

Board of Trustees Meeting

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

Date: Tuesday, June 19, 2018

Time: 2:30 pm.

Present: Mr. Ronald Tabano, Mr. Les Winter, Dr. Phil Weitzman, and Ms. Jane Sun, Mr. George Crowley, Ms. Darlene Anderson

Absent: All Present

Staff Members/ Visitors Present: Dr. Asmussen, Dr. Lisa DiGaudio, Ms. Amanda Morton, Mr. Jose Obregon, Ms. Fara Badrieva, Ms., Erica Fabiano

Mr. Tabano called the meeting to order at 2:30 pm.

I. Resolution: Minutes for May 2018 minutes

Motion: Mr. Tabano motioned to approve the May 2018 minutes.

Motion Seconded: Mr. George Crowley

Board Vote: Unanimous

II. Nomination and Election of Board of Trustee Members

Mr. Ron Tabano thanked Mr. George Crowley for his service to the board and wished him well. Mr. Tabano then recommended that the board re-nominate and re-elect all current board members to serve a new term as New Dawn Charter High School Board members with the exception of Mr. George Crowley.

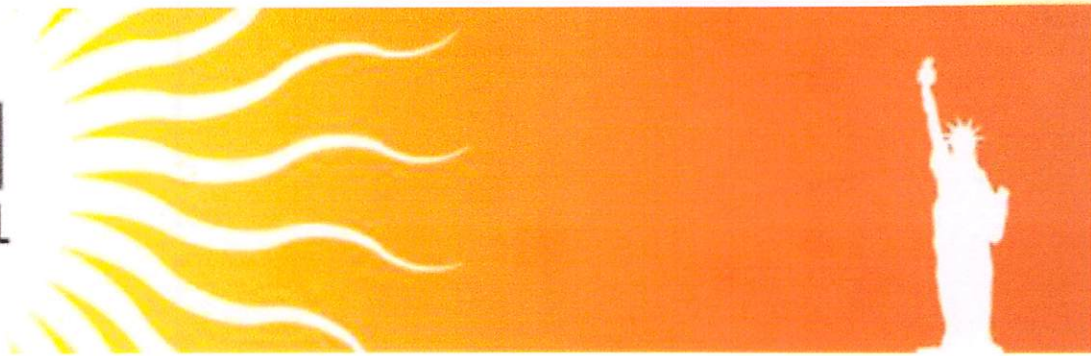
Motion: Mr. Tabano motioned to re-nominate all Board members (with the exception of Mr. Crowley) to serve a new term and motioned to elect the following officers: Mr. Tabano, Chair, Mr. Winter, Vice-Chair, Dr. Weitzman, Secretary.

Motion Seconded: Mr. Phil Weitzman.

Board Vote: Unanimous

III. Facilities Report

Dr. Asmussen presented the final term sheet from IDB. The board had already voted to accept the terms but they had to modify the sheet from a "letter from Ziegler" to "an email from Zeigler". Dr. Asmussen also informed the board that Build NYC approved the selling of Bonds last week and the application is now awaiting Mayor DeBlasio's



signature. The attorneys are currently reviewing the terms of the bond offering and will provide guidance over the next few weeks. Dr. Asmussen also indicated that the S&P Bond rating is expected to be released by the end of July 2018 and that she has provided all the necessary documentation that was required.

Dr. Asmussen reported that the Architects have developed an RFP for construction and will seek at least four bids for the project and handed copies of the RFP to all the board members present. The renovation plans for the building were also reviewed and discussed. Any changes that the board or staff will be submitted to the architects to determine feasibility.

Dr. Asmussen also reminded the board that construction will be phased and that it may be necessary to move non-teaching staff to another location such as a temporary rental space. Mr. Les Winter inquired about building an encasement on the 1st Floor outdoor space. Dr. Asmussen indicated that any encasement would be viewed as an increase of square footage by NYC DOB and, therefore, not allowed.

IV. Resolutions for Building Project

Mr. Less Winter inquired what would become of the school's remaining money that was left after the real estate deal was completed. Dr. Asmussen indicated that any remaining monies will be placed in a dissolution, replacement, or contingency fund. She also indicated that she will distribute the 10-yr budget in the next few days for review.

