

New Dawn Charter High School Board of Trustees Meeting Minutes

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

Date: May 26, 2015

Time: 3:00 p.m.

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

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

Guests Present: Zach Flory, Lindsey Mihaljevic, Jessica Morales, Dumar Paden, Elani Salony, Mariah Smith

Meeting came to order at 3:04pm. A quorum was present

I. Resolution: Minutes from April 17 Meeting

Mr. Tabano asked if everyone reviewed the minutes and requested a motion.

Motion: Dr. Wietzman motioned to accept the April 17 minutes.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

II. Resolution: Minutes from April 28 Meeting

Mr. Tabano asked if everyone reviewed the minutes and requested a motion.

Motion: Dr. Wietzman motioned to accept the April 28 minutes.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

III. ADP Presentation

a. Potential Resolution: ADP as HR provider

Mr. Souidi stated that we have met with several providers regarding obtaining an HR system that will monitor the school's compliance regarding hiring and terminating employees. Mr. Souidi stated that he recommends ADP which he believes is the most simplistic and reliable system. Mr. Souidi stated that security was his biggest concern, which ADP has assured that data is encrypted and they don't share information.

Mr. Tabano requested a motion.

Motion: Mr. Souidi motioned to accept ADP as the HR and time clock provider.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

IV. Health Insurance Subcommittee

a. ADP Presentation

Joe Remsen, Senior District Manager, from ADP presented ADP's health and benefits. The two health options presented were Oxford and Aetna.

b. Austin & Co Presentation

Telephone presentation was made by Martha Mabeus, Account Executive. She discussed Oxford and Aetna as the two options to choose from.

c. Magii Presentation

Telephone presentation was made by Mark Gajowski, Wealth Manager & Founder. This is NDCHS's current benefits broker. Mr. Gajowski presented several health options available to the school.

d. Subcommittee Summation

Ms. Mihaljevic stated that the Committee recommends moving to ADP because they were more responsive and submitted information quickly. The committee initially was leaning toward Aetna, however, because Aetna's deductibles reset each year, the committee is now leaning towards Oxford.

e. Resolution: Insurance for 2015-2016 (Executive Meeting)

V. Employee Handbook Policies and Procedures presented by Subcommittee

a. Personal days/sick days

Ms. Salony, ELA Teacher, submitted a proposal to modify the amount of personal, sick and vacation days an employee receives. Currently, employees receive 12 sick days, 2 of which can be used for personal time per contract year. The request is to have 4 personal days, which will not roll over nor can be lumped together and 8 sick days, which will roll over to a maximum of 65 days. Dr. Asmussen questioned why the committee was submitting a proposal that would ultimately hurt them, because if this policy was in place now, three of the members who have been docked for the extra time used. Dr. Asmussen further stated that she believes that staff should be able to use their time whenever they want, as long as there is proper coverage. This will be further discussed in the Executive session.

b. Vacation days

The committee requested that all staff be allowed 25 vacation days in order to align with the school calendar.

c. 2015-2016 Calendar

This will be discussed in Executive session.

- d. **Resolution: Calendar (Executive Meeting)**
- e. **Resolution: Changes to the Policy (Executive Meeting)**

VI. College Report and Student Status presented by Dumar Paden, Dir. Of School Partnerships & College Readiness

a. Graduation Outcomes and College Enrollment

Mr. Paden submitted an outline of students who have enrolled in college and their current status of currently being enrolled or withdrawn. Mr. Souidi requested that this information be published on the school's website; he believes this is a good motivational tool for future students. Dr. Wietzman requested the amount of students who are in 2-year schools and 4-year schools.

b. Resolution: Naviance System

Mr. Paden gave a synopsis of the Naviance System. Naviance is a college and career readiness solution. Naviance will take functions that the school does and allow them to do it in a more streamlined and easier fashion. It contains several assessments that the student can complete. Each student will receive their own user name and password, whereas a student can enter personal data and the student will get recommendations based on what is a good fit for them. The system will allow the student to enter the system and see what classes/regents they need to complete in order to graduate. The system also contains an academic planning system, which will allow the student to track what they need to graduate. It will allow Mr. Paden to forward transcripts and recommendations electronically. SUNY participates in this system, however CUNY does not. Mr. Tabano stated that this would not be as applicable to NDCHS as many of the students would be applying to CUNY.

