

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

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

Date: July 22, 2014

Time: 3:04 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Scott Mimnaugh, Samir Souidi, Ronald Tabano, Phillip Weitzman

Absent: Leslie Winter

Meeting came to order at 3:04 p.m. A quorum was present

I. Resolution: Minutes from June 22, 2014 Meeting

Dr. Weitzman stated that there was a sentence on the first page of the minutes that was incomplete in regards to the deductible.

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

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

II. Introduction of New Staff

Dr. Asmussen introduced Scott Mimnaugh, who started yesterday, July 21, 2014 and will be the new Assistant Principal. Mr. Mimnaugh will be in classrooms, pushing-in and supporting staff. Ms. Tameka Jackson will be the second Assistant Principal working on the student side. Mr. Tabano welcomed Mr. Mimnaugh and asked him to give the board some background on himself.

III. Reports

a. Annual Report

The Education Committee needs to complete and approve the report within the next week. Regent's results are not available yet. [REDACTED]

[REDACTED] (Deleted from public copy, scores embargoed until Spring 2015.) Earth Science was administered for the first time. Neither of those Regents is being offered in August.

The other academic goal is the NYC Progress Report, which the NYC DOE is no longer going to present in the usual format. We will have to wait and see what they eventually do and then meet with the NYSED to discuss how to modify our annual report outcomes.

Dr. Asmussen forwarded the Board Members a link for their financial disclosure form. This needs to be completed by August 1st.

NDCHS have two uncertified teachers. One is highly qualified, the other is certified in Pennsylvania and should be highly qualified, but is not.

b. Consolidated Application

Title II includes Inessa Novik and supplies to do TERC, using data to inform instruction, which is a teacher and principal professional development activity. We get student outcome data and apply it back to the curriculum and instruction. Title II is estimated at \$9,000.

Title I is estimated at \$130,000. This is being used for the math teacher and Algebra Foundations class, Read 180 and part for a Parent Coordinator. The Consolidated Application is due August 31st.

c. NYC Progress Report

The Progress Report is in the process of going through major revisions at the City level. The biggest modification, and one that schools are not happy about, will be that there is no longer be any school comparisons. Also, the original Report cards used a letter grade and letter grades will no longer be assigned. This will make it more difficult to determine if a school is doing their job or not.

NDCHS made AYP (Annual Yearly Progress) – we are a “School in Good Standing”.

IV. Resolution: Copier Update

The copier has been used for two years and needs to be replaced. No extra costs are being incurred. Mr. Crowley asked if this is necessary and cost effective. Mr. Souidi stated that a color copier is good for marketing and flyers.

Motion: Dr. Weitzman motioned to accept the color copier contract.

Second: Mr. Souidi seconded the motion.

Vote: Motion passed 3 to 1; Mr. Crowley is not in agreement.

Motion: Mr. Crowley motioned to accept the contract on the new black & white copier.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

V. Resolution: Student Tracker for High School

This is a national clearing house that tracks student enrollment in the majority of colleges and universities across the country. One of the big outcomes for high schools in NYS is college enrollment. This national clearing house tracks students who are in college. According to the new regulations, we have to people who will follow up with students after they have graduated and through college or trade schools.

Dr. Weitzman asked what kind of information does this tracker gives back. Dr. Asmussen stated that it tells you what colleges students are enrolled in and if the former student is still in school. This information has to be reported at the end of every year.

Mr. Souidi asked what type of data they want the school to provide? They require names and social security numbers. Mr. Souidi asked if consent is needed from parents to give out student's social security numbers. Dr. Asmussen has to get and review the tracker's privacy policy.

The cost is \$425 per year.

Mr. Souidi stated that the company should be able to do a drop-down from ATS instead of the school providing them with a list of graduates and student social security numbers.

This item has been tabled to the next meeting in order to receive and review the privacy policy.

VI. Facilities Report

Dr. Asmussen received a call from NYSED and they too have been running into roadblocks in helping schools obtain space. It was suggested that NDCSH apply to the DOE for co-location. The biggest owner of public space in Sunset Park is the city. If the school is denied for co-location, we might be able to get reimbursed or get money for our own space. Mr. Souidi asked what happens if we're approved for co-location, can the school say no. If there is a facility that can house the school, NDCHS can co-locate and save money while building their own space. However, the school can say no to co-location.

The lawyers are negotiating on the lease for 2015-2016 for the school's current space.

Dr. Asmussen is working with U.S. Department of Education with the Charter School Facilities Clearing House. It is based at Georgetown University. If our application is accepted, they are looking for someone who can work with us who can go to the city and negotiate a school's needs for space in a particular neighborhood.

VII. Con Ed Green Team Report

Micah Rome and Ron Tergese with Con Ed Green Team joined the board meeting to discuss the energy assessment that was done last year. Last year, Mr. Rome came to the school and did an energy assessment and made recommendations on how to reduce energy usage. He stated that whatever Con Ed recommends, they pay 70% of the cost. The technology that is currently in use is not in production anymore; therefore Con Ed would switch out the old lighting fixtures to the new energy efficient lamps. The school would receive the same amount of light but with a significant amount of savings in the energy bill. The estimate savings are about \$10,000 a year.

Mr. Crowley asked how long the installation would take. The installation takes about 15 minutes per fixture and there are about 250 fixtures, taking about a week to complete.

