

New Dawn Charter High School Board of Trustees Annual Meeting Minutes

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

Date: September 22, 2015

Time: 3:00 p.m.

Board Members Present: Ronald Tabano, George Crowley, Esosa Ogbana, Samir, Souidi, Leslie Winter

Board Members Absent: Phillip Weitzman

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

Meeting came to order at 3:11pm. A quorum was present with five out of six members present. This was the formal Annual Meeting.

I. Welcome new Board Member Esosa Ogbana

Mr. Ogbana's paperwork was submitted to the NYSED in August and there were no comments about his application to become a member of the New Dawn Board of Trustees. Therefore, he is now a full member of the Board. Mr. Tabano welcomed him.

II. Board of Trustee Minutes

a. Resolution: Minutes from July Meeting

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

Motion: Mr. Winter motioned to accept the July Minutes.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

b. Resolution: Minutes from August Meeting

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

Motion: Mr. Crowley motioned to accept the August Minutes.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

III. Contracts Approved by Finance Committee

The Finance Committee, Ron Tabano and George Crowley, reviewed the following contracts and reported back to the Board. The Finance Committee recommended, because of the timeliness, that NDCHS go with the contracts; with a full Board vote during the Annual meeting in September.

a. Resolution: AC Interiors Contract

AC Interiors has provided a handyman for the past two years, who not only does custodial work, but also fixes various items throughout the building. Because they have not asked for an increase in two years, they are now requesting at 10% increase.

Motion: Mr. Crowley motioned to accept the contract based on the finance committee's recommendation.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

b. Resolution: Accounting Solutions NY Contract

Accounting Solutions has been with New Dawn for the past two years and is asking for a \$10,000 a year increase.

Motion: Mr. Crowley motioned to accept the contract based on the finance committee's recommendation.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

IV. Current IEP Student Status (Child Find)

The NYSED recommended that the NDCHS include this student status section in the board meetings.

Dr. Asmussen explained that NDCHS had a hard time getting the NYC DOE CSE to schedule annual reviews for the special education students at the high school level because they are short staffed and the emphasis is on children entering school rather than graduating from school. Ms. Lobato did schedule to do the reviews during the August vacation and 26 of them were completed. Mr. Winter asked for further clarification regarding who gets reviews and when. Ms. DiGaudio stated that every year the students (special ed) have to have an annual review and every three years they must have a triannual review.

Mr. Winter asked why the State wants this section included in the board meetings. Dr. Asmussen stated that when the NYSED reviewed the board meetings minutes during their oversight visit, this subject was never discussed. Therefore, every board meeting there will be a formal update reflected in the minutes as to the status of the special education students. Even though this is not a Board level discussion the NYSED was bothered by the fact it was not reflected in the minutes.

V. Agreements/Dues

a. Gym rental

The school lost their free basketball court. A court was found that costs \$3,000. The Coaches have been talking about the players paying dues to offset the cost.

Mr. Crowley asked why the Coaches want to push for the kids to pay dues. Dr. Asmussen replied because they want the players to take ownership. Mr. Tabano stated that it's good for the students to pay dues so that they stay vested.

Dr. Asmussen stated that a couple of the NDCHS' graduates were recruited to play basketball at college.

b. Northeast Charter School Networks Dues

The cost is \$4,000 to be a member. Mr. Tabano stated that Wildcat is a member and he thinks it's a good idea to be a member.

VI. Financial Report

a. Finances ending August 2015

Mr. Crowley asked why Staff Development was budgeted for so little and the school is already over budget. Dr. Asmussen stated that it is a mistake and she will look into it.

b. Audit Report

Dr. Asmussen stated that the school has been overwhelmed with this audit, most likely because the school changed so many systems (payroll, HR, time clock, time and leave and attendance). Otherwise nothing unexpected has been brought to her or the Audit Committee's attention at this time.

VII. Program Issues

a. Enrollment and Student Status

The reality in a transfer school is that students are still enrolling and will be enrolling until the end of October. There are currently 308 students at the school, but this number will change as students transfer to other schools (students shop for schools and will enroll at several schools before they chose where they are going). The school will have an actual number for Beds Day which is the first Tuesday in October. Dr. Asmussen stated that the school is still collecting lunch forms, and immunizations.

b. Internship

Dr. Asmussen explained that NDCHS has 53 internship sites and 368 internship slots. Several sites have allotted several slots for their sites. Mr. Winter suggested that on the demographics, Internships be changed to Internship slots.

VIII. Principal's Report

Ms. DiGaudio stated that the approach to professional development will change this year due to the amount of growth teachers showed over the course of last year. School wide goals are to increase rigor and student engagement. Teachers have developed Independent Theory of Action Statements. For example a teacher may say, if I spend more time planning my lessons and implementing this style of teaching then my students should increase this much over a period of time. Teachers can go back and review this over time and make changes if needed.

Ms. DiGaudio stated that the school has new consultants for the Math Department (NTN) and that NDCHS has hired a new Math Teacher. The math department will have 29 sessions of embedded staff development over the course of the year. Meaning that each math teacher will have 29 days when a professional coach attends one or more of their classes. The consultants will also work with the Math Department doing group lesson planning.

Our A.L.L. consultant will be transitioning from working with our ELA Department to working with the Social Studies Department providing the same type of embedded staff development and departmental lesson planning.

Mr. Tabano requested that new staff stop by during the Board meeting so that the Board can meet them. Dr. Asmussen stated that NDCHS has three new staff members: Math Teacher, Aspiring Teacher and Guidance Counselor. Another new Aspiring Teacher will be starting on Monday and will be working closely with Dr. Asmussen.

IX. Resolution: Election of Board Officers

Mr. Tabano requested a motion that all Board members be re-elected to their current positions.

Motion: Mr. Winter motioned to re-elect current officers in their current positions.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

The meeting adjourned at 3:48pm to go into Executive Session.

X. Executive Meeting

a. Building update

b. Evaluation of the ED

XI. New Business

There was no new meeting.

XII. Adjournment

Mr. Tabano requested a motion to adjourn the meeting. The meeting was adjourned at 4:43 p.m.

The next meeting will be held on October 27, 2015 at 3:00 p.m. at New Dawn Charter High School.