

I. SCHOOL INFORMATION AND COVER PAGE

Created Wednesday, July 16, 2014

Updated Friday, August 01, 2014

Page 1

1. SCHOOL NAME

(Select School name from dropdown menu; BEDS # appears first)

331500861016 NEW DAWN CHS

2. CHARTER AUTHORIZER

Regents-Authorized Charter School

3. DISTRICT / CSD OF LOCATION

NYC CSD 15

4. SCHOOL INFORMATION

PRIMARY ADDRESS	PHONE NUMBER	FAX NUMBER	EMAIL ADDRESS
242 Hoyt Street Brooklyn, NY 11217	347-505-9102	347-505-2516	[REDACTED]

4a. PHONE CONTACT NUMBER FOR AFTER HOURS EMERGENCIES

Contact Name	Sara M. Asmussen
Title	Executive Director
Emergency Phone Number (###-###-####)	[REDACTED]

5. SCHOOL WEB ADDRESS (URL)

www.ndchsbrooklyn.org

6. DATE OF INITIAL CHARTER

2011-09-01 00:00:00

7. DATE FIRST OPENED FOR INSTRUCTION

2012-09-01 00:00:00

8. TOTAL NUMBER OF STUDENTS ENROLLED IN 2013-14 (as reported on BEDS Day)

(as reported on BEDS Day)

9. GRADES SERVED IN SCHOOL YEAR 2013-14

Check all that apply

 9

 10

 11

 12**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

Yes/No	Name of CMO/EMO
No	

11. FACILITIES

Will the School maintain or operate multiple sites?

No, just one site.

12. SCHOOL SITES

Please list the sites where the school will operate in 2014-15.

	Physical Address	Phone Number	District/CSD	Grades Served at Site	School at Full Capacity at Site	Facilities Agreement
Site 1 (same as primary site)	242 Hoyt Street Brooklyn, NY 11217	347-505-91 01	CSD 15	9-12	Yes	Rent/Lease

12a. Please provide the contact information for Site 1 (same as the primary site).

	Name	Work Phone	Alternate Phone	Email Address
School Leader	Sara M. Asmussen, Ph.D.	[REDACTED]	[REDACTED]	[REDACTED]
Operational Leader	Lisa DiGaudio, Principal	[REDACTED]	[REDACTED]	[REDACTED]
Compliance Contact	Inessa Novik	[REDACTED]	[REDACTED]	[REDACTED]
Complaint Contact	Michelle Millan	[REDACTED]	[REDACTED]	[REDACTED]

13. Are the School sites co-located?

No

14. Were there any revisions to the school's charter during the 2013-2014 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).

No

16. Our signatures below attest that all of the information contained herein is truthful and accurate and that this charter school is in compliance with all aspects of its charter, and with all pertinent Federal, State, and local laws, regulations, and rules. We understand that if any information in any part of this report is found to have been deliberately misrepresented, that will constitute grounds for the revocation of our charter. Check YES if you agree and use the mouse on your PC or the stylus on your mobile device to sign your name).

• Yes

Signature, Head of Charter School

A handwritten signature in black ink that reads "Laura M. Asmus". The signature is written in a cursive style with a large initial "L" and "A".

Signature, President of the Board of Trustees

Two handwritten signatures in black ink. The first signature on the left reads "Donald" and the second signature on the right reads "John". Both are written in a cursive style.

Thank you.

Appendix A: Progress Toward Goals

Created Friday, July 18, 2014

Updated Thursday, October 30, 2014

Page 1

Charter School Name: 331500861016 NEW DAWN CHS

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000071079>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the “progress toward goal attainment” column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	(Benchmark 1) Regents Goal 1: Each year 75% of students who take the NYSED ELA Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED ELA Regents Exam (including Common Core)	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>2012-2013 School year January 2013: 50% June 2013: 60.6%</p> <p>2013-2014 School year January 2014: 48.5%</p> <p>June 2014 (Comprehensive): 32% June 2014 (Common Core): 33.3% Total Together: 37.9%</p> <p>August 2014 (Comprehensive): 31.8% August 2014 (Common Core): 75% Total Together: 59.1%</p>	<p>During the final administration in August 2014 of the Common Core ELA Regents the goal of 75% was met. Going forward we will only offer the Common Core Regents based on these results.</p> <p>We experienced a drop from a very promising first year to our second year for two reasons: 1. It was our first year with students attending class one week and then working in the community the next week, thus the curriculum had to be revamped for every other week. 2. In June we administered the Common Core exam for the first time.</p> <p>There have also been staffing</p>

Goal met in August on Common Core.

changes in the ELA department. The new and continuing ELA teachers are using the Engage NY modules for the Common Core to map their lesson plans. One of the teachers in the summer did this which resulted in 75% of the students passing the ELA Common Core.

The new ELA teacher is in charge of Project Reflect whereby teachers do instructional rounds, filming their classes and then meeting in peer groups to discuss instruction practice. Other PD which will continue include the embedded PD from Accelerated Literacy Learning (A.L.L.) and TERC: Using Data to Inform Instruction. Paula Bevan from Danielson will continue to work with us throughout the year to improve lesson planning and instruction.

