

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

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

**Date:** June 27, 2016

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

Board Members Present: Leslie Winter

Board Members on Conference Video: Erosa Ogbahon, Samir Souidi, Ronald Tabano

Board Members absent: George Crowley, Phil Weitzman

Quorum: Yes

Staff Members/Guests Present: Sara Asmussen, Lisa DiGaudio, Teddy Karoutsos, Jessica Morales, Kyle Seigel

Meeting came to order at 2:35

I. Resolution: Minutes from May meeting

Mr. Tabano asked if everyone had a chance to review the minutes and requested a motion to accept the May 2016 meeting minutes.

**Motion:** Mr. Winter moved to accept the May 2016 minutes.

**Seconded:** Mr. Souidi

**Vote:** Unanimous

II. Presentation by ADP Total Source

a. Potential Resolution: Moving payroll and insurance to ADP

Kyle Seigel and Teddy Karoutsos from ADP made a presentation to the Board about shifting from ADP Resource services to TotalSource. They reviewed what the School is currently using through the ADP Resource platform. This is an outsourcing model of Human Resources, it is similar to ADP Resource but it goes above and beyond by using a using co-employment model. By using a Professional Employer Organization (PEO), the School would have access to all ADP's resources and technology including the ADP tax ID to pay employees. ADP would continue to manage all benefit packages as well as worker's compensation and unemployment. Joining ADP's PEO would be a shift in wrongful termination liability as well.

ADP determines who is allowed to come into this group based on credit rating, benefits offered already, high employee participation and overall good benefits packages. That type of employer in the group keeps the rates down by underwriting us from risk. We would continue with all the services we received currently under the Resource Platform, but would shift our legal and tax liability to ADP. ADP will continue as our HR business Partner but we will be assigned an HR executive with at least 15 years in the field and up to five years working with charter schools.

The savings for the School will be compounded over time. Because the School already offers a great benefits package, our rates will drop if we change from Oxford to Empire Blue Cross/Blue Shield. We will continue to pay the same administrative rate for our support, but our health benefits will be much lower. There were several clarification questions including what happens if the service does not work for the School. ADP reported they have a 98% retention rate. Further, since we are already on ADP Resource, it would be a seamless move back to that system. The issue why other companies do not participate in ADP TotalSource is that for most companies it is an additional fee (we are already paying this through Resource) and that there is an upgrade in benefits packages (we already have the top).

Mr. Tabano thanked them for their time and requested copies of the powerpoint. After a brief discussion it was determined that the two Board members who were not present should be included in the decision. Therefore, Dr. Asmussen will set up a conference call during a time when everyone is available in the next week to discuss further. The Board will vote on this at the July meeting.

### III. Update on NYC DOE Quality Snapshot for Transfer Schools

Dr. Asmussen reported that the Quality Snapshot was extremely positive, no longer embargoed, and on the NYC DOE website. Reviewing the Quality School Snapshot for transfer high schools, Dr. Asmussen explained that this was a new procedure and the first time the DOE has released this information. Some of the positive outcomes consisted of our graduation rate. The School's comparison group (students who have the same demographics as our students) resulted in a 51% graduation rate. New Dawn is at 47%, a very high graduation rate for a three year old school at the time the data was collected. This result, supported by the fact our comparison students had a High School Persistence rate of 59% with New Dawn having an 81% High School Persistence rate, indicates that our students do graduate, just later than their comparison groups. And that students who are not immediately successful at New Dawn continue to come to school.

Dr. Asmussen pointed out the ELA, Global and the other Regents exams, compared to other like schools. We are doing much better in SS than we thought we had been doing. One of the conclusions in our NYSED three year oversight visit was that New Dawn students would never graduate college and career ready was not upheld by these results. Thirteen percent of the New Dawn students' comparison group were college and career ready whereas, 25% of New Dawn students are college and career ready. This was further supported by the breakdown of data in the 2014-2015 School Quality Report that showed to exceed the College and Career Readiness target in 2015-2016, we would have to reach a rate of 5%. Already in 2014-2015, students were at 23.1%. The rate for exceeding the Transfer School College Readiness Index must be 15% in 2015-2016, our students for 2014-2015 are already at 15.4%.

Finally, the report collapsed the results of the NYC DOE Survey Responses. This data was compared to the entire city and not just transfer schools. Below are the comparisons. We also surpassed our last year's response rates for Teachers (97%--81% for the city) and Parents (70%--49% for the city) well outperforming the city average. We have work to do with our student response rate which was 58% compared to 81% for the city. Our results indicated that compared to the city we were average in the

areas of Rigorous Instruction, Supportive Environment, Slightly Above Average in Collaborative Teachers, Effective School Leadership, Strong Family-Community Ties, and Above Average in Trust. Overall the results indicated that we are continuing in the correct direction in all areas.

	NDCH	Citywide
Rigorous Instruction:	85% positive	87% positive
Collaborative Teachers:	94% positive	91% positive
Supportive Environment:	83% positive	88% positive
Effective School Leadership:	90% positive	87% positive
Family-Community Ties:	84% positive	80% positive
Trust:	96% positive	94% positive

Mr. Tabano officially thanked the school for another successful year.

