

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

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

**Date:** June 18, 2015

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

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

**Board Members Absent:** Samir Souidi

**Quorum Present:** Yes, 4 out of 5 member present

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

**Guests Present:** Donna Lobato, Esosa Ogbahon (Skype)

Meeting came to order at 3:02pm. A quorum was present.

I. Resolution: Minutes from May Meeting

Mr. Tabano asked if everyone reviewed the minutes. Dr. Weitzman wanted to get clarification on the pension increase. It was voted to increase the matching contribution for the pension up to 3%. Dr. Weitzman's impression is that it wasn't just for next year, but it is continuing. However the minutes and Dr. Asmussen states that it just for next year. It was clarified by Mr. Tabano that the increase is just for next year and the Board has the Board votes on it every year.

**Motion:** Dr. Weitzman motioned to accept the May minutes.

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

**Vote:** Unanimous

II. Health Insurance

a. **Resolution: Insurance Broker for 2015 – 2016**

A committee of teachers and Michelle D. Millan interviewed several brokers and reviewed plan options. During the last Board meeting, the Board decided to allow the committee to make the decision on behalf of the school. The committee chose ADP as the health broker. The majority of the staff voted to keep Oxford has the health carrier.

**Motion:** Dr. Weitzman motioned to accept the insurance committee's recommendation to accept ADP as the health broker.

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

**Vote:** Unanimous.

b. **Resolution: Insurance Carrier**

**Motion:** Dr. Weitzman motioned to accept the insurance committee's recommendation to accept Oxford as the health insurance carrier.

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

**Vote:** Unanimous.

**III. Employee Handbook Policies and Procedures**

a. **Resolution: Changes to the Policy**

Dr. Weitzman requested the following changes to be made:

- Paid sick leave: a doctor's note is now required on the third day.
- A statement will be added to everyone's hire letter stating that there will be no retaliation for use of paid sick leave.
- It was changed that employees work 35 or more hours.

**Motion:** Mr. Winter motioned to accept the changes to the handbook's policies and procedures.

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

**Vote:** Unanimous.

Mr. Winter motioned to accept the changes to the policy

**IV. College & Career Readiness Tracking System**

a. **Resolution: Naviance System**

The company put together a quote that calls for one on one training, who will be expected to turnkey and there will be a lot of webinars, all of which has reduced the cost.

**Motion:** Dr. Weitzman motioned to accept the Naviance System.

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

**Vote:** Unanimous.

**V. Current IEP Student Status & Regents Updates, presented by Donna Lobato, SPED Coordinator**

Donna Lobato stated that the IEP students did well in all subjects, except for math. Mr. Tabano stated that they have been phasing out the Integrated Algebra Regents and today was the last day it was being given. For now on all the regents will be Common Core Algebra. Across the board, it was a very difficult test.

Dr. Weitzman asked how is it determined when a student is ready to take a test. Ms. DiGaudio replied that it is based on course progression.

**VI. Financial Report**

**a. Finances**

The corrections that Mr. Crowley asked to be change were made. The security deposit for the new building was taken out and the funds for ADP and Naviance were put in the budget.

**b. Resolution: Proposed Budget for 2015 – 2016**

**Motion:** Mr. Crowley motioned to accept the Proposed Budget for 2015 – 2016.

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

**Vote:** Unanimous.

**VII. Board Issues**

**a. Resolution: New Board Member**

Mr. Tabano asked if there are any questions regarding accepting the Esosa Ogbahon as a new board member.

**Resolved:** The New Dawn Charter High School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Esosa Ogbahon as a final candidate to its Board of Trustees, with a term limit as per the Corporate Bylaws, pending approval by SED. The resolution approving Esosa Ogbahon is formally adopted upon SED's approval.

**Motion:** Dr. Weitzman motioned to accept Esosa Ogbahon as a new board member, effective the next board meeting.

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

**Vote:** Unanimous.

**b. Bylaws**

Dr. Weitzman stated that the membership of the board needs to be changed. Currently, it includes the Executive Director of the school and the representation of a parent. Dr.

Asmussen went to Lawyer's Alliance and found out that Board members are able to Skype and that Executive Directors can be on Boards; they just cannot be on the Audit Committee or the Chair of the Board.

Mr. Weitzman pointed out that there are there are two clauses on the amendments – on page 10, article 12, which states, “the majority of trustees may adopt, amend or repeal these bylaws” and article 3 amendments states that, “these bylaws may be amended by 2/3 majority. Dr. Weitzman believes one of these need to be adopted and he opted for the second one.

Mr. Crowley pointed out that on page 4 it states that the Board can have 10 meetings in a year and it should be 12.

Mr. Tabano stated that if there is anything else that needs to be revised, members should submit it to Dr. Asmussen and then they can vote on the revisions during the next board meeting.

**c. July Board meeting date**

Dr. Asmussen stated that the next board meeting is scheduled for Tuesday, July 28, 2015. Mr. Tabano requested the time be made earlier for the summer months. The Board agreed to meet at 1:30 p.m.

**VIII. New Business**

Graduation invitations were distributed. Graduation will be held at Roulette Intermedium at 509 Atlantic Avenue, Brooklyn at 1:00 p.m.

**IX. Adjournment**

**Motion:** Dr. Weitzman motioned to adjourn the meeting.

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

**Vote:** Unanimous.

The meeting was adjourned at 4:09 p.m.

The next meeting will be held on July 28, 2015 at 1:30 p.m. at New Dawn Charter High School.