We believe we will if not make 75%, come very close and that proficiency levels will increase by June 2015.

Academic Goal 2 (Benchmark 1) Regents Goal 2: Each year 75% of students who take the NYSED Integrated Algebra Regents will score at 65 or above (general education students) or 55 or above (special education students)

NYSED Integrated Algebra Regents Exam (including Common Core)

The following proficiency rates were achieved (students passing/students taking the test):

2012-2013 School year
January 2013: 39.1%
June 2013: 55%

2013-2014 School year
January 2014: 23.3%

June 2014 (Integrated): 34.5%
June 2014 (Common Core): 25.9%
Total Together: 34.3%

August 2014 (Integrated): 8.3%
August 2014 (Common Core): 15.4%
Total Together: 10%

Goal not met

The goal was never met. During year 1 the teacher was able to increase proficiency rates by 16%. However, this teacher resigned and moved.

During the second school year the new teacher struggled. Again, however, this was the first year of students attending every other week of school and this was a first year teacher. After significant embedded professional development there was an increase from January 2014 to June 2014 of 11%. Due to political issues within the school, this teacher and the geometry teacher who was co-teaching with him during the summer clearly were off track. They both walked off the job a week before school was out.

We have replaced both math

				<p>teachers and embedded professional development continues through Metamorphosis. Math teachers will also participate in Project Reflect, TERC: Using Data to Inform Instruction, and consult with Paula Bevan from Danielson as outlined in the ELA interventions.</p> <p>We believe that this will increase our Regents pass rates significantly.</p>
Academic Goal 3	(Benchmark 1) Regents Goal 3: Each year 75% of students who take the NYSED Living Environment Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED Living Environment Regents Exam	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>2012-2013 School year January 2013: 90% June 2013: 70%</p> <p>2013-2014 School year January 2014: 65.6% June 2014: 60.9% August 2014: 70%</p> <p>Goal not met.</p>	<p>The Living Environment teacher in year 1 was a seasoned teacher. He left at the end of 2012-2013.</p> <p>Our new science teacher is a first year teacher and still reached 65.6% proficiency during his first administration of a NYS Regents exam AND during our first year of having students attend every other week.</p> <p>He will participate in the PD explained in the ELA interventions and is becoming a certified Danielson observer.</p> <p>He has shown clear progress as indicated by his Danielson evaluation and we believe he will make the goal this year.</p>
Academic Goal 4	(Benchmark 1) Regents Goal 4: Each year 75% of students who take the NYSED U.S. History & Government Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED U.S. History & Government Regents Exam	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>2012-2013 School year January 2013: 53.8% June 2013: 59.3%</p> <p>2013-2014 School year January 2014: 36.7% June 2014: 25.6% August 2014: 66.7%</p> <p>Goal not met.</p>	<p>The US History teacher was the same from the time the school opened in September 2012 through June 2014. Even with the implementation of the internship program there should not have been a 22.6% decrease in proficiency. This large of a decrease with basically the same students was not reflected in the other content areas. Then there was a further decrease of 11.1% from January to June 2014.</p> <p>Based on these results, staff changes were made. The new US History teacher increased proficiency rates by 41.1%</p>

				during the August Regents. Professional Development will continue (as outlined in the ELA interventions), including the embedded PD. We believe the goal of 75% will be met by the end of the 2014-2015 school year.
Academic Goal 5	(Benchmark 1) Regents Goal 5: Each year 75% of students who take the NYSED Global History & Geography Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED Global History & Geography Regents Exam	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>2012-2013 School year January 2013: 20% June 2013: 52.2%</p> <p>2013-2014 School year January 2014: 25% June 2014: 28.3% August 2014: 55.2%</p> <p>Goal not met.</p>	<p>The first year Global teacher was an experienced teacher and after increasing proficiency rates by 32.2% in year 1, resigned and moved away.</p> <p>During year 2, the new Global studies teacher was a new graduate and this was her first year of teaching. In both January and June of 2014 she had slightly higher proficiency rates than her much more experienced predecessor and then in August she increase proficiency by 26.9%.</p> <p>Implementing the interventions as described in the ELA section will increase the Global studies proficiency rates. For the New Dawn population, the Global Studies Regents exam is by far the hardest of the five exams.</p>
Academic Goal 6	(Benchmark 1) Regents Goal 6: Each year 75% of students who take the NYSED Geometry Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED Geometry Regents Exam	<p>January Regents Results: 0% proficient</p> <p>June Regents Results: 0% proficient</p> <p>August Regents Results: Not administered</p>	<p>We have implemented several strategies to support the teacher in this class. Two separate consultants have been hired to push into the class and provide instructional support. Both math teachers and the principal work on a weekly basis, aligning the common core to the overarching curriculum of the school. This summer the two teachers will be team teaching in order to learn from each other and develop different skill sets. Finally, an Assistant Principal was hired to work directly in the classrooms on a daily basis. A Foundations of Algebra class has been implemented in order to improve students' basic numerical abilities.</p>

