

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

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

Date: September 9, 2014

Time: 3:10 p.m.

Board Members Present: George Crowley, Ronald Tabano, Phillip Weitzman, Les Winter

School Staff: Sara Asmussen, Lisa DiGaudio, Tameka Jackson, Michelle D. Millán, Dumar Paden

Absent: Samir Souidi

Meeting came to order at 3:10 p.m. A quorum was present.

I. Resolution: Minutes from July 22, 2014 Meeting

Dr. Weitzman asked that a sentence regarding a teacher be revised, as it reads unflattering towards one of the teachers. The sentence read, "...the teacher is certified in Pennsylvania and should be highly qualified, but is not." Dr. Asmussen explained that according to Federal language, the teacher is not considered highly qualified until he teaches for three years. Mr. Tabano further explained that the term highly qualified is a legal term which means that you have to have a Master's Degree and teach for a certain number of years.

Dr. Weitzman also requested that the when listing those who are present at the Board meeting, Present should represent the Board Members and a separate category be created for those who are visiting.

Motion: Dr. Weitzman motioned to accept the minutes with the above correction.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

II. Graduates

a. Graduation Outcomes

Mr. Paden provided data regarding students who were targeted to graduate. There were 76 students in the 2013-2014 school year who were targeted to graduate either in January 2014, June 2014 or August 2014. Of the 76 students, 16 of them are considered to be January 2015 graduates. Therefore the projected number of students to graduate

during the 2013-2014 school year is 60. Out of the 60 students, 36 (60%) were actual official graduates.

College acceptance: Of the 60 projected graduates, 31 (51%) received college acceptances. Of the students who officially graduated (36), 27 students (75%) received college acceptances; two of the graduates (6%) are enrolled in post-high school career training.

Mr. Paden proposed that the New Dawn invest in a student tracking system. The only information that is provided to the clearing house is student name, DOB and graduation date. The system will track every student who has enrolled in a college in this country and when they transfer between schools. 96% of colleges and universities participate in this tracking system. The cost for this database is \$425 annually.

b. Resolution: Student Tracker for High School

Motion: Dr. Weitzman motioned to enter into contract with the National Clearing House student tracker.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

III. Resolution: Computer and Cart bids

Ms. Jackson provided bids for laptops and a laptop cart. The purpose for the purchase is due to high demand of computers. There are 22 computers in the computer lab, which is booked all day long. We currently have a laptop cart with 16 computers. 20 more laptop computers are needed and a laptop cart, which can be used to charge the laptops.

Motion: Mr. Crowley motioned to accept the CDW bid for laptops and cart.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

IV. Health Insurance Subcommittee

Dr. Asmussen asked staff if they were interested in participating in a subcommittee to review health insurance plans in order to pick one. At this time, no one has shown interest, but she will ask again. Dr. Asmussen will schedule Magii to come in and address the subcommittee on the various health insurances. Mr. Tabano suggested that the subcommittee be as representative of all staff, if possible.

V. Facilities Report

Dr. Asmussen set a letter to the Chancellor, requesting co-location space; she received a letter back stating that they forwarded the letter to the Charter School Office.

Dr. Asmussen went back to one of the very first buildings she saw to house the school. It's a 150,000sqft building. 47,000sqft is a separate from the main building. This is the space that NDCHS is looking at. Another school will take the other part. The space has a yard, and parking area for staff. Mr. Winter requested the specs on the space for review.

In reviewing the lease and extension, Mr. Winter stated that the school should have an option for 2016. Dr. Asmussen will discuss this with the landlord. Mr. Winter stated that the school needs to have the option because real estate rarely goes perfectly and this can put the school out of business for a year. Mr. Tabano suggested that Dr. Asmussen go back to the landlord and state that the Board is reluctant to sign the lease unless an option is included in the lease.

VI. Staffing Update

a. New Staff

The following staff were hired: two math teachers, two global teachers, two special ed teachers, an ELA teacher and health/gym teacher. A previously push-in sped teacher was transferred to the open US History teacher position. Through PICCS, NDCHS were able to hire two Aspiring Teachers and an Aspiring Counselor. This is a nine month contract and PICCS will reimburse the school up to \$45,000.

b. Resolution: HEDI Salary Increase Scale

Dr. Asmussen stated that two teachers may have reached the goals to receive a salary increase, based on student outcomes.

c. Culture Building Updates/Staff Initiatives

NDCHS is doing a long-term PD push on culture. Subjects will revolve around school's philosophy with students. Dr. Asmussen is meeting with new staff for lunch every two weeks.

Mr. Winter stated he was a little disappointed that none of the new teachers attended the Board meeting.

VII. Update on Con Ed and Green Team

The Green Team came and changed all the light fixtures. Dr. Asmussen will follow-up to see if the open permit was signed-off with the Department of Buildings.

The school lost the complaint with the Public Service Commission. They stated that the school falls under the big building category. They will monitor the schools electricity usage

for the next few months and if it falls below a certain level then they will move the school back to the small building category.

VIII. Financial Report

a. Finances

Mr. Crowley stated that the report is a limited version, therefore not much to look at. Mr. Winter asked how much was put away in escrow for dissolution. Currently, there is \$50,000 and another deposit of \$25,000 is due in December 2014.

Mr. Winter asked that a report be generated that projects the approximate cost of the move of the school. He asked Dr. Asmussen to think more about the general costs of moving to assure that there is enough money for the move. Mr. Tabano stated that Dr. Asmussen must look into the cost per square footage.

Mr. Crowley noted that fixed assets did not depreciate for August 2014.

b. Audit Update

Mr. Crowley stated that the Auditors need to write their audits better and comment on the school's weaknesses.

c. Resolution: Update FDIC

Dr. Asmussen went to pick-up paperwork to open several bank accounts and according to the banks NDCHS is not a corporation. Several banks would not give her the paperwork because New York State did not have the NDCHS listed as a corporation on their website. Mr. Tobano stated that in these situations he has used the charter authorization paperwork.

Motion: Mr. Crowley moved that NDCHS select the banks and open five saving accounts. The Board authorized Dr. Asmussen to do this.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

IX. Principal's Report

a. August Regents pass rate

NDCHS had a very good summer. The pass rate for all subjects went up, except for Algebra. Both the Common Core ELA and Comprehensive ELA exams were administered. It was found that the Common Core exam was easier for students to pass. [REDACTED]

[REDACTED] The alignment of the teaching

modules to what is tested in the exam are the same and students can better grasp it. Students are doing better on the writing and multiple choice pieces.

Algebra and Geometry continue to be a problem [REDACTED] Regents; however, it hasn't been offered inconsistently. In response to regents pass rates in math, NDCHS added a Foundations to Geometry course, in addition to Foundations to Algebra.

For Global Studies [REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Algebra was down because there was no buy-in from the staff about using the modules and following through on the alignments. These two math teachers quit the week before the Regents exams were administered.

Ms. DiGaudio is co-teaching a writing course with Mr. Taylor Carlic in the fall.

(Redactions were in reference to Regent's pass rates, which are embargoed until Spring 2015.)

b. Enrollment

NDCHS is still in the process of enrolling students. At this time, there are 122 applications for enrollment. The school will enroll up to 330 students. NDCHS must enroll 300 students and can go over 10% totaling 330 students.

X. Executive Session

XI. New Business

XII. Adjournment

Motion: Mr. Crowley motioned to adjourn the meeting.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

Meeting ended at 4:43 p.m.

The next meeting is scheduled for Tuesday, October 28, 2014 at 3:00 p.m. at New Dawn Charter High School.