Mr. Souidi asked that when the school moves, would we be able to get this deal again. The Green Team responded that depending on the fixtures in the building, it may be advisable.

Motion: Mr. Crowley moved to have Con Ed change the lighting.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous.

VIII. Financial Report

a. Finances

Mr. Crowley asked about the amount of \$9,213 listed under graphs for income and expenses. Dr. Asmussen will follow up on this.

Mr. Souidi stated that the total cumulative expenses are not showing-up on the graphs. He stated that you have to manually add up all the columns. He was appreciative that the graphs he requested were included in the report.

b. Audit Update

Dr. Asmussen stated the audit has started and she is getting all the letters out to the banks and attorneys. Mr. Crowley asked how the audit could have started when they were supposed to have a pre-audit conference call.

c. Bank of America Report

John Fanelli from Bank America joined the board meeting to discuss on-line banking to streamline some processes. Matthew Cershaw (on the phone) discussed services that may fit the school.

Dr. Weitzman asked that they discuss any problems that their presentation is designed to address. Mr. Fanelli wants to get NDCHS online, put some processes in place, i.e., fraud protection on the account, possibly processing checks in a different manner (ACH or bill pay) and also get the school a scanner to scan checks in the office.

Dr. Asmussen stated that this came about because there were questions about the FDIC and Mr. Winter specifically asked about setting aside monies for the school's move. Mr. Crowley stated that this is more of a fraud protection presentation than opening new bank accounts.

Mr. Cershaw stated that they analyze the accounts and see what services make a good fit. NDCHS will be able to be setup on line to send wires and have complete control. As far as fraud protection, when checks are cut, Bank of America will look at files we send them and cross-reference it when the checks are ready to be cashed. The balances that are currently in the account will off-set any fees that would normally incur.

Mr. Crowley asked how much these services will cost when there aren't as much funds on deposit. Mr. Fanelli said that this is something he can look into. Dr. Weitzman asked if there is a minimum balance to avoid services. Mr. Cershaw stated that the minimum balance to maintain is \$800,000.

FDIC insurance is driven by tax id number. If the school has a number of accounts under the same tax id number at the same bank, it all falls under the same FDIC unlike personal accounts. FDIC does not come into play unless Bank of America shuts down. Mr. Fanelli suggested opening a separate LLC account, with a separate tax id number, in order to put money aside for the building.

A discussion was held about what to do with the money over FDIC amounts in the account. There are a couple of options, one is to open more accounts, second is to open another LLC. Mr. Crowley also asked that the when starting an LLC, how much will this cost. Dr. Asmussen stated that if she does it herself, it will cost \$800. In opening an LLC, the school would have to file tax returns on this account.

Mr. Tabano stated it is easy to duplicate fraudulent checks and he has experienced first-hand. He stated there is exposure particularly with students receiving checks from the school.

Dr. Weitzman inquired about opening different accounts with community banks and if it would cause a problem administratively. Mr. Crowley suggested that we move to open up these bank accounts before the audit.

Mr. Tabano stated that NDCHS keep \$800,000 in Bank of America and move the other monies to 3-4 different accounts in community banks. He stated once we see the fees from Bank of America, then a decision can be made about the moving the account to an on-line system.

IX. Principal's Report

a. Summer School Report

Ms. DiGaudio stated that 96 students are enrolled in summer school. Attendance is averaging 60%. NDCHS is spending a lot of time in Professional Development doing culture building.

b. June Regents pass rate

[REDACTED]
[REDACTED]
[REDACTED] Teachers have been informed that for the summer, a 75% pass rate is the expectation. [REDACTED]
[REDACTED] (Redacted, scores are embargoed until Spring 2015.)

Mr. Tabano asked why did the attendance go up for the summer, when this is a difficult time for attendance. Ms. DiGaudio stated that students who have 18 and more credits have been targeted for summer school. This has motivated students who will graduate in August 2014 and January 2015. Dr. Asmussen stated that Ms. Jackson has been actively outreaching to students. Mr. Wolf, the security guard has been contacting students on a daily basis to come to school.

Mr. Tabano asked with the staff turnover, and the Regents coming up again in August, what is going on in the classrooms that might be different than before. Ms. DiGaudio's biggest concern is Math, because of their experience. However, overall, she is expecting the results to be better because the teachers are co-teaching.

NDCHS has outperformed other charter transfer schools who have students in school every week. Therefore time is not a factor for the low results since even with these results our students outperformed students who did not have an internship program.

Mr. Crowley asked about the staff member who stated that she was not getting paid for the extra work she were putting in and how this issue was resolved. Dr. Asmussen clarified that that person was getting paid for the extra work; however, that teacher resigned from her extra positions, the positions will be re-posted for other staff, and this

teacher would now be teaching a full load. She had a reduced teaching load on top of her extra pay to do this work.

X. New Business

Mr. Souidi would like the board to be involved in risk management. He has read that a lot of audits are asking for it and would like to implement it in the school. Dr. Asmussen asked if there are any models that he likes. There are two models that he likes and he would forward it to everybody.

XI. 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, August 26, 2014 at 3:00 p.m. at New Dawn Charter High School. In the event there is not a quorum for the August 26 meeting, the September meeting will be moved up to September 9th.