				November update: the above interventions will continue. A new geometry teacher has been hired.
Academic Goal 7	(Benchmark 1) Regents Goal 7: Each year 75% of students who take the NYSED Earth Science Regents will score at 65 or above (general education students) or 55 or above (special education students)	NYSED Earth Science Regents Exam	January Regents Results: Not administered June Regents Results: 7% proficient August Regents Results: Not administered	We have implemented several strategies to support the teacher in this class. Both science teachers and the principal work on a weekly basis, aligning the curriculum to the overarching curriculum of the school. This summer the two teachers will be team teaching in order to learn from each other and develop different skill sets. Finally, an Assistant Principal was hired to work directly in the classrooms on a daily basis.
Academic Goal 8	(Benchmark 1) Regents Comparative Measure Goal 8: Annually, the percent of students passing the ELA Regents exam will place the school in the top quarter of all similar schools as detailed in the NYC DOE Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group	This data is not available at this time.	

2a1. Do have more academic goals to add?

Yes

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	(Benchmark 1) Regents Comparative Measure Goal 9: Annually, the percent of students passing the Integrated Algebra Regents exam will place the school in the top quarter of all similar schools as detailed in the NYC DOE Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group	This data is not available at this time.
Academic Goal 10	(Benchmark 1) Graduation Goal 10: Annually, at least 55% of the 9th grade cohort will graduate within 6 years (cohorts as defined by NYSED).	NYC DOE Progress Report School Records	This data is not available at this time, August must be included. At this time, graduation rates: 6-year: 60% 5-year: 41.2% 4-year: 50% While a number of additional students will graduate by the end of

summer school, this goal has still
been met.

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	(Benchmark 2) Teaching & Learning Goal 1: All teachers will be evaluated on the Danielson Classroom Observation Rubric and will show growth over time. Those teachers already scoring at levels 3/4 at pre-observation will maintain the level.	Danielson Classroom Observation Rubric	The average, on a 1-4 scale, of the four Danielson domains over the year were: Fall: 2.4 Winter: 2.5 Spring: 2.6 The goal was met.	
Org Goal 2	(Benchmark 3) Culture Goal 2: Annually, 85% of New Dawn parents who respond to the NYC DOE School Survey will be satisfied with the school and the quality of the school.	NYC DOE School Survey	This data is not available at this time. November update: What percentage of parents were satisfied with: Instructional Core: 90% Systems for Improvement: 96% School Culture: 89% The Goal was met.	

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	(Benchmark 4) Financial Goal 1: New Dawn will meet or exceed annual budget targets each fiscal year during the charter period resulting in a balanced budget.	Unaudited and Audited Budgets	The unaudited budget which is included with this application shows that the school met budget targets (balanced budget) as set by the Board of Trustees. We believe the audited budget will show the same. November update: Goal was met	
Financial Goal 2	(Benchmark 5) Financial Goal 2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion.	Date Budgets submitted	To date, all information has been submitted in a timely fashion. This goal was met.	

Financial Goal 3	(Benchmark 5) Financial Goal 3: The external financial audit conducted every year will result in no major findings.	Auditor's Letter	This data is not yet available. November update: Goal Met
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Appendix A: Progress Toward Goals

Created Wednesday, July 16, 2014

Page 1

Charter School Name: 331500861016 NEW DAWN CHS

1. NEW YORK STATE REPORT CARD

Provide a direct URL or web link to the most recent New York State School Report Card for the charter school (See <https://reportcards.nysed.gov/>).

(Charter schools completing year one will not yet have a School Report Card or link to one. Please type "URL is not available" in the space provided).

<http://data.nysed.gov/reportcard.php?year=2013&instid=800000071079>

2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

2a. ACADEMIC STUDENT PERFORMANCE GOALS

If the results are not available by August 1st, please list the goals and explain this in the "progress toward goal attainment" column. This task will reopen for the school to update and finalize by the November 1, 2014 due date.

2013-14 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 1	(Benchmark 1) Regents Goal 1: Each year 75% of students who take the NYSED ELA Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED ELA Regents Exam NYSED ELA Common Core Regents Exam	The August Regents results need to be included in this analysis and they are not available by August 1.	
Academic Goal 2	(Benchmark 1) Regents Goal 2: Each year 75% of students who take the NYSED Integrated Algebra Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Integrated Algebra Regents Exam NYSED Algebra Common Core Regents Exam	The August Regents results need to be included in this analysis and they are not available by August 1.	
Academic Goal 3	(Benchmark 1) Regents Goal 3: Each year 75% of students who take the NYSED Living Environment Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Living Environment Regents Exam	The August Regents results need to be included in this analysis and they are not available by August 1.	

