

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

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

Date: November 20, 2013

Time: 2:30 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Zach Flory, Michelle D. Millán, Samir Souidi, Ron Tabano, Leslie Winter

Absent: Phillip Weitzman

Meeting with Mutual of American began at 2:54 p.m.

I. Meet with Mutual of America re: Retirement Plan

Representatives of Mutual of America discussed different options of the 403(b).

Presentation ended at 3:35 p.m.

Mr. Tabano called the meeting to order at 3:43 p.m. A quorum was present.

II. Resolution: Minutes from October Meeting

Mr. Tabano asked if there were any questions or comments about the minutes or if anything needs revising.

Motion: Mr. Souidi moved to accept the minutes as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

III. Student Status and Per Pupil Billing Report

Billing opens November 30th. Per pupil will go up because the school recently enrolled several new students and there are a few more that are scheduled to be enrolled. 30% of the students are Special Ed. Free and Reduced Lunch has been a problem; the school is focused on that right now. It has dropped to 73%. Mr. Winter asked what the percentage will be once all the forms are in; Dr. Asmussen replied 83%. Mr. Tabano stated that for e-Rate, 75% of the students must be Free and Reduced. It was explained that many of the

forms were incomplete and therefore those students who qualify for Free and Reduced Lunch weren't being designated as such. Mr. Tabano stated that the school, at its discretion, can designate that a student is free lunch. He further explained that the Principal has the right based on knowledge because parents may refuse to fill out the form.

Dr. Asmussen stated that the school's Immunization rate is at 100%. Mr. Tabano explained that if the school's rate falls below 99.5%, the Principal can be personally fined.

Dr. Asmussen presented that the school now has an attendance committee, which is having a positive impact. The school's attendance went from 55% in September to 72% in October. The committee has been targeting specific students. Mr. Crowley asked what last year's average attendance was; it was between 60%-65%.

Mr. Tabano reviewed the items the retirement plan should include:

Retirement Plan

- Employee has to work at the school for one year; all returning employees will be eligible.
- Employee has to contribute to the plan in order for the employer to match.
- If there is left over money, then the board can vote to make a contribution.
- The school will match 1.5% of the employee's contribution this year.
- Vesting schedule will be gradual over 6 years; employee will be fully vested in the 6th year.
- All forfeitures will go back to the employees.

The Board gave Dr. Asmussen the authority to sign the contract once the Board reviews it.

Motion: Mr. Crowley motioned to accept the above items and give Dr. Asmussen the authority to sign the contract of the retirement plan.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

IV. Compensation Update

a. Review potential increases

Compensation Committee members are Donna Lobato, Tameka Jackson, Inessa Novik, Zach Flory and Sara Asmussen. The committee is responsible for figuring out and making suggestions to the board on how the compensation plan should go.

b. Update on AIR meeting

After meeting with AIR, the committee decided to stick with the yearly COLA, which the Board will decide every year. A table of increases was distributed based on the HEDI

score. For this year, Dr. Asmussen suggested that the school looks at how a set of students do on the Regents in January in comparison to how another set of students do on the Regents in June, for measure of growth. It was used by the school last. However, this is not a model that PICCS would approve. For PICCS, the school administered Terra Nova and will re-administer it in June and look for growth. On this model, we must use the Regents.

c. Compensation vs. Incentives

Mr. Crowley asked how we got from bonuses to percentages. TIF IV will not pay for bonuses. Mr. Tabano explained there are no more incentives and bonuses; it has to be salary increases. PICCS will cover 90% the first year and 75% the 2nd year in year 3 it goes down to 50% and in year 4 the school has to decide what they are going to do, but it will come from the school.

Mr. Tabano suggested the school run with the current percentages.

Need to look into how the PE and Spanish Teachers will be evaluated. Mr. Tabano suggested that they pick another core group (i.e., Global, ELA, Living Environment, etc. Regents) to associate with. Dr. Asmussen stated that PICCS will not allow that.

We have a group of employees who do not teach and have to develop a 60/40 SLO for them.

Motion: Mr. Souidi motioned to present the pay scale with the escalating percentages.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

V. Financial Report

a. Year to Date Finance Report

Dr. Asmussen sent Mr. Crowley's questions to the accountants. Mr. Crowley stated that the Balance Sheet does not balance.

Mr. Crowley asked for a detailed printout of all the expenses. He would like to see the monthly budget vs. the annual budget.

Mr. Tabano asked for an update on ConEd. The school is still fighting it.

Dr. Asmussen discussed the replacement cost of the school's insurance. Currently we are insured at \$200,000. The school is ok right now, but it was suggested that it should be increased. Mr. Crowley suggested that it should be increased this year.

b. FSA/CRA Discussion

A review of three companies was done (Paychex, Ameriflex & Transitchek) and a comparison made. A poll was also conducted of the employees to see which services they're interested in.

Comparably, Ameriflex was the cheapest of the three companies. Of all the services offered, employees were most interested in commuter reimbursement.

Mr. Crowley asked why should we do this at this time, as the government is about to make a decision to change the laws. He stated that the law is up in the air and that the government may not extend it past January 1st. He stated they are debating whether or not to increase the annual amount. Because the majority of staff is interested in the commuter benefit, the Board agreed on this plan, but suggested that the companies be called to ask if the start up cost will be reimbursed if the law is not extended.

In regards to the FSA, Mr. Crowley stated that if the employee leaves the company in the middle of the year, the school will lose money. In addition, FSA is a use it or lose it benefit and if the employee contributes too much and loses the money, they may look at the school in a bad light. Because there are only four employees interested in FSA, the Board decided to forego FSA.

Motion: Mr. Crowley moved to accept Commuter Reimbursement Account, if the law doesn't change on January 1st.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

VI. Principal's Report

Most topics had already been covered, everything else is going well.

VII. New Business

No new business to report.

VIII. Adjournment

Meeting adjourned at 5:06pm

The next meeting is scheduled for Tuesday, December 17, 2013 at 3:00 p.m.