICCS will pay for salary increases, through the grant period, which is three years. The answer was yes, which was a shift from the first PICCS project. Under TIF4, PICCS will not be paying any incentives, only salary increases. The cap is \$5,000 for teachers. Mr. Tabano suggested that they do the webinar and Dr. Asmussen and Mr. Flory come back to the next Board Meeting with specific examples and how this will impact the staff.

Dr. Weitzman asked if Teacher Leaders get more money. She did this year, because of the extra responsibilities. This year, the teacher leaders have one less class.

VII. Financial Report

a. Resolution: Annual Audit.

The Finance Committee discussed the audit with the accountants. Mr. Crowley asked for some changes, which were completed. Dr. Asmussen asked whether or not the modifications were to Mr. Crowley's recommendations. He stated that we should accept the audit, as written.

Motion: Mr. Crowley moved to accept the report as finalized

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous.

b. Year to Date Finance Report

Mr. Crowley asked for the variances going forward. The Accounting Consultant, Digant Bahl, revised the budget and Dr. Asmussen asked if the Board should vote on every budget revision. Mr. Crowley stated we should always have to keep the original budget and then make minor revisions and update in another location.

Mr. Crowley stated the balance sheet needs to be reconciled with the audit financials because the opening asset is not the right one.

In reviewing the budget, Mr. Crowley indicated some questions that may come up, such as, three specialty teachers are budgeted, but we only have two. Dr. Asmussen said that we are hiring someone, who will be available in the coming month. Currently we are filling this position with a long-term substitute teacher through School Professionals.

This line item comes under the Substitute Teacher line item and not under Specialty Teacher. He also asked about the SPED teachers. Dr. Asmussen said there a budget for a third special education teacher in case we surpass the numbers of students with IEPs and can no longer serve all students. At this time, as stated above, we are in compliance and able to cover the needs of all students.

Dr. Asmussen stated we will be looking to hire another certified counselor or school social worker in the near future. More and more students in needs of counseling are continuing to enroll and we will be at our limit in this area eventually.

c. Resolution: Retirement Plan

Mr. Crowley stated that Vanguard has the best expenses ratio; however, the disadvantage is that they cannot handle loans. They cannot handle a vesting schedule; if the school is going to make a contribution for the teachers - it's all or nothing. They do not come to the premises to talk with staff about investments, everything is done over the phone or on the computer. Mr. Crowley stated that he does not know how we can have a plan that we can't borrow against. Mr. Tabano stated the bottom line is that it is not something that the staff can manage on their own; they need something where they can go and get information.

Dr. Weitzman asked if loans are permissible under 403(b) plans. Mr. Tabano said yes. Mr. Tabano stated that he was in favor of Mutual Life. Mr. Crowley and Dr. Weitzman were in agreement. Dr. Weitzman asked if we have discussed with the each of the providers if they allow retroactive contributions. Mr. Crowley stated that there are ways to assure that the contributions are placed in the account.

Mr. Winter wanted everybody to understand that a 25% - 33% goes to administrative fees, whereas with Vanguard, it is only about 5%. The trade-off is that the other company will provide services.

Motion: Mr. Crowley Moved to accept Mutual of America's Plan.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

Mr. Crowley suggested that Dr. Asmussen contact the company to have representative come in with the package. Mr. Tabano suggested that they come in during the next Board meeting at 2:30 p.m. and there should also bring in reps from the staff.

d. Resolution: CSP Audit Engagement Letter

The auditors submitted an Audit Engagement Letter for signing for the new NYSED-mandated CSP Audit. Mr. Tabano asked for a motion to approve the Engagement letter.

Motion: Dr. Weitzman moved to accept the Audit Engagement Letter

Second: Mr. Crowley seconded the motion

Vote: Unanimous

e. Ameriflex Discussion

Ms. Millán has been looking into a Flexible Spending Accounts (FSAs) and commuter accounts for the school. This is service under which staff can contribute pre-tax money to manage their medical and transit costs. She contacted Magii, which suggested Ameriflex, who would handle, FSA, transit and dependent care. Paychex also handles FSA and commuter accounts, however, the difference between the two are that Ameriflex issues one card for all their services, while Paychex separates the two accounts with two debit cards. There are advantages on both sides. Staff will save money by contributing money pre-tax and the school will save money on payroll taxes. Ameriflex charges a one-time set-up fee of \$400, and an annual fee of \$175. The monthly fee is \$4.95 per person or \$75, whichever is more.

Mr. Tabano asked the basis of our interest in this? Ms. Millán stated it is a way for employees to save money on services they already use. Mr. Tabano asked if there is a sense that they are interested in this. Dr. Asmussen stated that employees are very interested, especially in the transit. Mr. Tabano asked about how Transit Check works and the costs involved with it. Mr. Tabano asked about staff's interest in FSA. If they are not, then Transit Check may be more beneficial and cost effective. For the next meeting, Mr. Tabano asked Ms. Millán to bring in the Transit Check information for comparison.

Meeting was adjourned at 4:30 p.m. to go into executive session. Mr. Tabano recused everyone for the rest of the meeting, except for the Board.

VIII. Executive Session

The next meeting will be held on Wednesday, November 20, 2013 at 2:30 p.m.