Academic Goal 4	(Benchmark 1) Regents Goal 4: Each year 75% of students who take the NYSED US History & Government Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED US History & Government Regents Exam	The August Regents results need to be included in this analysis and they are not available by August 1.	
Academic Goal 5	(Benchmark 1) Regents Goal 5: Each year 75% of students who take the NYSED Global History & Geography Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Global History & Geography Regents Exam	The August Regents results need to be included in this analysis and they are not available by August 1.	
Academic Goal 6	(Benchmark 1) Regents Goal 6: Each year 75% of students who take the NYSED Geometry Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Geometry Regents Exam	January Results: 0% June Results: 0% August Results: Not offered	Students continue to struggle in Geometry. Several strategies are being implemented to impact this. First, as we move to the Common Core, all math teachers meet together with the Principal/APs to unpack the curriculum to align it to Common Core. This will strengthen the entire math program over time. Second, the two math teachers are taking the time over the summer to team teach the Algebra courses and spend time analyzing each module to ensure that students have the basic foundation needed to enroll in Geometry. Finally, the data from the Regents exam is being analyzed fully and then aligned back to the school's overarching curriculum and the teacher's lesson plans to determine alignment among the three.
Academic Goal 7	(Benchmark 1) Regents Goal 7: Each year 75% of students who take the NYSED Earth Science Regents will score at 65 or above (general education students) or 55 or above (special education students).	NYSED Earth Science Regents Exam	January Results: Not offered June Results: August Results: Not offered	Several strategies are being implemented to impact this and they are very similar to the Geometry interventions. The Earth Science teacher is working with the Principal/APs to ensure that what is being taught is in fact aligned with the School's overarching curriculum and the NYSED Learning Standards. This will strengthen the entire Science program over time. Second, the two science teachers are

also taking the time over the summer to team teach the Living Environment courses and spend time analyzing lessons to ensure that students have the basic foundation needed to enroll in Earth Science. Finally, the data from the Regents exam is being analyzed fully and then aligned back to the school's overarching curriculum and the teacher's lesson plans to determine alignment among the three.

Academic Goal 8	(Benchmark 1) Regents Comparative Measure Goal 8: Annually, the percent of students passing the ELA (or Common Core) Regents exam will place the school in the top quarter of all similar schools as detailed in the NYC DOE's Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group	This data is not available at this times.
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2a1. Do have more academic goals to add?

Yes

2013-14 Progress Toward Attainment of Academic Goals

Academic Student Performance Goal	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Academic Goal 9	(Benchmark 1) Regents Comparative Measure Goal 9: Annually, the percent of students passing the Integrated Algebra (or Common Core) Regents exam will place the school in the top quarter of all similar schools as detailed in the NYC DOE's Progress Report.	NYC DOE's Progress Report; Peer Index and Peer Group	This data is not available at this times.
Academic Goal 10	(Benchmark 1) Graduation Goal 8: Annually, at least 55% of the 9th grade cohort will graduate within 6 years (cohorts as defined by NYSED).	NYC DOE Progress Report School Data base	<p>The NYC DOE data is not yet available and it will not be until August that we get a full count; however, based on the information from the school's database:</p> <p>XX% of the 6th year 2008-2009 9th grade cohort graduated.</p> <p>XX% of the 5th year 2009-2010 9th grade cohort graduated.</p> <p>XX% of the 4th year 2010-2011 9th</p>

grade cohort graduated.

Total percent of students who graduated by year 6: XX%

2a2. Do have more academic goals to add?

No

2b. ORGANIZATIONAL GOALS

2013-14 Progress Toward Attainment of Organizational Goals

	Organizational Goal	Measure Used to Evaluate Progress	2013-14 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Org Goal 1	(Benchmark 2) Teaching & Learning Goal 1: All teachers will be evaluated on the Danielson Classroom Observation Rubric and will show growth over time. Those teachers already scoring at levels 3/4 at pre-observation will maintain the level.	Danielson Classroom Observation Rubric		
Org Goal 2	(Benchmark 3) Culture Goal 1: Annually, 85% of New Dawn parents who respond to the NYC DOE School Survey will be satisfied with the school and the quality of the school.	NYC DOE School Survey	This data is not yet available.	

2b.1 Do you have more organizational goals to add?

No

2c. FINANCIAL GOALS

2013-14 Progress Toward Attainment of Financial Goals

	Financial Goals	Measure Used to Evaluate Progress	2013-2014 Progress Toward Attainment	If Not Met, Describe Efforts to be Taken
Financial Goal 1	(Benchmark 4) Financial Goal 1: New Dawn will meet or exceed annual budget targets each fiscal year during the charter period resulting in a balanced budget.	Unaudited and Audited Budgets	The unaudited budget which is included with this application shows that the school met budget targets (balanced budget) a set by the Board of Trustees. There is no reason to believe that the audited budget will show anything different.	
Financial Goal 2	(Benchmark 5) Financial Goal 2: Budgets will be submitted annually to the appropriate agencies and authorities in a timely fashion.	Date budgets submitted.	To date all information has been submitted in a timely fashion.	
Financial Goal 3	(Benchmark 5) Financial Goal 3: the external financial audit conducted every year will result in no major findings	Auditors Letter	This data is not yet available.	

Appendix I: Teacher and Administrator Attrition

Created Tuesday, July 22, 2014

Page 1

Charter School Name: 331500861016 NEW DAWN CHS

Instructions for completing the Teacher and Administrator Attrition Tables
ALL charter schools should provide, for teachers and administrators only, the full time equivalent (FTE) of staff on June 30, 2013, the FTE for added staff from July 1, 2013 through June 30, 2014, and the FTE for any departed staff from July 1, 2013 through June 30, 2014 using the two tables provided.