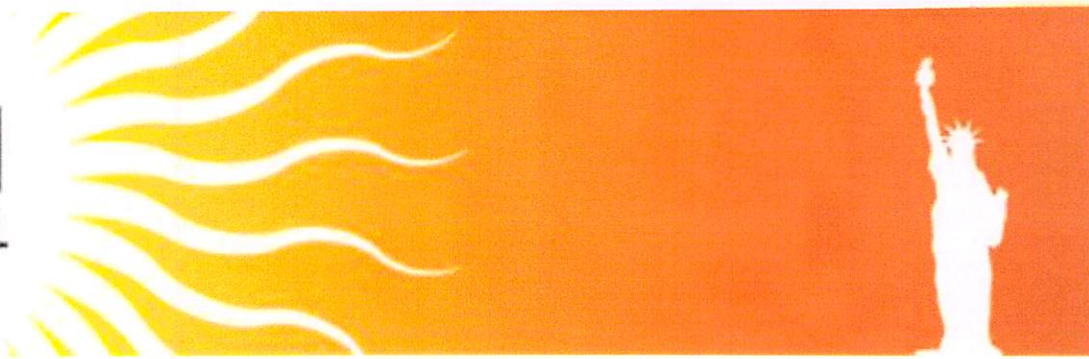
Dr. Asmussen announced that Build NYC had approved our bond application. The Board of Trustees needed to pay the NYC Authorizing Resolution which had been distributed earlier for review.

Motion: Mr. Tabano motioned that the board approve and authorize the Build NYC resolution.

Motion Seconded: Mr. George Crowley seconded the motion.

Board Vote: Unanimous

A discussion was held about the resolutions necessary under the Bond structure in order to repay monies with bond funds. Dr. Asmussen explained that there are four areas in need of repayment: IDB Bridge loan, New Dawn for purchase of building, building costs (title search, Survey, Appraisal, Environment Survey), and attorney fees as they pertain to bond acquisition.



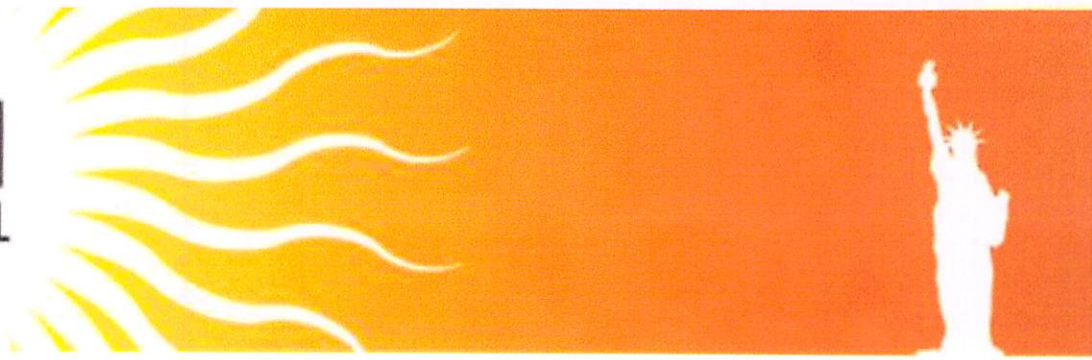
Motion: Mr. Tabano motioned that the board approve and authorize the use of Bond proceeds to repay IDB, New Dawn, various surveys and searches (building costs), and attorney fees.

Motion Seconded: Dr. Phil Weitzman.

Board Vote: Unanimous

V. School Updates

- a. Mr. Tabano announced that NY State approved the Queens School.
- b. Dr. Asmussen informed the board that student attendance has improved since the last board meeting. Ms. Darlene Anderson inquired if the school was planning any future recruitment efforts. Dr. Asmussen replied that New Dawn was hosting an open house this month and that the recruiting outlook is good. Dr. Asmussen further indicated that she was confident that the school will be able to meet its recruiting goals and that she will provide the board with an enrollment projection.
 1. **Grant application.** Dr. Asmussen reported on the taproot application which was submitted. Under this project, if awarded, a group of professionals in the field of marketing and branding would work for the school for several months to complete a recruitment plan for both staff and students for the school. Indicated that marketing will come from TAP Root. Dr. Asmussen also indicated that the school needs a stronger online presence which will also require branding.
 2. **New Staff position.** Dr. Asmussen indicated that the Engagement and Attendance Coordinator will be a new position added to the New Dawn Staffing organization. Mr. Mike Wolfe will hold the new position and will conduct home visits, make contact with parents and students, and will also track alumni.
 3. Dr. Asmussen announced that Fall 2018 orientation dates are August 7 and August 9, 2018.
- c. **Report on Eskolta Conference.** Ms. Erica Fabiano reported that she attended the Eskolta Conference and that many topics that are inherent to transfer schools were discussed. Among the discussion was the exchange of ideas that are proven to be successful in assisting teachers and students meet student academic goals. Additionally, Ms. Fabiano reported that student attendance is a challenge throughout the transfer school community.