Mr. Souidi stated that this seems like a very good system, however, he prefers that the students have a more personal touch; and that students would be more successful with one-to-one counselling. Mr. Souidi also stated that this will be the school's third or fourth system that will share student data and he is concerned about the student's security. Mr. Paden stated that Naviance is a very reputable system that has been around for years. Mr. Paden also assured Mr. Souidi that this in no way replaces any personal touch, it will actually make it easier for staff to work more closely and efficiently with students in the school's Mentoring program.

Mr. Tabano asked about the cost of the system. The database costs \$4,960 – this includes a \$1,500 implementation fee. Training is a one-time fee for the first year. It can range from \$1,000 - \$5,000. There are some other additional items that come at an additional cost. Mr. Tabano asked if the Board members are ready to vote on the system or if they need more time to review it.

Mr. Winter asked Dr. Asmussen her feeling on the system. Dr. Asmussen stated that the school is need of an ILP (Individualized Learning Plan) system. The school has access to a system that is currently in use as our curriculum mapping tool, but can become extremely confusing, especially if staff forgets to update it. Therefore, the school is not using the ILP part of the PerfPlus system.

Dr. Wietzman asked which training package the school is looking at. Dr. Asmussen stated that she needs to review it more thoroughly.

Mr. Tabano asked that this issue be tabled until the June meeting so that the Board can have a complete picture of what they're voting on.

VII. Internship Update presented by Dumar Paden

Internship Coordinators are currently working with students completing their portfolios. The portfolios track the student's progress throughout the year.

NDCHS has a total of 54 internship sites. The program is looking for more diversified sites. The goal is to obtain another 50 sites.

Mr. Tabano asked about the plan for the summer. Some students will continue with their internships over the summer. Some students have been called for Summer Youth Employment, which they will able to use as credit.

VIII. HEDI Compensation presented by Zach Flory, Science Teacher and member of the SLO & Compensation Committee

Mr. Flory wanted to first define HEDI score. HEDI score is 100 points based on performance in two areas 60 points come from observations based on the Danielson rubric. The other 40 points comes from SLO testing (20 points), which are created by the teacher and Scantron tests which is a nationally normed measure (20 points).

a. Career Lattice

The following are the definitions that teachers can fall under at NDCHS. This is based on PICCS's definitions. Currently NDCHS teachers fall under two levels: aspiring teachers and novice teachers. As you go through the lattice, more experienced teachers receive more leadership opportunities, i.e., PLC coach, data coordinator and teacher leader.

Aspiring teachers are one year appointments. These are internship positions. These teachers work at NDCHS for one year and if they perform well, and New Dawn has the appropriate positions, aspiring teachers can move up to novice level the next year. Novice teachers focus 100% on instruction. If they perform at the effective level or better, in three years they can move into the next level, which is associate teacher – this is when teachers begin to get more leadership roles. If the teacher continues to perform at the effective level, in three years they can move up to the next level which is

master teacher. All teachers who enter NDCHS are novice teachers except for the two aspiring teachers.

b. Requested HEDI Scale

As a performance based school, it is proposed that there be percentage based increases based on teachers who are performing at the higher levels of the HEDI score. The idea is that a cost of living increase would be given to all teachers across the board; however, those who are performing at the effective level or higher would receive an additional bonus percentage to their salary at the end of the year. Those in the highly effective range, over 90 points, are proposed to receive a 3% raise. Those in the effective level, 85-90 points, will receive a 2.5% raise. Those with 80-84 points will receive a 2% raise. Those with 75-79 points will receive 1.5%. Those teachers who are at the developing level or ineffective level will not receive a performance based increase.

c. Resolution: HEDI Salary Increase Scale (Executive Meeting)

d. Resolution: COLA Increase (Executive Meeting)

IX. Culture Building Updates presented by Zach Flory

This year NDCHS has been focusing on developing a school culture during PD. A few weeks ago a survey was given to assess what type of culture exists within six areas. Based on the results, almost 80% of the answers fell in the upper three cultures which are considered the good cultures.

Mr. Winter asked that this assessment be given every year and year to year results be given to the board.

X. Student Status presented by Mariah Smith, Aspiring Teacher

Ms. Smith has been assigned a new project to help increase attendance. Currently, Ms. Smith, along with Mr. Asher, Ms. Fields and Mr. Wolf conducts home visits to students twice a week. During the summer, the school will be trying out several systems to see which works best with the school.

Over the summer, the focus will be on assuring all students have pictures and IDs. There have been situations when security is called about a student, however, if they don't know the student, they don't know who to search for.

