

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

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

**Date:** July 28, 2015

**Time:** 1:30 p.m.

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

**Board Members Absent:** Samir Souidi

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

Meeting came to order at 1:32 pm. A quorum was present.

**I. Resolution: Minutes from June Meeting**

Mr. Tabano asked if everyone reviewed the minutes and had any questions or concerns. Mr. Tabano requested a motion to accept the minutes as written.

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

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

**Vote:** Unanimous

**II. Current IEP Student Status (Child Find)**

The CSE is behind on our annual reports. Ms. Lobato has been working with the NYSED and the NYC CSE to get up to date. According to CSE, NDCHS is not as far behind as other schools. The State and the City are aware. CSE scheduled a meeting for the end of August to update all the reports.

**III. School Performance Benchmarks**

**a. Regents Updates**

NDCHS are happy with regent's results from June. ELA did very well. Math is still struggling and one Math Teacher left in May. U.S. History did excellent. Two new teachers are teaching Global History. Ms. DiGaudio will be co-teaching with of them this year. Earth Science did really well especially with the students with fewer than 10 credits. A decision was made to not offer the Geometry Regent's, although Geometry classes will be offered.

Dr. Weitzman asked for a breakdown of the IEP students and their Regent's pass rate. Overall, Dr. Asmussen stated, they do well; partly because they have more time to take the exam and partly because they only need 55% to pass.

Mr. Tabano stated that the results for Common Core Integrated Algebra was a disaster overall the City as a whole.

Mr. Winter requested a comparison of the regent's results for NDCHS and other transfer schools. Dr. Asmussen stated that the results are embargoed and cannot be shared until the State releases it.

**b. School Survey Results**

NDCHS received great results; there was a huge improvement this year. The parents were 100% satisfied and teachers' satisfaction has significantly improved.

**IV. Financial Report**

**a. Finances ending June 2015**

Mr. Crowley questioned whether administrative expenses are being allocated to special education students.

**b. Audit Committee Report**

Mr. Tabano, Mr. Crowley and Dr. Asmussen had a telephone call with the auditors. Mr. Crowley stated that they asked standard questions about fraud. Dr. Asmussen stated that the school has major shifts in systems including: payroll, personnel, procurement. The accounting system may change in the future.

**c. Review of Annual Report**

The Annual Report is due on Friday, July 31<sup>st</sup>. The Regents results as well as the approved projected budget will go into the report. Mr. Crowley wants to know if the school is up-to-date with the Title I. All staff who is billed under any federal grant has been accounted for.

Mr. Tabano asked for clarification of what goes into the report. Dr. Asmussen reported the school's benchmarks (regents results), the teacher's Danielson scores for three observations, recruitment for Special Ed and ELL students, and teacher turnover rate.

Dr. Weitzman asked if the school received the written report from the state. Dr. Asmussen stated that the school is still getting clarifying questions. Dr. Weitzman asked if the report came in time, would this be something that would go into the annual report and Dr. Asmussen said yes.

**Resolution: Unaudited Financials**

The Board reviewed and discussed the unaudited financials. Mr. Crowley stated that the accountant is still using for profit terminology. The financials should not state net income, but net assets.

**d. Review of Consolidated Application**

**Resolution: Budget Approval**

For 2015-2016, NDCHS has 139k in Title I and \$8,555 in Title II. Title I will pay for a Math Teacher and ELA Teacher to teach the 9<sup>th</sup> graders, Internship Coordinator, Parent Coordinator and School Aide. The Read 180 licenses are also paid under Title I.

Title II will pay for data collection efforts. Ms. Novik receives all the testing results, aligns it to the curriculum and then put it in a format for the teachers can use for instruction. This was done last year and it is being proposed to be used this year.

**Motion:** Mr. Crowley motioned to accept the budget approval for the Consolidate Application.

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

**Vote:** Unanimous.

**V. Board Issues**

**a. Resolution: Bylaws**

The following changes were made in the Bylaws:

- It takes the majority of the Board to change anything except the Bylaws, to modify the bylaws it will take 2/3 of the vote.
- The Board agreed to leave the bylaws at 10 meetings for the year.
- The parent representative was removed.
- The community committee was removed.
- The section on term limits was strengthened.

The Annual Meeting will comprise of the board to evaluate the Executive Director and to review the board and approve the end of year financials if available. These meetings will be held in September.

Dr. Asmussen asked if the school has to have an Audit committee and a Finance committee

**Motion:** Dr. Weitzman motioned to accept the bylaws with all the changes/revisions.

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

**Vote:** Unanimous.

**b. Resolution: Conflict of Interest Policy**

This is new. The auditors will want to see that the school has this. This policy aligns with the new Federal regulations. Also there has to be an audit committee (not a finance committee) which is charged with any fraud, conflicts, etc.

**Motion:** Mr. Crowley motioned to accept the policy.

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

**Vote:** Unanimous.

**VI. New Business**

Mr. Winter asked how Summer School is progressing. There about 90 students. All teachers are participating in summer school; they are all co-teaching.

Mr. Tabano stated that it was previously discussed that the school would allow teachers to have a summer off on a rotating basis.

Dr. Weitzman wants the minutes to reflect that the school had a beautiful graduation ceremony in June.

Mr. Winter requested an update on building space for the school. Dr. Asmussen and Mr. Tabano will be meeting with building landlord next week.

**VII. Adjournment**

**Motion:** Mr. Crowley motioned to adjourn the meeting.

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

**Vote:** Unanimous.

The meeting adjourned at 2:37 p.m.

The next meeting will be held on September 22, 2015 at 3:00 p.m. at New Dawn Charter High School.