

## New Dawn Charter High School Board of Trustee Meeting Minutes

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

**Date:** May 24, 2016

**Time:** 2:30 p.m.

Present: George Crowley, Samir Souidi, Ronald Tabano, Leslie Winter

Absent: Esosa Ogbahon, Philip Weitzman

Quorum Met: Yes

Staff Members/Visitors Present: Sara Asmussen, Digant Bahl, Lisa DiGaudio, Yima Nicole Hunley-Williams, Rasheeda Jackson

The meeting was called to order at 2:47pm.

- I. Resolution: Minutes from April meeting  
**Document: *New Dawn April 2016 Minutes***

Mr. Tabano asked if everyone had read the minutes and for any corrections. Mr. Tabano requested a resolution that the minutes be approved. Mr. Crowley asked for clarification about the review of the 403(b) plan.

**Motion:** Mr. Tabano moved to approve the April minutes.

**Seconded:** Mr. Winter

**Vote:** Unanimous

- II. Update on NYC DOE Quality Snapshot for Transfer Schools

Mr. Tabano asked Dr. Asmussen for an update on the Quality Snapshot for Transfer Schools. While the report is embargoed at this time, Dr. Asmussen shared the draft outcomes with the Board.

- III. Charter Renewal
  - a. Resolution: School Calendar  
**Document: *School Calendar 2016 2017***

Mr. Tabano asked if there were any questions about the proposed School Calendar for 2016-2017. Mr. Crowley inquired why Chinese New Year was not on the calendar. Dr. A responded that it would be normally but that it fell on a Saturday this year.

**Motion:** Mr. Tabano motioned to accept

**Seconded:** Mr. Crowley

**Vote:** Unanimous

- b. Resolution: Employee Handbook

**Documents:** *General Handbook Acknowledgement & New Dawn Employee Handbook May 2016*

Mr. Tabano asked Board members to please take the next month to read the Handbook and come to the next meeting with questions. It will be voted on at the June meeting.

- c. Resolution: Enrollment & Admission

**Document:** *Attachment N Enrollment and Admissions Policy*

Dr. Asmussen explained that this was a Policy being requested by the State which needed Board approval.

**Motion:** Mr. Tabano motioned to take the enrollment form as is

**Seconded:** Mr. Winter

**Vote:** Unanimous

IV. Discussion of Insurance Sub-Committee Recommendations

- a. Potential Resolution: 10/12 Month Contracts

Mr. Tabano asked for a discussion around the proposal to offer teachers the option to have a 10 month contract presented by the Insurance Sub-Committee at the last Board meeting. A discussion was held, but a modification was made to the original plan and that was that teachers could in fact change back and forth, year to year, on whether they wanted a 10 or 12 month contract.

**Motion:** Mr. Tabano motioned to accept the 10/12 month contract

**Seconded:** Mr. Crowley

**Vote:** Unanimous

- b. Potential Resolution: Sabbaticals

Mr. Tabano asked for a discussion around the two-week summer sabbaticals. Mr. Crowley, while agreeing with the notion would like it written up more clearly. This and the 10/12 month contracts will be an addendum to the Employee Handbook and will be distributed prior to the next Board meeting. Teachers taking sabbaticals must have completed 3 years of employment at the school, permission to take a sabbatical must be given by the supervisor, and teachers eligible for the sabbatical have three years in which to take it.

**Motion:** Mr. Tabano motioned to accept the sabbaticals

**Seconded:** Mr. Crowley

**Vote:** Unanimous

- c. Potential Resolution: Additional Vacation Days for Support Staff

**Document for all above:** *Contract Bullet Points*

The Board discussed adding one vacation day a year, after 3 years of service for support staff—up to 25 days per year total.

**Motion:** Mr. Tabano motioned to grant an extra day off after every 3 years

**Seconded:** Mr. Crowley

**Vote:** Unanimous

V. Contracts—Sara Asmussen

a. Resolution: Graduation Speaker

**Document: Signed-New Dawn Speaking Agreement**

The contract for the graduation speaker had been sent to the Board members prior to the meeting. Mr. Tabano requested a motion.