Mr. Winter asked if successes are being monitored and/or measured. He wanted to know if attendance is being tracked to see if attendance is getting better after the home visit. Mr. Winter asked that data be collected and presented to the Board.

Mr. Souidi asked how students are being targeted for home visits; if the decision is based solely on attendance, referrals, etc. Ms. Smith stated that all aspects are reviewed.

XI. Financial Report

a. Finances

Dr. Asmussen stated that she received Mr. Crowley's comments, but has not reviewed it with the accountants yet.

Mr. Tabano requested a motion to approve the monthly financials.

Motion: Mr. Crowley motioned to accept the Financials.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

b. Proposed Budget for 2015-2016

Dr. Asmussen discussed the budget for the upcoming year. Mr. Crowley noted that the costs for neither Naviance nor the HR aspects of ADP were included in the budget. Dr. Asmussen responded that these items had not yet been approved and thus she did not include them.

Mr. Tabano requested that this vote be tabled until the June meeting and that Dr. Asmussen include both these costs even though the Naviance system had not yet been approved.

XII. Board Issues

a. New Board Member

Esosa Ogbahan, a recommended new Board member, was unable to make today's meeting, but he will attend the next meeting in June. Dr. Asmussen stated that she has known him in the charter school world for years. He has been through the building process twice.

Mr. Souidi stated that as fundraising has been an issue, the Board should look into getting a finance person on the Board.

Dr. Wietzman stated that the Board would work more efficient if there were more Board members who could sit on committees.

b. Resolution: New Board Member Approval

This will be tabled until the next Board meeting, when the Board members can meet Mr. Ogbahan.

c. Bylaws

This will be discussed during the next Board meeting.

d. June Board meeting date

The next meeting scheduled during the school's graduation day. The meeting has been rescheduled for Thursday, June 18, 2015.

XIII. Executive Session—all these issues were discussed further in the Executive Session because they involved discussing individual staff members.

- a. **Insurance Carrier**
- b. **Changes to Policies and Procedures**
- c. **HEDI approval**
- d. **COLA Increase**
- e. **Facilities update**

XIV. New Business

XV. Adjournment

Mr. Tabano requested a motion to adjourn the meeting at 5:23pm in order to enter Executive Session.

Motion: Dr. Weitzman motioned to adjourn the meeting.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

Executive session was closed and the general meeting was called back to order at 5:50 p.m.

The Board decided to allow the Insurance Subcommittee (Ms.'s Salony—ELA Teacher, Mihaljevic—SPED Teacher, Morales—Internship Coordinator, and Millan—Office Manager) chose both the broker and the insurance plan. The determination was based on the fact the Subcommittee had done a very thorough job and that they had the necessary knowledge to make the decision. The Board will officially vote on both at the next meeting.

Mr. Tabano requested a motion regarding the Subcommittee's request to change the Personnel Policies and Procedures to reflect moving from two (2) personal days and ten (10) sick days to four (4) personal days and eight (8) sick days. Further, only sick days can be rolled over from year to year for up to 65 days which covers the Family Leave Act requirements.

Motion: Mr. Winters so moved.

Second: Mr. Tabano seconded the motion.

Vote: Unanimous

There was no vote on the increase in vacation days for non-teaching staff. It was determined that this would remain at 20 days.

Mr. Tabano requested a motion to approve the HEDI salary increases and the Differentiated Teaching Level Framework. Dr. Weitzman and Mr. Crowley outlined the edits they would like to see within the body of the framework around COLA and teacher descriptions. This year the COLA is at a negative percent, so should not be used. It was discussed that the term "COLA" would be replaced with "Board discretion" in both the HEDI Salary Increase and the Employee Handbook.

Motion: Mr. Crowley moved that both be approved with the discussed changes.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

A discussion about school-wide salary increases was discussed. Mr. Tabano asked for a motion.

Motion: Mr. Winters motioned that staff receive an increase of 2% this upcoming year.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

Due to the state of the budget this year, the Board held a discussion about matching the 403(b) plan. Adding the match has always been at the discretion of the Board. Mr. Tabano requested a motion for matching.

Motion: Mr. Winter motioned that for all staff who have been at New Dawn for at least one year, their 403(b) be matched up to 3% based on what the individual staff invested for the 2015-2016 school year.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous.

Mr. Tabano then requested a motion to adjourn.

Motion: Dr. Weitzman moved that the meeting be adjourned.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

The meeting was adjourned at 6:00 p.m.

The next meeting will be held on June 18, 2015 at 3:00 p.m. at New Dawn Charter High School.