2013-14 Teacher Attrition Table

FTE Teachers on June 30, 2013	FTE Teachers Additions 7/1/13 – 6/30/14	FTE Teacher Departures 7/1/13 – 6/30/14
5	8	4

2013-14 Administrator Position Attrition Table

FTE Administrator Positions On 6/30/2013	FTE Administrator Additions 7/1/13 – 6/30/14	FTE Administrator Departures 7/1/13 – 6/30/14
6	1	0

Thank you

Appendix J: Uncertified Teachers

Created Tuesday, July 22, 2014

Page 1

Charter School Name: 331500861016 NEW DAWN CHS

Note Definition of FTE:

Full-time equivalent employees equal the number of employees on full-time schedules plus the number of employees on part-time schedules converted to a full-time basis. The number of full-time equivalent employees in each industry is the product of the total number of employees and the ratio of average weekly hours per employee for all employees to average weekly hours per employee on full-time schedules. An industry's full-time equivalent employment will be less than the number of its employees on full- and part-time schedules, unless it has no part-time employees (U.S. Commerce--Bureau of Economic Analysis at: http://www.bea.gov/faq/index.cfm?faq_id=368#sthash.8Rbj89kq.dpuf)

How many UNCERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of last day of school in 2013-14?

For each applicable category (i-iv), input the relevant full time equivalent (FTE) count of teachers.

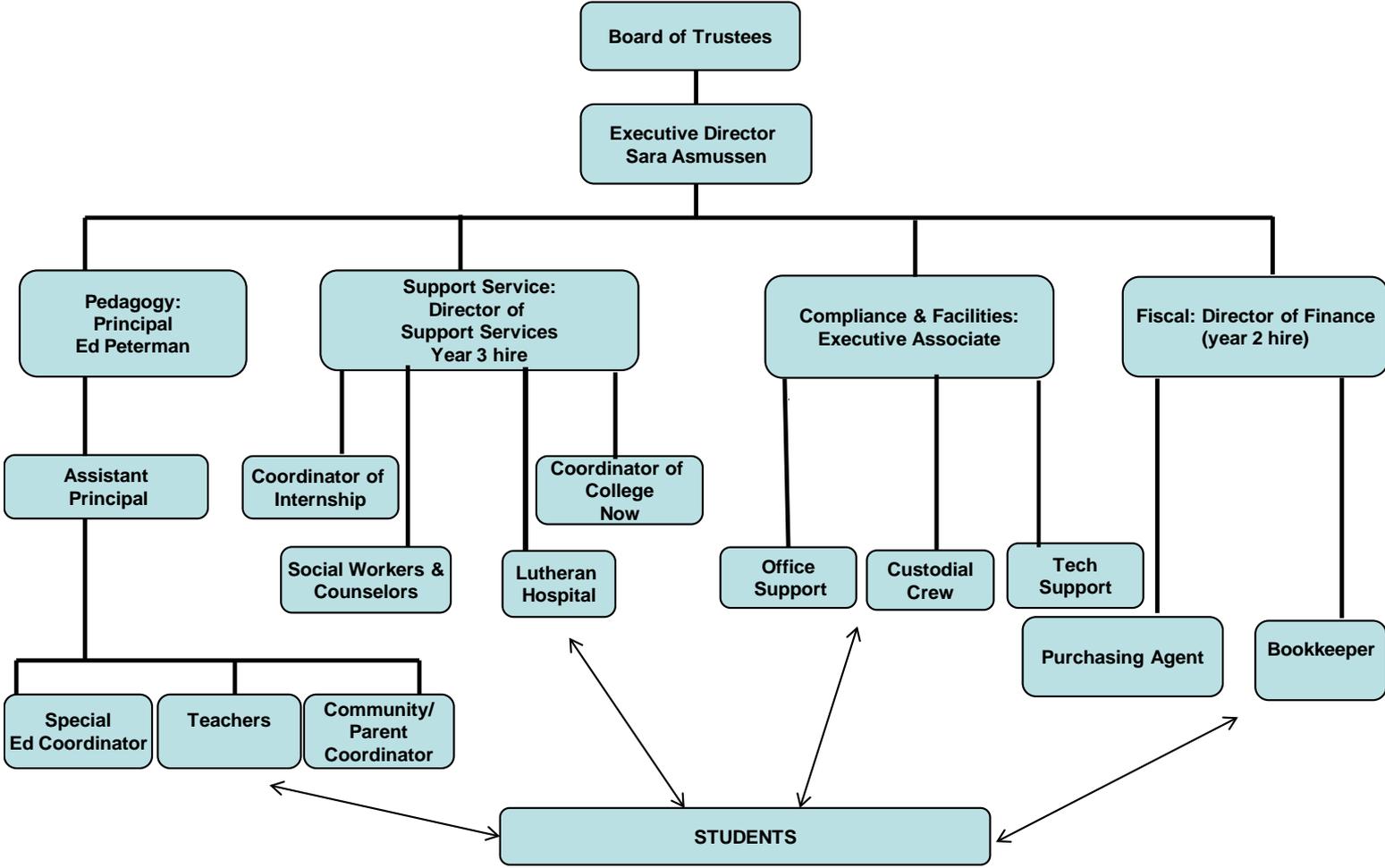
	FTE
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	1
(ii) tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
Total FTE (Sum of all Uncertified Teaching Staff)	2

How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2013-14?