**Motioned:** Mr. Tabano motioned to accept the graduation speaker

**Seconded:** Mr. Crowley

**Vote:** Unanimous

b. Resolution: Lawyers Alliance

**Document: 16-296 Retainer**

The contract for Lawyers Alliance was submitted to the Board members prior to the meeting. This contract was to meet the requirements of NYSED that our Discipline Policy has been vetted by an attorney.

**Motioned:** Mr. Tabano motioned to accept Lawyer's alliance

**Seconded:** Mr. Crowley

**Vote:** Unanimous

c. Resolution: Broadview Networks

**Document: Broadview Contract**

Dr. Asmussen requested that we keep the same Broadview Contract for the school's phones. It is only an increase of \$40 from the prior year and we receive more services. Mr. Tabano requested a motion.

**Motioned:** Mr. Crowley motioned to keep the contract

**Seconded:** Mr. Tabano

**Vote:** Unanimous

VI. School Updates – Lisa DiGaudio

a. Child Find

Ms. DiGaudio reported that 7 annuals, 5 triennials, 5 reviews in process, with 125 special education students have been completed.

b. Instructional Rounds

Ms. DiGaudio reported on the Instructional Rounds which took place at Imagine Me Charter School. While as a school we have grown out of the external Instructional Rounds, it is strengthening our own internal Instructional Rounds.

c. Update on Senior Trip, Prom & Graduation

Ms. DiGaudio reported that the prom will be held on Thursday, June 9 at 7 p.m. on the Spirit Cruises Boat Line. This is where we have the prom every year. Again, Urban Dove will be joining us.

There will be no senior trip this year due to lack of interest. There was a brief discussion that many high schools are going through the same lack of interest for some reason.

Graduation will be held at Long Island University at 11 a.m. on Thursday, June 23.

VII. BOT Classroom visits—Samir Souidi

Mr. Souidi began the discussion of what the Board saw in classrooms during their visit. The main issue is our need for a gym. While the PE teacher does great things with the kids, space is really an issue for us.

VIII. Financial Report—Digant Bahl/Sara Asmussen

a. Resolution: Monthly Financials

**Document: 2015-16 Comparisons**

**Document: Board Pack 043016**

On the comparison sheet, Mr. Crowley wanted to take out the three columns and only have the April 2015 to April 2016 with detailed information. He also requested that the depreciation be included every month and to please number the pages of the report.

Mr. Crowley also mentions that the last line of the income should not be net income but net assets. Mr. Bahl agreed but stated this was the NYSED template we were using and that is what they had.

b. Potential Resolution: Proposed Budget for 2016-2017

**Document: Attachment E Proposed Budget**

Mr. Crowley mentioned that there should be building depreciation forecasted in the budget. And that the purchase of the building line item was in the wrong location. Mr. Bahl will make these adjustments and present the updated budget for a vote at the next meeting.

c. Potential Resolution: Renewal Budget

**Document: New Dawn 5 Year Budget**

Once the changes are made to the proposed budget above, this budget will be voted on as well.

IX. New Business

Mr. Tabano asked if there was any new business. There was not. He requested a motion to go into Executive Session.

**Motioned:** Mr. Souidi motioned to adjourn to the Executive Session

**Seconded:** Mr. Winter

**Vote:** Unanimous

- X. Executive Session
  - a. Staffing (raises, contracts)

**Document:** *Hire Letter Exemplar*

Mr. Tabano called the General Meeting back to order. He requested a motion to approve the 1.5% raise discussed in the Executive Session.

**Motioned:** Mr. Winter voted to approve an across the board 1.5% raise

**Seconded:** Mr. Souidi

**Vote:** Unanimous

- XI. Adjournment

Mr. Tabano requested a motion to adjourn the meeting.

**Motioned:** Mr. Crowley voted to adjourn the meeting

**Seconded:** Mr. Winter

**Vote:** Unanimous

Meeting was adjourned at 4:32 p.m.

The next meeting will be held at 9:30 a.m. at LIU before the graduation on Thursday, June 23.