

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

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

**Date:** September 24, 2013

**Time:** 3:00 p.m.

**Present:** Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Samir Souidi, Ron Tabano, Leslie Winter, Phillip Weitzman

**Absent:** Frank San Felice

Ms. Tameka Jackson momentarily joined the meeting to be introduced to the Board.

**I. Welcome**

Mr. Tabano called the meeting to order at 3:04 p.m. A quorum was present.

**II. Resolution: Minutes from July 23, 2013**

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

**Motion:** Dr. Weitzman moved to accept the minutes as written.

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

**Vote:** Unanimous

**III. Resolution: Custodial Contract**

The Finance Committee met to approve the custodial contract. Three proposals were received and all the proposals were pretty much the same. The vote went to AC Interiors because they gave a handyman. Also, stripping and waxing is included in the price.

Dr. Weitzman pointed out that the contract is for 10 months and wanted to know the beginning and ending of the contract. Dr. Asmussen stated that that was an error, the agreed upon contract was for a year. She will clarify that with the company.

Mr. Crowley asked how the company is performing so far. Ms. DiGaudio said they are fantastic and the school always looks and smells clean.

**Motion:** Mr. Winter moved to accept the contract with the amendment that it is 12 months.

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

**Vote:** Unanimous

**IV. Resolution: Technology Plan**

Tameka Jackson was hired to do some of the technology work for the next several months. She has a bachelors and masters in technology science and is working on her PhD. Ed Peterman has been helping to set everything up. His last day will be Saturday, September 28, 2013. Mr. Peterman will be handing everything over to Ms. Jackson; he stated she is capable of handling the technology. Having someone on the staff has been helpful. It has been a cost-effective decision. Ms. Jackson will set up the school's information system and do the transfer credits to make sure the students have all their credits.

**Motion:** Dr. Weitzman moved to accept the technology plan as discussed.

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

**Vote:** Unanimous

**V. Resolution: Computers**

The school received 2 bids for 20 laptops. One bid was from Best Buy and the other from CDW-G. There is a \$200 dollar difference between the two bids. The lower bid was from CDW-G. The school needs Board approval to purchase the laptops because they are over \$10,000.

Mr. Winter asked who decided on which type of laptop to choose. Dr. Asmussen stated that a larger laptop was chosen to lessen the likelihood of theft.

Dr. Weitzman asked how the laptop will be secured. Dr. Asmussen stated that the laptops will be locked and charged in a cart and the cart will be locked in a room.

Dr. Weitzman asked who will set up the computers and what type of warranty do they have. Dr. Asmussen stated that the computers will be set up by Ms. Jackson. Dr. Asmussen said she will have to ask what type of warranty the computer comes with. Mr. Winter asked if a vote can be held off until that information is known.

Mr. Souidi suggested that the bid should include the specs of the computer.

Mr. Tabano asked if the board is ready to vote. Mr. Winter is ready to vote on it based on receiving more information on the warranty.

Dr. Asmussen received additional information from Ms. Jackson. The reason for the cost of the computer is because it comes with everything fully loaded with MS Office and there is nothing else to purchase. The maintenance fee is \$29.99 year/per computer.

Mr. Tabano suggested that the school go with the lesser bid and to look into whether it makes sense to purchase the warranty.

**Motion:** Mr. Souidi moved to accept the bid from CDW-G.

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

**Vote:** Unanimous

## **VI. Resolution: School Outcome Measures**

This is what was reported in July. Mr. Souidi asked if this was accepted. Mr. Tabano asked Dr. Asmussen to further explain the data, why they have to do have this and what this is about. Dr. Asmussen stated this is what the state bases the renewal on, which is four years from now. The state wants to know how you did on your regents, what's the school's graduation rate. They want you to pick a couple of goals; this year it was teaching, learning and culture and a few financial goals.

