

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

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

Date: November 25, 2014

Time: 3:00 p.m.

Board Members Present: George Crowley, Samir Souidi, Phillip Wietzman, Leslie Winter

Staff Members Present: Sara Asmussen, Michelle D. Millán

Guests Present: None

Absent: Lisa DiGaudio, Ronald Tabano

Meeting came to order at 3:18pm. A quorum was present

I. Resolution: Minutes from October 28, 2014 Meeting

Dr. Asmussen asked everyone if they read the minutes and have any questions. No one had any questions.

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

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

II. Facilities Report

a. Charter School Facilities Technical Assistance

NDCHS received the technical support grant. They will help with architecture, zoning. Dr. Weitzman asked the cost of this service. This is a federal grant and no cost to us.

b. Update on New Location

The Developer wants to charge \$27 per foot. They want the school to pay half the taxes. They also want \$648,000 down payment/security; this is about 6 months' worth of rent. This was requested in the event that the school is not renewed – this will allow them to find another tenant.

If we don't get the zoning, we have to pay the fee, which comes out the letter of credit. We do get the zoning, they pay the bill. This fee can be \$10,000 - \$15,000. The current zoning is a M1.

III. Financial Report

Mr. Crowley had two questions regarding the finances. First was concerning the fact revenue was down and he wanted to know if this was due to lower enrollment; second, was were the actual Facilities Operations costs so much lower than what was budgeted.

Dr. Asmussen stated that enrollment was down for the first billing invoice but that we expect this number to increase by the second invoice. And she will investigate the reason for the variance in the Facilities spending.

Mr. Souidi pointed out that some of the numbers are not adding up in the Financial Report. Mr. Crowley stated that formulas are incorrect. Dr. Asmussen will discuss the report with the accountants.

IV. Student Data

a. Attendance

NDCHS is still struggling with attendance. The better attenders are the C week students.

Mr. Souidi suggested that the school create a new week that engages the students in some other activity, for example, they are enrolled in college; they come to school once a week for regent's prep, etc. Mr. Souidi asked for a monthly breakdown which is included on the Student Status sheet.

This year the school instituted a new grading policy, where students' grades are aligned with NYS standards. The grades are based on whether the student has mastered the standards of the class. The school has done away with the participation grade; the unintended consequence of this change is that students now feel they do not have to come to school in order to get a good grade. However, grades are higher this year than they have been in the last two years.

b. Student Enrollment

Because of the amount of new students who have enrolled and are still enrolling, the exact number of students enrolled for September 2014 is unknown. Mr. Winter asked how the school will meet its enrollment numbers. Dr. Asmussen stated that the school will continue outreach to other schools and programs. The school is on track to have full enrollment by the spring semester.

Mr. Winter asked if the demographic sheet can include another column that gives last year's average of a given month for comparison. Mr. Souidi requested a graph. Dr. Weitzman asked for the number of students who are applying to college.

V. Principal's Report

Ms. DiGaudio was not in attendance to give a report. Dr. Asmussen stated that next week the school will have instructional rounds. Teachers from seven other schools will come in for the day and assess all the classrooms.

Mr. Winter asked how the school dealing with issues and avoiding teachers and administration going in different directions. Dr. Asmussen stated that communication with teachers is kept opened; there is back and forth communication, and meetings. NDCHS has continued with Friday culture building. Each administrator takes a period to walk through the building and sit in classes as a show of support.

Mr. Winter asked why there were no teachers in attendance at the Board Meeting. Dr. Asmussen explained that the teachers were all in the cafeteria preparing for the staff's Thanksgiving Party. Mr. Winter suggested that the staff be updated and informed of the topics discussed during this Board meeting.

Mr. Winter asked Dr. Asmussen to submit an outline of a generalized approach that the school will take so that the staff and administration continue with their positive working relationship.

VI. New Business

Mr. Crowley may be able to get skybox tickets for the St. John's/Tulane game at the Barclays Center. He asked the Board if this an appropriate gift to give to NDCHS students who are doing well. The Board agreed this is an appropriate gift. Mr. Crowley stated that he would also be at the game to chaperone.

VII. Adjournment

The Board adjourned at 4:15 p.m. to go into Executive Session.

Motion: Mr. Souidi motioned to adjourn the meeting.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

The next meeting is scheduled for Tuesday, December 16, 2014 at 3:00 p.m. at New Dawn Charter High School.