- d. **Report on Attendance PD.** Ms. Fara Badrieva reported on the professional development session that was conducted at New Dawn Charter High School by Mr. Amit Bahl, Principal of Urban Dove Charter School. Ms. Badrieva indicated the PD Session identified possible root causes of student attendance failures and the importance of timely interventions by mentors and staff to mitigate student absences. Student levels of engagement were discussed at the PD as well as possible intervention strategies like Sun Bucks or Sun Slips, currently used at New Dawn Charter High School, to motivate students to come to school.

Mr. Les Winter asked that the school consider what other strategies can be used to motivate mentors to actively engage their mentees.

- e. **NYSED Regents update.** Dr. Lisa DiGaudio indicated that the school's pass rates for NYS Regents exams is noteworthy. However, Dr. DiGaudio further indicated that ESSA regulations will come into effect in July 2018 and released in August 2018. The ESSA rate will not favor transfer school Regents outcomes. Pass rates were discussed but are embargoed for now.
- f. **Employee Handbook.** Dr. Asmussen reported on the changes in the Employee Handbook which was distributed before the May 2018 meeting. Dr. Weitzman had several additional changes which were made.

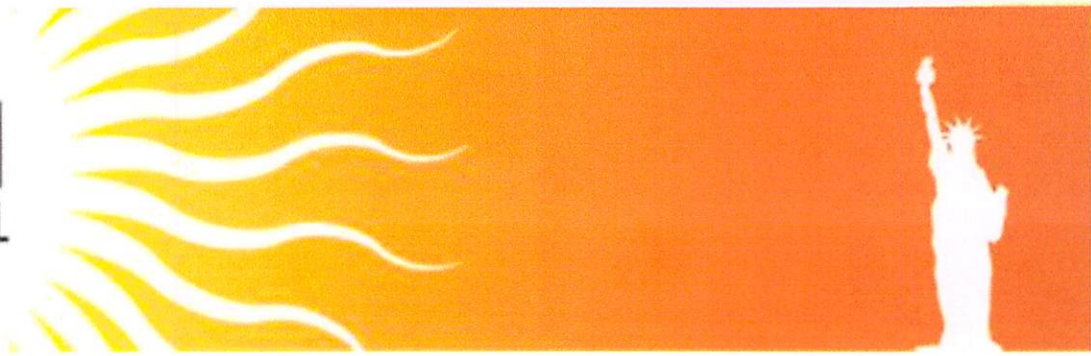
Motion: Mr. Tabano motioned that the board approve and the new Employee Handbook.

Motion Seconded: Mr. Les Winter seconded the motion.

Board Vote: Unanimous

VI. Financial Report

- a. Update on 10 year budget. Dr. Asmussen indicated that the school was able to project a 10 year budget in detail. Mr. Les Winter indicated that the budget projection should not be overly detailed but only indicate revenues and liabilities based on projected enrollment. Mr. Winter further indicated that a 5-year budget projection would suffice.
- b. Dr. Asmussen indicated that the 2018-2019 School budget will published within the next few days and emailed to the board members.
- c. Resolution: Schall & Ashenfarb Audit Engagement Letter



Motion: Mr. Tabano motioned that the board approve the Schall & Ashenfarb Audit Engagement Letter.

Motion Seconded: Mr. George Crowley seconded the motion.

Board Vote: Unanimous

VII. Items for July Meeting

- a. Approval of 2018-2019 budget.
- b. Discussion of 10 year budget
- c. Resolution: Post-Issuance Compliance Policy
- d. Pay increases for Staff

The items above will be discussed at the next Board meeting in July 2018.

VIII. New Business

Dr. Asmussen informed the board that she will set up an audit call. She also distributed the final disposition of the case against New Dawn. All charges against New Dawn were dismissed and New Dawn was removed as a defendant.

Mr. Crowley requested a discussion about the one-time contribution to the employees' 403 (B) plan.

Motion: Mr. George Crowley motioned that the school distribute a 3% Voluntary Contribution to the Employee 403B plan for its employees.

Seconded: Dr. Phil Weitzman seconded the motion

Board Vote: Unanimous

IX. Adjournment

Motion: Mr. Tabano moved to adjourn the meeting at 4:05 P.M.

Motion Seconded: Mr. Les Winter seconded the motion.

Vote: The board unanimous voted to adjourn the meeting.

The meeting was adjourned at 4:05 P.M.