7

Thank you.

New Dawn Organizational Chart



Audited Financial Statement Checklist

Created Friday, July 18, 2014

Updated Thursday, October 30, 2014

Page 1

Charter School Name:

1. Please check each item that is included in the 2013-14 Audited Financial Statement submitted for your charter school.

	Yes/No
Audited Financial Statements (including report on compliance and report on internal control over financial reporting)	Yes
Single Audit (if applicable)	Not Applicable
CSP Agreed Upon Procedures (if applicable)	Yes
Management Letter	Yes
Report on Extracurricular Student Activity Accounts (if applicable)	Not Applicable
Corrective Action Plans for any Findings	Yes

2. Please indicated if there is a finding(s) noted in any of the following sections of your charter school's 2013-14 Audited Financial Statement.

	Yes/No
Report on Compliance	No
Report on Internal Control over Financial Reporting	No
Single Audit	Not Applicable
CSP Agreed Upon Procedures Report	No
Management Letter	No

Thank you.

Appendix B: Total Expenditures and Administrative Expenditures per Child

Created Tuesday, July 22, 2014

Updated Friday, August 01, 2014

Page 1

Charter School Name: 331500861016 NEW DAWN CHS

B. Financial Information

This information is required of ALL charter schools. Provide the following measures of fiscal performance of the charter school in Appendix B (Total Expenditures and Administrative Expenditures Per Child):

1. Total Expenditures Per Child

To calculate 'Total Expenditures per Child' take total expenditures (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the count of students you reported on of BEDS Day. (Integers Only. No dollar signs or commas).

1. Total Expenditures Per Child Line 1: Total Expenditures	2931238
1. Total Expenditures Per Child Line 2: BEDS Day Pupil Count	215
1. Total Expenditures Per Child Line 3: Divide Line 1 by Line 2	13634

2. Administrative Expenditures per Child

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the unaudited 2013-14 Schedule of Functional Expenses) and divide by the BEDS per pupil count. The relevant portion that must be included in this calculation is defined as follows:

Administrative Expenditures: Administration and management of the charter school includes the activities and personnel of the offices of the chief school officers, the treasurer, the finance or business offices, the purchasing unit, the employee personnel offices, the records management offices, or a public information and services offices. It also includes those administrative and management services provided by other organizations or corporations on behalf of the charter school for which the charter school pays a fee or other compensation.

Please note the following:

Do not include the FTE of personnel dedicated to administration of the instructional programs.

Do not include Employee Benefit costs or expenditures in the above calculations.

A template for the Schedule of Functional Expenses is provided on page 21 of the 2012 Annual Report Guidelines to assist schools identify the categories of expenses needed to compute the two per pupil calculations. This template does not need to be completed or submitted on August 1st as it will be submitted November 1st as part of the audited financial statements. Therefore schools should use unaudited amounts for these per pupil calculations. (See the 2013-14 Annual Report Guidelines in "Resources" area of your portal task page).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas).

To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 1: Relevant Personnel Services Cost (Row)	230168
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 2: Management and General Cost (Column)	411008
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 3: Sum of Line 1 and Line 2	641176
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 4: BEDS Day Pupil Count	215
To calculate 'Administrative Expenditures per Child' take the relevant portion from the 'personnel services cost' row and the 'management and general' column (from the 2013-14 Schedule of Functional Expenses) and divide by the count of students as of BEDS Day. (Integers Only. No dollar signs or commas). Line 5: Divide Line 3 by the BEDS Day Pupil Count	2982

Thank you.



Financial A

School Name:

Date:

School Fiscal Contact Name:
School Fiscal Contact Email:
School Fiscal Contact Phone:
District of Location:
Authorizer:
Years of Operation:
Facility:
Grades Currently Served:
Planned Grades at Full Capacity:
Enrollment:
Max Enrollment:
Year of Most Recent Data
School Fiscal Contact Phone:

School Audit Firm Name:
School Audit Contact Name:
School Audit Contact Email:
School Audit Contact Phone:

Latest Audit Period (through June 30):
Do Not Use this Box



Audit Supplemental Data Request Form

for Regents-Authorized Charter Schools

New Dawn Charter High School

July 31, 2014

Sara M. Asmussen

[REDACTED]
Kings County

SED

2013-14

Private

9th through 12th grades

9th through 12th grades

245

500

2014

347-505-9102

Schall & Ashenfarb, CPA's, LLC

David C. Ashenfarb

dash@schallandashenfarb.com

212 -268-2800 x105

2014

New Dawn Charter High School2014

NEW DAWN CHARTER HIGH SCHOOL
Audited Financial Statements In Accordance
With Government Auditing Standards
June 30, 2014

