



Annual Board of Trustees Meeting

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

Date: June 20, 2017

Time: 2:30 p.m.

Present: Ronald Tabano, George Crowley, Phil Weitzman, Darlene Anderson

Board Members Absent: Leslie Winter, Esosa Ogbahon, Samir Souidi

Staff Members/ Visitors Present: Sara Asmussen, Dr. Lisa DiGaudio, and Melissa Wilson

Mr. Tabano brought the meeting to order at 2:35 p.m. Mr. Tabano requested a change in the agenda to discuss the school financials first.

I. Financials

Mr. Tabano asked Mr. Crowley if he had any comments. Mr. Crowley requested that some of the money the School is holding to fund the new building be put into CD's. Dr. Asmussen reported that she had recently opened an account with a bank in the neighborhood that has a program of neighborhood development. Mr. Crowley requested that we open short-term CD's through Vanguard. Vanguard charges minimal fees.

Dr. Asmussen will work with the financial advisor to open an account.

Mr. Tabano asked if anyone had any questions on the proposed budget for 2017-2018.

Mr. Crowley asked for clarification about the field trips line item. Dr. Asmussen responded that increasing field trips for next year is a goal for the school. While our staff is very good at finding free field trips, there are trips that we would like to take next year, including historical, scientific, and college field trips.

There was a discussion about depreciation. The accountant did offer to redo it for the year but Mr. Crowley is comfortable with it the way it is and will look at it on the audited financials to make sure it is correct.

There was a discussion about an increase in revenue but teachers remaining constant. This has to do with the way in which we enroll students, but there is never more than 350 students in the building at any time so the number of teaching positions always remain constant. We are still hiring for SPED teachers.



A discussion was held about whether or not we needed SPED certified teachers. The answer is no, although we will continue to attempt to hire only SPED certified teachers; however, there are no SPED teachers looking for jobs and we still must provide services. We will look for SPED teachers from other states and countries to fill these positions.

Dr. Weitzman asked why we only have 323 students in the school presently but we have 400 on our 2017-2018 budget. Dr. Asmussen stated that she did in fact change it on the new budget. This number was lowered to 350, although we serve close to 500 students every year. Dr. Asmussen also stated that on the NYC DOE invoice she lowered the estimated number of students and it was rejected as being too low.

Dr. Asmussen further explained that not only had she dropped the number of students enrolled, but she updated the costs of the internship stipends and the 403b contribution was increased to 5%.

Mr. Tabano asked if there were any questions about the upcoming bond application for purchase of the building. Dr. Weitzman how the debt services are funded, how is it calculated. Discussing the new bond financing which was submitted, on one of the models there is a fixed rate for 10 years. After this is there a cap on the size of the increases? Dr. Asmussen will follow up with the broker.

II. Contracts

Mr. Tabano asked about health insurance premiums, which are straight costs under any plan. At issue is do we want to change our health insurance broker. The only reason we would do this is if we changed our payroll provider.

Contracts were all discussed at the May meeting for straight up and down votes during the June meeting. The first contract is the payroll providers. When we first picked a provider we needed many more services than we currently need.

Mr. Tabano requested a motion to choose a payroll provider.

Motion: Mr. Tabano moved to accept the change from ADP to Paylocity.

Seconded: Mr. Crowley

Vote: Unanimous

Dr. Asmussen addressed the issue that once we move payroll, we do not want our old company to remain our health brokers. The Insurance Subcommittee had met with several brokers and had brought in Blue Dolphin at the last meeting to make a presentation.



Mr. Tabano requested a motion to choose a health broker.

Motion: Mr. Crowley moved the accept Blue Dolphin
Seconded: Dr. Weitzman
Vote: Unanimous

Dr. Asmussen discussed the three cleaning company quotes. Mr. Tabano requested a motion to choose a company.

Motion: Mr. Tabano moved to accept the Kleenix proposal.
Seconded: Mr. Crowley
Vote: Unanimous

Dr. Asmussen addressed the need for a security company. Ms. Millan and Mr. Mimnaugh had interviewed a number of firms. Mr. Tabano requested a motion to choose a security company from the three proposals.

Motion: Mr. Crowley moved to accept the contract from Epic.
Seconded: Mr. Tabano
Vote: Unanimous

Ms. Anderson asked if the current security guard will remain or not. He is being grandfathered in by the new security company.

The Insurance Premiums from Austin & Company were discussed. Mr. Crowley asked if we were covered for our bank accounts and cash in the event of embezzlement. Dr. Asmussen said she would ask about it and have it added if need be.

Mr. Tabano requested a motion to accept the Insurance Premiums with the addition of added insurance for embezzlement if need be.

Motion: Mr. Crowley moved to accept the Insurance Premiums with the changes if not already covered.
Seconded: Mr. Tabano
Vote: Unanimous

III. Minutes

Mr. Tabano requested a motion to accept the May minutes.

Motion: Mr. Tabano moved to accept May's Minutes.
Seconded: Dr. Weitzman



Vote: Unanimous

IV. Board of Trustee Elections

Dr. Asmussen reported that all Board members would be returning but Esosa Ogbahon and Samir Souidi, who is moving to Turkey.

