

Board of Trustees Meeting

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

Date: April 25, 2017

Time: 2:38 p.m.

Present: Ron Tabano, Dr. Philip Weitzman, Darlene Anderson

Board Members via video conference: George Crowley, Samir Souidi

Absent: Esosa Ogbahon, Leslie Winter

Staff Members/ Visitors Present: Dr. Sara Asmussen, Melissa Wilson, Michelle Millan, Zach Flory

I. Resolution: Minutes from March's meeting

Mr. Tabano asked if everyone had the opportunity to review the minutes and if there were any questions, or revisions. Dr. Asmussen reported on the changes requested by Mr. Crowley. Mr. Tabano requested a motion to approve.

Motion: Ron Tabano moved to accept the March minutes as corrected.

Seconded: George Crowley

Vote: Unanimous

II. Financials

A. Initial Question re: 2017-2018 School Year Budget

There are some areas of concern which are discussed below as part of other discussions. Dr. Asmussen will work on the issues and present another budget.

B. Comparison

Dr. Asmussen forwarded Mr. Crowley's questions about the budget on to the accountants. Everyone agreed that the comparison report would be preferable as a month to month (March 2016 to March 2017) rather than a year to date comparison.

Mr. Crowley had a concern about the overspending on the Technology line and Dr. Weitzman expressed concern that based on 2016-2017 spending, it was under-budgeted for the 2017-2018 school year. Dr. Asmussen will meet with the accountants and review the line item charges and make the necessary changes on the 2017-2018 budget.



Dr. Weitzman expressed concern about the lack of spending on the internship stipend line. This year the Internship group wanted to separate the thinking that students were being “paid” for their internship rather than receiving a stipend for travel and lunch. Therefore, they were only paying stipends twice a year. A discussion was held and this will change for next year. Further there will be several incentive programs instituted. First, students will receive a stipend for completing internship training. Second, students will receive additional incentive stipends for honor roll, perfect attendance, etc. Third, stipends will be paid quarterly. Dr. Asmussen will recalculate the payouts for the 2017-2018 school year and made any necessary changes to the 2017-2018 budget.

Mr. Weitzman asked what items were depreciated. Mr. Crowley responded that it was furniture, fixtures, lease, and building improvements but that we had not capitalized anything for a couple of years. Mr. Weitzman pointed out that on the comparisons we had only depreciated \$21,000 which is less than 10% of what was budgeted and more is budgeted in the 2017-2018 budget. Mr. Crowley stated that this is the first year that the depreciation has been included in the comparison report but that at the end of the year on the audited statements, it is correct and has always aligned with what was budgeted. Mr. Weitzman asked that if we purchase the building, will that be depreciated on a 27 ½ year schedule. Mr. Crowley replied that it would be he would check on the time frame to make sure that was correct based on regulations.

C. Monthly Financials

Mr. Crowley asked about budgeting for 400 students when we were only allowed 375 students in the building at any given time. His concern was that there was no increase in number of teachers to align with 400 students. New Dawn is chartered to serve 500 students a year. However, our building only holds 375 students at any time. Further, we have rolling enrollment and graduation so the number of student we serve is close to 500 yet we never have more than 350 in the building at any given time. To date we have served 450 different students in the school during the 2016-2017 school year. Dr. Asmussen will look into the more closely, modify the budget if need be, and will report on how the NYSED looks at student to teacher ratios at a later date.

Mr. Weitzman then asked about the Reserve Fund and its purpose. The Reserve Fund was set up on the recommendation of the external auditors during an annual audit. Good accounting practices necessitate that all not-for-profit organizations set up reserve funds to ensure that if funding sources stop, the organization has enough money to operate for three months. For New Dawn this is \$1.25 million which we have deposited into separate insured accounts. Mr. Crowley said it was simply a segregation of accounts just that our Policy states we cannot access the Reserve Fund unless we are denied funding for some reason.



Mr. Weitzman then requested that the debt service schedule for the bond be redistributed to the Board. Dr. Asmussen will send this information out again. In the meantime, the debt service is reflected in the 2017-2018 budget.

Mr. Weitzman stated he would like to see an increase in the matching of the Deferred Compensation Plan. The Board has been discussing increasing the school's match. Dr. Asmussen will increase the 2017-2018 budget. At the next meeting Michelle Millan will be inviting individuals to discuss the plan—see below.

III. Contracts

A. Deferred Compensation Plan

Ms. Millan asked if there were any questions that the Board would like her to take back to the brokers before next month's meeting so that they can be prepared with responses. The Board wanted to understand the vesting rules, any opt-out policies, automatic enrollment, and if there were any options other than a 403(b).

Ms. Millan reported that currently the school starts contributing in the second year of employment and the vesting schedule is 20% every year. This will be discussed, along with other options, at the May meeting.

B. Paylocity v. ADP

Ms. Millan reported that we would like to change our health brokers to another vendor. We would like to de-couple our payroll and health insurance since we are looking to change our payroll to Paylocity. However, we are not willing to do this while our insurance is combined with ADP. Ms. Millan will get quotes from the various sources. Ms. Millan will make a presentation at the next meeting.

C. Resolution: Copy Machines

Ms. Millan reported that we are running out of copies on our machine and we needed to either hire another copy machine company or redo our contract with the current company. Atlantic offered to pay off our current contract and give us more copies for \$1,200 while Business systems offered to redo our current contract, upping our number of copies for \$889.

Mr. Tabano requested a motion to continue with Business.



Motion: Ron Tabano moved to continue with Business Systems for the copy maching.

Seconded: George Crowley

Vote: Unanimous

D. Security Services

Ms. Millan presented two security service options: Epic and Ally. Ms. Millan discussed the differences with each contract. She will get contracts out for the May meeting.