NEW DAWN CHARTER HIGH SCHOOL

Table of Contents

	<u>Page</u>
Independent Auditors' Report	1 - 2
Statement of Financial Position	3
Statement of Activities	4
Statement of Functional Expenses	5
Statement of Cash Flows	6
Notes to Financial Statements	7 - 10
Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	11 - 12
Schedule of Findings and Responses	13

INDEPENDENT AUDITORS' REPORT

To the Board of Trustees of
New Dawn Charter High School

Report on the Financial Statements

We have audited the accompanying financial statements of New Dawn Charter High School ("the School"), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the organization's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the organization's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

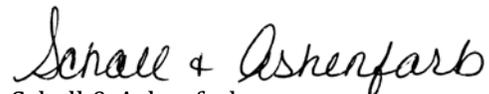
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of New Dawn Charter High School as of June 30, 2014, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated September 22, 2014 on our consideration of the School's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the School's internal control over financial reporting and compliance.


Schall & Ashenfarb
Certified Public Accountants, LLC

September 22, 2014

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FINANCIAL POSITION
AT JUNE 30, 2014**

Assets

Cash and cash equivalents (Notes 2b and 2c)	\$1,495,849
Restricted cash (Note 3)	50,000
Grant receivable - New York City (Notes 2e and 5)	12,210
Government grants receivable (Note 2e)	189,123
Prepaid expenses	98,616
Fixed assets, net (Notes 2d and 4)	116,113
Security deposit	<u>56,000</u>
Total assets	<u><u>\$2,017,911</u></u>

Liabilities and Net Assets

Liabilities:

Accounts payable and accrued expenses	<u>\$87,723</u>
Total liabilities	<u>87,723</u>

Net Assets: (Note 2a)

Unrestricted	<u>1,930,188</u>
Total net assets	<u>1,930,188</u>
Total liabilities and net assets	<u><u>\$2,017,911</u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2014**

Unrestricted:

Public Support and Revenue:

Public school district: (Notes 2e and 5)	
Revenue - resident student enrollment	\$3,115,363
Revenue - students with special education services	775,570
Subtotal public school district revenue	<u>3,890,933</u>
Government grants (Note 2e)	338,722
Contributions (Note 2f)	7,844
Interest and other income	25
Total public support and revenue	<u><u>4,237,524</u></u>

Expenses:

Program services:	
Regular education	1,429,532
Special education	943,139
Total program services	<u>2,372,671</u>
Supporting services:	
Management and general	550,113
Total expenses	<u><u>2,922,784</u></u>
Change in net assets	1,314,740
Net assets - beginning	<u>615,448</u>
Net assets - ending	<u><u><u>\$1,930,188</u></u></u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2014**

	Program Services			Supporting Services	Total Expenses
	Regular Education	Special Education	Total	Management and General	
Salaries	\$708,295	\$476,717	\$1,185,012	\$225,507	\$1,410,519
Employee benefits and payroll taxes	159,035	107,040	266,075	50,634	316,709
Total personnel costs	<u>867,330</u>	<u>583,757</u>	<u>1,451,087</u>	<u>276,141</u>	<u>1,727,228</u>
Professional fees	77,870	46,384	124,254	127,142	251,396
Professional development	2,768	1,205	3,973		3,973
Student and staff recruitment	1,748	1,176	2,924	556	3,480
Curriculum and classroom expenses	33,844	14,733	48,577		48,577
Food services	288	125	413		413
Supplies and materials	14,855	6,466	21,321		21,321
Student transportation services	1,788	779	2,567		2,567
Occupancy and facility costs	309,991	208,640	518,631	98,696	617,327
Travel and conferences	1,441	969	2,410	458	2,868
Special events	1,056	460	1,516		1,516
Postage, printing and copying	4,867	3,276	8,143	1,550	9,693
Insurance	15,784	10,623	26,407	5,025	31,432
Information technology	19,666	13,235	32,901	6,260	39,161
Repairs and maintenance	43,248	29,108	72,356	13,770	86,126
Depreciation	32,988	22,203	55,191	10,503	65,694
Other			0	10,012	10,012
Total other than personnel costs	<u>562,202</u>	<u>359,382</u>	<u>921,584</u>	<u>273,972</u>	<u>1,195,556</u>
Total expenses	<u>\$1,429,532</u>	<u>\$943,139</u>	<u>\$2,372,671</u>	<u>\$550,113</u>	<u>\$2,922,784</u>

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2014**

Cash Flows from Operating Activities:

Change in net assets	\$1,314,740
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation expense	65,694
(Increase)/decrease in assets:	
Restricted cash	(25,000)
Grant receivable - New York City	20,660
Government grants receivable	58,685
Prepaid expenses	(22,782)
Increase/(decrease) in liabilities:	
Accounts payable and accrued expenses	(20,929)
Deferred rent	(15,541)
Total adjustments	60,787
Net cash provided by operating activities	1,375,527

Cash Flows from Investing Activities:

Purchase of furniture and equipment	(58,496)
Net cash used for investing activities	(58,496)