Motion: Mr. Tabano moved to reelect the existing Board member (Ronald Tabano, Leslie Winter, George Crowley, Phillip Weitzman, Darlene Anderson).

Seconded: Mr. Crowley

Vote: Unanimous

The Board of Trustees will consist of five Board members until other members are recruited.

V. School Updates

Dr. DiGaudio reviewed the road to graduation at New Dawn. Students are tested for placement at enrollment, 80% test below grade level. Based on the results of this testing students are placed in ELA and Math classes: a step up class, remedial class, intervention, or extra help.

Dr. DiGaudio then described the Advisory classes and how these classes help acclimate students to school and eventually college and career. These Advisories use real world examples as well as providing the social emotional supports students need. Advisories also provide the time and space for the internship projects which are completed during the work week by students. Each student will pick a topic which aligns with the internship placement they are working on. This paper will revolve around a content area. For example, a student might be working in a hospital setting and decide to write a paper on some scientific aspect of the hospital. These papers are overseen by a NYSED certified ELA teacher. It helps students integrate academic work with the world of work and career. These papers become part of the students work portfolio and are used when applying to jobs and college.

Further discussions were held around interventions for SPED students as well as how many of our students move on to college. The students who are can take Regents exams must meet the following criteria:

ELA Regents: 6+ passed ELA classes

Living Environment: passed Living Environment 1

Earth Science: passed Earth Science 1

Global History: passed Globals 1, 2, and 3



US History: passed US History 1
Algebra: passed Algebra 1

There were questions around the interventions of READ 180 and Math 180. The results of these two intervention programs have been really outstanding. The School just purchased Math 180 this year and both staff and students really like it and it is showing great results. We have had READ 180 since we opened and it also has produced wonderful results. Mr. Crowley asked if we knew how many of our students go to college and have to take remedial classes. At this point we do not have these numbers but can work with our College crew to see if we can figure that out.

Dr. Weitzman expressed concerns about students working on the computers used on both READ and Math 180 by themselves. Dr. DiGaudio explained that there are always two teachers in the classroom and that the computer work is highly structured and supervised. There are also parts of the program that are not computer based and do require an active, certified teacher to lead them.

Dr. DiGaudio then reviewed the School's procedure for Regents testing. This starts with staff making predictions after a month about which students are on task and will be ready to take the exam. This is shared with the students so that they have time to readjust their behaviors and academic work. A month later, teachers again make predictions and invite students to participate in the Regents exam. Finally the week before the test, students get their invitations to take the test. All students with good attendance are invited regardless of their academic standing, all students struggling with attendance but who have done the work are invited, and all seniors are invited. This worked very well this June. A sizable number of students took the exams and the outcomes were very high. However, the data is embargoed and cannot be reported publically.

Mr. Crowley asked why the data was embargoed. It was explained that this is a NYSED requirement and no one is really sure why. Mr. Tabano congratulated the school on the great outcomes.

VI. Board Officer Elections

Mr. Crowley requested that the Board elect officers for the coming year. The recommendation is that everyone remain in their positions (Mr. Tabano: Chair, Mr. Winter: Vice Chair, Mr. Crowley: Treasurer). Mr. Crowley nominated Dr. Weitzman for Secretary to replace Mr. Souidi.

Motion: Mr. Tabano moved to nominate the returning members in their current positions and Dr. Weitzman for Secretary.

Seconded: Mr. Crowley



Vote: Unanimous

VII. Proposed Budget for 2017-2018

Mr. Tabano requested a motion to accept the 2017-2018 budget.

Motion: Mr. Tabano moved to accept the '17-18 budget.

Seconded: Mr. Crowley

Vote: Unanimous

VIII. Agenda Items for Next Meeting

Mr. Tabano reported that there was only one agenda item for the next meeting and that was the NYSED Five-Year Report. If anyone has any additional items, they are to send them to Dr. Asmussen. Dr. Weitzman said his items could wait until September.

IX. Executive Meeting

Mr. Tabano requested a motion to end the general meeting and go into the Executive Meeting.

Motion: Mr. Crowley moved to close the meeting and move to the Executive Meeting.

Seconded: Ms. Anderson

Vote: Unanimous

Meeting was adjourned at 3:25pm

Executive Meeting commenced.

X. Call to Order

Mr. Tabano called the general meeting back to session. He requested a motion for the decisions made during the Executive Meeting.

Motion: Mr. Tabano moved to use the benefit comparison sheet developed by Dr. Weitzman for use in staff recruitment.

Seconded: Ms. Anderson

Vote: Unanimous

Motion: Mr. Tabano moved to give a 2% increase to all staff but the ED and Principal.



Seconded: Mr. Crowley

Vote: Unanimous

Motion: Mr. Tabano moved to continue the 403B match at 2%.

Seconded: Mr. Crowley

Vote: Unanimous

Motion: Dr. Weitzman moved to match all staff with a 403B at 5%.

Seconded: Mr. Crowley

Vote: Unanimous

Mr. Tabano asked for a motion to adjourn.

Motion: Mr. Crowley moved to adjourn.

Seconded: Mr. Tabano

Vote: Unanimous

Meeting was adjourned at 4 p.m.

Next meeting scheduled for July 25, 2017 at 2:30p.m. at New Dawn Charter High School.