**Motion:** Dr. Weitzman moved to accept the school outcomes as is.

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

**Vote:** Unanimous

## **VII. Building and Staffing Updates**

- a. **New Hire:** One of the new hires resigned. A science teacher was hired and started on 9/9/13.
- b. **Cleaning and Repairs:** Primo, the cleaning and handy man, has been doing a great job.
- c. **Con Edison Bill:** We received a bill for \$37,000 from estimates of 10 months. They said they will cut off the lights. Mr. Tabano believes something is wrong with the bill. He suggested that the bill be disputed. According to the company, the school is refusing the meter to be read. Mr. Crowley suggested that we compare the next meter reading with the last reading to use as a baseline. Mr. Crowley asked if the Green Team check the gas when they looked at the electricity. Dr. Asmussen stated that they didn't, but she will call and ask if they do that. Mr. Crowley also suggested that we contact the day care and see when they had their actual reading. Mr. Winter suggested that we go to the landlord and ask for advice; he may know an estimate of what the day care was paying.

Mr. Winter suggested that Dr. Asmussen write a note to Con Ed informing them of what we're doing to look at the bill, so that it is documented. He asked if the school had any disabled students, if so, it should be stated in the letter. Mr. Winter also suggested contacting the school's lawyer.

#### **VIII. Update on Internship Program**

All students have been placed; but have not gone out on internships yet. They will go out within the next couple of weeks. Dr. Asmussen received in writing, that we may pay student stipends from the Per Pupil budget because it is a core part of the charter and program. Dr. Weitzman asked that Mr. Paden come to the next board meeting to make a presentation on the internships. Mr. Crowley asked how the students are being paid. Dr. Asmussen stated, there are about 20 students who will be paid by the employer. The rest of students will receive a stipend of \$1.00 an hour. Dr. Asmussen stated that the students will be paid incrementally. Mr. Tabano stated that the students will not want to do the internship if they are not paid regularly.

#### **IX. Student Status and Enrollment**

We have 218 students enrolled. Enrollment/Intake is ongoing and will continue until mid-October. Frederick Douglass Academy IV is phasing out and we are getting many of their students who have over 30 students with little or no regents. During the next Board meeting, Dr. Asmussen will present more specific numbers on Special Ed, ELL, etc.

We have a huge college now group; students who will be enrolled in BMCC next semester. There are 27 students in A week and 8 students in B week.

The student's behavior has greatly improved this year. Of the 33 students who are in C week; 28 of them are from last year.

#### **X. Principal Report**

##### **a. Education Committee Meeting**

The release of the common core module has been significant. We have fully implemented algebra and geometry. The Regents will not be given until 2014 for common core, but we opted to use it as practice and get used to using the modules. They recently released English, which is called Core Proficiencies which is learning how to read closely and writing for evidence based claims. ELA has not used the modules because they were released late.

In November, the next network team is to be held, right after Veteran's Day. They will be releasing more modules. Ms. DiGaudio will be going up to collect those and turnkey back to the school. Pre-calculus has been released. The students who are showing strength will take the AP exam at the end of the semester; which will be great because they will receive college credit.

## **b. Drop Box Danielson**

The school has had a full year of Danielson with the baseline and moving on to peer review. Ms. DiGaudio has had 10 teacher observations and has 5 left. Ms. DiGaudio has created a drop-box file for each of the teachers. She tapes the lesson, gives them the evidence collection, per the Danielson module and she also provides them with a blank rubric. The teachers fill out the rubric prior to their post observation discussion and then they talk about the domains that they do not agree on. From there they identify two domains that need focus. September focused on the baselines. October will focus on the peer group visitations. The teachers will be holding PLCs with their peer group.

Mr. Winter asked if the teachers are looking at this as a helpful tool. Ms. DiGaudio is teaching and modeling through her first period class. She believes that it is what the teachers been asking for. The PLCs are an opportunity for the teachers to speak freely without having administrators involved.