E. Cleaning services

Ms. Millan discussed the need for a new cleaning service. She reported that she is in the process of interviewing new companies. We will need a replacement company by August 2017. She will have options for the June meeting for the Board to discuss.

F. Resolution: Internet

Dr. Asmussen reported that NITEL was unable to service this area of Brooklyn and we therefore had to identify another internet company. She had sent out three contracts earlier and the Board reviewed them.

Mr. Tabano requested a motion to approve Stratus as the New Dawn internet provider.

Motion: Samir Souidi moved to accept Stratus as our internet provider.

Seconded: George Crowley

Vote: Unanimous

IV. Renewal Update

A. Accountability Plan

Dr. Asmussen had sent out the new accountability plan to the entire Board prior to the meeting. She and Mr. Tabano discussed the history of this plan and how transfer school accountability plans differed from regular accountability plans. This is due to the fact these students are already years behind, have already missed their 4th year graduation date, and struggle with passing Regents.

According to NYC DOE Transfer School Accountability, only 22% of the students at New Dawn are on track for graduation. According to the NYSED Office of Accountability, New Dawn's four year graduation rate is 21%. While 78% of our



students are over-aged/under-credited (off track for graduation), a full 49.5% of them are classified as the most-at-risk by the NYC DOE. This is exactly the group we said we would serve in our charter.

The DOE developed predicted graduation rates for different groups of students (on-track, over-aged/under-credited, and most at risk) and New Dawn outperformed every group on graduation rates. The report is embargoed at this time.

Mr. Tabano further explained that historically this is a milestone for transfer schools. This will be very beneficial for our charter renewal in the coming weeks.

Mr. Weitzman noted that 81% of our students are below a 6th grade level in math. The Board requested that Dr. DiGaudio report on interventions at a future Board meeting.

New Dawn and Urban Dove will be up for renewal at the May Regent meeting.

B. Regents Visit

Dr. Asmussen reported that we were extremely fortunate to have Regent Kathleen Cashin visiting the school this Thursday, April 26, at 1 p.m. Regent Cashin has visited the school before, she will be here for the student lunch and will then visit classes.

V. School Updates

A. SLO, Evaluations & Compensation : Zach Flory

At the prior meeting of the Board, it was requested that we present the New Dawn Compensation Plan. Mr. Flory presented the current plan. This plan mirrored the NYSED and NYC DOE HEDI plan used in years past. Forty points are based on student growth as measured through Regents results, SLO growth, and Scantron results. Sixty point is based on the Danielson Classroom Observation and the Support Staff Evaluation.

Mr. Flory reviewed all these materials. Any staff who achieves a total score of 90 or higher is High Effective (H); staff scoring 75-89 is considered Effective (E); staff scoring 65-74 is considered Developing (D); and any staff scoring below a 65 is Ineffective (I). Only staff in the H or E categories are eligible for compensation increases. A staff receiving an “I” has two years to raise their score or (s)he will not have a contract renewed.

Mr. Flory reviewed all the evaluation documents and answered any questions.



B. Estimated Incentives

As part of determining increases, the Board had requested an estimate of incentives to be paid out to staff this year. Dr. Asmussen explained that we will not know definitive answers to this question until after the SLO's are scored (July) and the August Regent results are in. However, last year 6.7% of the staff received raises of 2.5%; 30% of the staff received raises of 2%; 6.7% of the staff received raises of 1.5%. It is also predicted that there will be approximately \$30,000 to \$35,000 in incentives will be paid out as well due to staff membership on committees and extra work.

Following next month's meeting about the Deferred Compensation Plan, the Board will determine the increases for this year.

C. Student Status

Dr. DiGaudio presented discussed the Regents results in light of our growth over time. Last January produced great results, especially since we had new teachers in History and ELA and not only new teachers, but first year teachers in Global. We continue to work on our Regents strategy and how students are prepared to take the Regents.

D. Calendar

The School Calendar was presented for the 2017-2018 school year. It follows the NYC DOE calendar exactly. This year Chinese New Year is on a weekend so that is the only change.

Mr. Tabano requested a motion to approve the 2017-2018 School Calendar.

Motion: Darlene Anderson moved to accept the 2017-2018 School Calendar.

Seconded: Philip Weitzman

Vote: Unanimous

E. Student numbers

Dr. Asmussen discussed the change in how we capture attendance based on Mr. Winter's suggestions. This has resulted in an upswing in attendance numbers. We now just present academic attendance for the school.

VI. Update: Building



Dr. Asmussen updated the Board on the status of the building. The architects, engineers, and pre-construction crew were all in over Spring Break doing assessments. We should have the costing of the different scenarios by May 26. A discussion was held about whether or not the school would have to move. Again, this will be answered once we chose a scenario and a timeline is developed.

VII. Agenda Items for May meeting

Mr. Tabano discussed the fact that compensation and insurance should be the main discussion for May's meeting. He asked if anyone had anything else they would like to add to the agenda. Mr. Weitzman requested a discussion about special education teachers. Mr. Tabano requested a that Dr. DiGaudio report on the interventions for our students who are so far behind. Dr. Asmussen asked when the Board would like the accountant to attend a meeting. They requested he attend during the Annual Meeting in June.

VIII. New Business.

Mr. Tabano asked if there was any new business. There was none.

IX. Adjournment

Mr. Tabano requested a motion to adjourn

Motion: Ron Tabano moved to adjourn the meeting.

Seconded: George Crowley

Vote: Unanimous

Meeting adjourned at 4:23 pm.

The next meeting will be held at 2:00 p.m., at New Dawn Conference Room, on May 23, 2017.