- IV. Charter Renewal—Sara Asmussen 10 minutes
  - a. Resolution: Employee Handbook

Mr. Tabano requested a motion on the Employee Handbook which was discussed during the May meeting. Dr. Asmussen reported on the changes Dr. Weitzman had requested which included changing the wording form “the Company” to “the School” and “President” to “Executive Director” where ever it occurred.

**Motion:** Mr. Winter moved to accept the Employee Handbook with those changes.

**Seconded:** Mr. Tabano

**Vote:** Unanimous

- b. Resolution: Board Meeting Calendar

The calendar was discussed but it was requested by Mr. Tabano that we wait to hear from the two other Board members before a vote is taken. Dr. Asmussen will be sending the calendar out again for review.

- V. Contracts

All contracts had been distributed earlier for review.

- a. Resolution: Auditors

Mr. Tabano requested a motion to renew the contract with Schall & Ashenfarb to complete this year’s external audit.

**Motion:** Mr. Winter moved to accept the Schall & Ashenfarb contract to conduct our external audit.

**Seconded:** Mr. Souidi

**Vote:** Unanimous

b. Resolution: eChalk

Dr. Asmussen stated that the School was very satisfied with eChalk and the School's website. Mr. Tabano requested a motion to approve the eChalk contract.

**Motion:** Mr. Souidi moved to accept the eChalk contract to continue to offer website services.

**Seconded:** Mr. Tabano

**Vote:** Unanimous

c. Resolution: Naviance Contract

Dr. Asmussen stressed the importance of continuing with the Naviance contract due to the change in the accountability plan with NYSED. This is the only system we have at this time where we can track individual student outcomes easily. Mr. Winter asked about the costs, it was reported incorrectly, the actual costs are \$3,600. Mr. Tabano requested a motion to approve the Naviance contract for another year.

**Motion:** Mr. Winter moved to accept the Naviance contract.

**Seconded:** Mr. Souidi

**Vote:** Unanimous

d. **Insurance binders**

The insurance binders for all insurance (liability, D&O, accidental, etc.) were reviewed. Mr. Tabano requested a motion to continue with Austin & Company again this year. The total for all binders (without data liability) was \$33,000.

**Motion:** Mr. Winter moved to accept the Employee Handbook with those changes.

**Seconded:** Mr. Ogbahan

**Vote:** Unanimous

e. **Accounting Solutions NYINC**

Due to the fact Ms. Millan is out on leave, Accounting Solutions will provide an additional person one day per week to cover some of the work Ms. Millan would normally completed. This individual will be with the School until the end of August. Mr. Tabano requested a motion to accept the contract, at an annual rate of \$15,000.

**Motion:** Mr. Winter moved to accept the Accounting Solutions contract.

**Seconded:** Mr. Tabano

**Vote:** Unanimous

f. **Curriculum/Instructional Specialist**

Jill Glassbrook is a specialist who the School would like to hire on a consulting basis to organize the Seminar work done during the Internship Week. During our three year oversight visit this was identified as a definite weakness. Therefore, the School would like her to organize the integration of the Internship with the Advisories resulting in a college level research paper written during the Internship week. She will develop actual physical binders as examples of what we want, as well as aligning the work to the CDOS as well and content area standards. Dr. Asmussen explained that by hiring an outside consultant, the thinking process would be clarified, emotions removed, and we would get an end product that would be the basis of work in the advisories and internships for years to come. Mr. Tabano requested a motion to accept the contract.

**Motion:** Mr. Winter moved to accept the Employee Handbook with those changes.

**Seconded:** Mr. Souidi

**Vote:** Unanimous

VI. School Updates

Ms. DiGaudio reported that while the Regents exam results were embargoed for now, all content areas either increased proficiency to 75% or higher, or increased 20%+ point from January to June. We are very happy with these results.

VII. Financial Report

a. Monthly Financials

The monthly financials were reviewed. Mr. Tabano asked if there were any questions. There were not.

b. Potential Resolution: Proposed Budget for 2016-2017

c. Potential Resolution: Renewal Budget

Dr. Asmussen noted that although the changes Mr. Crowley had requested were made, she was not yet satisfied with the entire packet. She requested that the Board wait to accept these documents until the July meeting when Mr. Crowley will be present. The Board agreed.

VIII. Facilities

Potential Resolution: Moving forward with Bond application

One of the requirements of the city to apply for a Bond Application is that there is a Board resolution attesting to the Board's approval to move forward.

**Motion:** Mr. Tabano moved to continue the process of applying for a Bond through IDA and BuildNYC for the purpose of buying and renovating the current building located at 242 Hoyt Street.

**Seconded:** Mr. Winter

**Vote:** Unanimous

IX. New Business

Dr. Asmussen reported changes in the Not for Profit Law. She will be checking with Lawyer's Alliance to determine if these new rules apply to charter schools as well.

Dr. Asmussen also reported that within the next two weeks the Audit Committee will be meeting with the auditors for the pre-audit meeting. She will set this meeting up.

X. Adjournment

Being no other business, Mr. Tabano requested a motion to adjourn.

**Motion:** Mr. Souidi moved to adjourn the meeting,

**Seconded:** Mr. Ogbahon

**Vote:** Unanimous

The meeting was adjourned at 4:16 p.m.

The next meeting is set for July 26, 2016 at 2:30 at the school.