## **c. Camping Trip**

Discover Outdoors took 37 kids on an overnight camping last week. The kids had a good time, and it was well received. There will be 3 more trips: scavenger hunt in Central Park, snowshoeing in Prospect Park in January, fishing in the spring. There will be three spots for the three-week camping trip. Mr. Souidi asked if there was a waiver – yes, all students had a signed consent form to attend the trip. Ms. DiGaudio and the Director of Discover Outdoors will come up with a protocol for future events on what students will need to do to be able to go on the trip.

## **d. SAM (School Administration Management) Project**

This is an off-shoot of PICCS. Initially, it seemed like a time management program. Now that she's in the program, Ms. DiGaudio feels that it develops her feedback and the quality of the instructional plan. Someone will come the week of October 7<sup>th</sup> and follow Ms. DiGaudio from sunrise to sunset and take data every five minutes. At the end of the day, they will have a graph that shows exactly what her day looks like. This program shows you how to develop your feedback and how to follow-up on other major instructional pieces.

You pick 2 SAMs who you work with, and they will be your managers. You have a conversation about your calendar for the day and when issues come up, they inform you of what meetings were missed and try to reschedule them.

**XI. Financial Report**

**a. Pension Plan**

New York Life has a different plan than everyone else, they guarantee your principal. Choices are Mutual America, The Principals and New York Life. Mr. Crowley pointed out that this is not a pension plan, 403(b) is a retirement plan.

Mr. Winter suggested that the companies present all the costs involved with investing in their funds.

Dr. Weitzman asked if we know the ground rules of timeframes, how much will the school contribute to the employee's retirement? Can employees make retroactive contributions?

Mr. Tabano suggested a 6 month waiting period; if employee contributes at least 3% the school will contribute 5%. Mr. Crowley asked what if an employee does not contribute, do they get nothing. Dr. Weitzman stated that this would be a contributory plan. Mr. Tabano stated that the employee has to contribute. Mr. Souidi asked what if a person financially cannot contribute. Mr. Crowley suggested 2% of an employee's salary. Mr. Souidi stated that there should be a limit to the amount that the school contributes. Dr. Weitzman asked if there is money in the budget to contribute to the employee's retirement plan. Dr. Asmussen stated that there is 2% budgeted for employee's retirement.

Mr. Winter asked if this discussion can be tabled until further information is received. He requested that the companies make a presentation to the Board.

Mr. Tabano stated that we can inform the staff that contributions will be retroactive to July 1, 2013.

Mr. Tabano suggested that the retirement companies come to the school and make a 20 minute presentation on their funds.

Mr. Souidi will call Tia-Cref.

Mr. Tabano asked Mr. Crowley to look into companies, since he has more experience in this area.

**b. Audit**

Dr. Asmussen stated there is no draft audit to look at today. The only issue is that there is one hire letter that cannot be found; otherwise, everything looks good. They promised they will get the Board a draft of the final audit within the next week.

**Motion:** Mr. Crowley moved that the meeting be adjourned in order to go into executive session.

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

**Vote:** Unanimous

Meeting was adjourned at 4:45 pm to go into executive Session.

**XII. Executive Session**

**a. Building**

**b. ED Update Evaluation**

Returned from Executive Session at 5:18 pm

Mr. Winter had to leave and gave Mr. Tabano his proxy to vote.

**Motion:** Dr. Weitzman moved to accept option 2 regarding awarding bonuses for last year's staff.

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

**Vote:** Unanimous.

**Motion:** Dr. Weitzman moved to accept 3<sup>rd</sup> year option and extend the lease.

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

**Vote:** Unanimous.

**XIII. New Business**

**XIV. Adjourn**

**Motion:** Dr. Weitzman moved that the meeting be adjourned.

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

**Vote:** Unanimous

The meeting ended at 5:20 pm. The next meeting will be held on Tuesday, October 22, 2013 at New Dawn Charter High School at 3:00 p.m.