

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

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

**Date:** December 17, 2013

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

**Present:** Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Ron Tabano, Phillip Weitzman, Leslie Winter

**Absent:** Samir Souidi

Meeting came to order at 3:12 p.m. A quorum was present

**I. Resolution: Minutes from November Meeting**

Mr. Crowley stated that during the last Board meeting, it was mentioned that Frank San Felice resigned from the board, but it's not reflected in the minutes. Mr. Tabano asked that that information be included in November's minutes.

**Motion:** Mr. Crowley motioned that the minutes be accepted, with the addition of the Frank San Felice's resignation.

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

**Vote:** Unanimous.

**II. Student Status and Per Pupil Billing Report**

A discussion was held about how per pupil billing worked. Unfortunately, the city has sent around a memo that a student who is arrested is an automatic dropout. This stat must be compared with other schools in the district. In the past a student who was arrested was tracked as an arrest.

**III. Compensation Update**

The Compensation Committee has not yet determined the recommendation for what the breakdown for salary increases should be for the differing levels of student performance outcomes. However, the school did complete 44 SLO's (Student Learning Objectives) and are starting to develop the corresponding assessments for next semester. Only 18% of students in

classes at New Dawn are in Regents classes, for those classes the Regents will be the post-test. The 44 assessments are aligned with the state standards.

a. SLO Development

Looked at each of the classes and developed an SLO for the class based on the NYSED learning standards (common core when available). Going to start this in January and test it. These assessments will be consistent across the school with the exception of Fitness Gram for PE.

b. Rubrics for Non-Teaching Staff

The Committee is also in the process of putting together observations for non-teaching staff. It will be in line with their job description but will result in 60 points so that it matches the calculation used for the teachers' HEDI scores. Mr. Tabano asked how a rubric for the Internship Coordinator, who teaches one class, would look. A discussion was held outlining how the rubrics will work.

Last year no staff received a salary increase based on student performance or classroom observations, so it is important that we get this correct.

**IV. Social Worker Contract**

Up to 33% of the students are special ed and need counseling and so we need to hire a new social worker. Rather than repeating our mistakes, we have decided to hire a temp rather than hire someone full time. This saves the school morning and allows us to evaluate a potential hire for next year. We have interviewed someone from an agency who we like very much. We have received a contract (sent out earlier) to hire this company. The school wants to hire the social worker for January and if it works out, keep her until the end of the semester.

A discussion was held about the contract and Mr. Tabano asked for a motion to allow Dr. Asmussen to sign the contract.

**Motion:** Dr. Weitzman moved that Dr. Asmussen sign the contract for the Social Worker.

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

**Vote:** Unanimous.

**V. Financial**

**a. Year to Date Finance Report**

Mr. Crowley stated that the Balance Sheet differs from October to November, they should be the same.

Expenses and Revenue. It's hard to compare because the budget shows the actual budget and not the actual vs the budget.

It was requested that the budget be submitted to the Board ahead of time, so that they can review it prior to the meeting.

Dr. Asmussen will have Mr. Bahl from NYC Accounting Solutions attend the next Board meeting to resolve these issues.

**b. Escrow for Dissolution**

Mr. Tabano requested a motion to put \$25,000 into the school's escrow account as required by State law.

**Motion:** Mr. Crowley made a motioned to put 25k in escrow.

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

**Vote:** Unanimous.

**c. Credit Card Application**

The auditors have requested several times that the school apply for a credit card rather than using the debit card. Our bank has finally agreed that we have enough of a bank history that they will now approve a credit card for the school. Cards will go to Dr. Asmussen for \$10,000, Ms. Millán for \$10,000; Ms. Jackson for \$5,000 and Ms. Novik for \$5,000. Anything above \$10,000 must be approved by the Board.

Mr. Crowley requested that the cash advance aspect be removed.

Mr. Tabano stated that cards usually give back bonuses and we should follow up on that. He also cautioned that administration alert the four card holders to the fact that they need to make sure that they do not pay taxes on any purchases.

Mr. Tabano requested a motion to allow the school to open up credit card accounts.

**Motion:** Mr. Crowley made a motioned to get four credit cards, pending the removal of the cash advance option.

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

**Vote:** Unanimous.

**d. 990 and Tax Submission**

This was just received today. The Board will have time to review and comment by the next Board meeting.

**VI. Facilities Report**

Dr. Asmussen and Mr. Tabano updated the Board about the facilities hunt which is ongoing.

Even though this was done prior to submitted the charter application, Mr. Tabano suggested that Dr. Asmussen go to the community board in the district and present the idea the school in the community again.

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

Ms. DiGaudio stated that they have started and revised many policies, one of which is the cell phone policy and the revised food policy. We are now mirroring the Chancellor's policy on cell phones with the exception that students are allowed to bring their phones to school but they must check them in at security. If they are caught with a cell phone in the building, the first time they must turn their phones in with security and sign a contract which states they understand the phone will be confiscated if this happens again. The new food policy came about because students were coming in late in the morning and after lunch and then expecting to eat during class. Students are not allowed in the building with food after 9 a.m. or after 1:10 p.m.

The Attendance and Discipline committees meet regularly to review problem students. The Attendance Committee members have done home visits.

Ms. DiGaudio presented an update on school wide PD, most of which is PICCS related. She also updated the Board on the success of the teacher peer groups and observations.

She also reported our ongoing struggles with maternity leave for students. During the coming semester we will be looking at ways to increase our use of our electronic sites to provide access from home for this group of students.

She reported that on January 14<sup>th</sup>, New Dawn will host the Instructional Rounds through PICCS. Inwood Charter School hosted the first one and it went very well. Approximately 30 people from different schools will come to New Dawn, observe classes, and then look at problems of practice for the school to work on.

Dr. Weitzman asked about grade inflation. Ms. DiGaudio explained that in actuality we have the opposite problem at New Dawn and at the end of the day what compensation was awarded on are student assessment outcomes. We continue to work on our grading policies and provide PD to ensure that teachers are consistent across the school with their grading practices.

While attendance, Regents results and number of honor students are all included on the Student Status report, Mr. Winter asked that the attendance be broken down by A, B and C weeks. School staff were asked to think about other outcomes that would allow the Board to understand how the school is doing.

**VIII. New Business**

Dr. Weitzman wanted to know if the board will replace the resigned board member and is the board looking to expand because there are not enough board members to represent the sub-committees, which are currently comprised of 1 or 2 members.

Mr. Winter asked what we would look for in a Board member. Mr. Tabano suggested someone who is good at fundraising.

Mr. Crowley suggested that we should first fill the open position and then look to expand.

**IX. Adjournment**

Since there was no other business, Mr. Tabano requested a motion to adjourn the meeting.

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

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

**Vote:** Unanimous.

Meeting ended at 4:28p.m.

The next meeting is scheduled for Tuesday, January 28, 2014 at 3:00 p.m. at New Dawn Charter High School.