Net increase in cash and cash equivalents	1,317,031
Cash and cash equivalents - beginning	178,818
Cash and cash equivalents - ending	\$1,495,849

Supplemental disclosures:

Interest paid - \$0
Taxes paid - \$0

*The attached notes and auditors' report
are an integral part of these financial statements.*

**NEW DAWN CHARTER HIGH SCHOOL
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2014**

Note 1 - Organization and Nature of Activities

New Dawn Charter High School (“the School”), located in Brooklyn, New York, is a not-for-profit education corporation chartered by the Regents of the University of the State of New York. The School provides over-aged and under-credited students 15-21 years of age the opportunity to return to school and obtain a high school diploma through a rigorous NYSED standards-based education program. The School is a publicly funded, privately managed school, which is independent of the New York City Department of Education (“NYCDOE”).

On September 13, 2011, the School was granted a provisional charter by the University of the State of New York, Education Department for a term up to and including June 30, 2018. Such provisional charter may be extended upon application for a term of up to five years in accordance with the provisions of Article 56 of the Education Law.

The School is exempt from Federal income taxes under Section 501(c)(3) of the Internal Revenue Code. Accordingly, no provision for income taxes has been reflected in the accompanying financial statements. They have not been designated as a private foundation.

Note 2 - Significant Accounting Policies

a. Basis of Presentation

The accompanying financial statements have been prepared using the accrual basis of accounting which is the process of recognizing revenue and expenses when earned or incurred rather than when received or paid. All significant receivables, payables and other liabilities have been reflected.

The School’s net assets are classified based upon the existence or absence of donor-imposed restrictions as follows:

- *Unrestricted* – represent those resources for which there are no restrictions by donors as to their use.
- *Temporarily restricted* – represent those resources, the uses of which have been restricted by donors to specific purposes or the passage of time. The release from restrictions results from the satisfaction of the restricted purposes specified by the donor. Temporarily restricted contributions, the requirements of which are met in the year of donation, are reported as unrestricted. The School did not have any temporary restricted net assets at June 30, 2014.
- *Permanently restricted* – accounts for activity restricted by donors that must remain intact in perpetuity. The School did not have any permanently restricted net assets at June 30, 2014.

b. Cash and Cash Equivalents

All bank accounts with local institutions and highly liquid debt instruments purchased

with a maturity of three months or less are considered to be cash and cash equivalents.

c. Concentration of Credit

Financial instruments which potentially subject the School to concentration of credit risk consist of cash accounts, which have been placed with a financial institution that management deems to be creditworthy. From time to time, cash balances may be in excess of insurance levels. At year-end there was a significant uninsured balance, however, the School has not experienced any losses due to bank failure.

d. Capitalization Policy

Property and equipment that exceed pre-determined amounts and have a useful life of greater than one year are capitalized at cost or at the fair value at the date of gift. Depreciation is computed using the straight-line method over the estimated useful lives of the respective assets, as follows:

Furniture and equipment – *3-5 year life*
Leasehold improvements – *Life of lease*

e. Revenue – Public School District and Government Grants

Program revenue is recognized based on student attendance using rates established by the School's funding source in the period during which services are provided.

The terms of each government grant are reviewed to determine if they contain traits more closely associated with contributions or exchange transactions. Management has determined that all existing government grants are exchange transactions because they are similar in nature to contracts for service. The difference between cash received and revenue earned is reflected as grants receivable or refundable advances.

f. Contributions

Contributions are recorded as revenue upon the earlier of the receipt of cash or when a pledge is considered unconditional in nature. Contributions are available for general use in support of the School's mission, unless specifically restricted by the donor, in which case they are recorded in one of the restricted classes of net assets, depending on the nature of the restriction.

Contributions expected to be received within one year are recorded at their net realizable value. Long-term pledges are recorded at fair value using a risk adjusted discount rate. Conditional contributions received are recorded as liabilities and are recognized as income when the conditions have been substantially met.

g. Donated Services

Donated services are recognized in circumstances where those services create or enhance non-financial assets or require specialized skills, are provided by individuals possessing those skills and would typically need to be purchased if not provided in-kind.

Board members and other individuals volunteer their time and perform a variety of tasks that assist the School. These services do not meet the criteria outlined above and have not been recorded in the financial statements.

h. Functional Allocation of Expenses

The costs of providing various programs and other activities have been summarized on a functional basis in the accompanying statements of activities and functional expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited. No fundraising took place, therefore no expenses were allocated to the functional category.

i. Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

j. Contingencies

Government contracts are subject to audit by the grantor. Management does not believe that any audits, if they were to occur, would result in material disallowed costs, and has not established any reserves. Any disallowed costs would be recorded in the period notified.

k. Accounting for Uncertainty in Income Taxes

The School does not believe its financial statements include any material, uncertain tax positions. June 30, 2012 was the initial filing, and tax filings for the periods since then are subject to examination by applicable taxing authorities.

l. Subsequent Events

Management has evaluated for potential recognition and disclosure events subsequent to the date of the statement of financial position through September 22, 2014, the date the financial statements were available to be issued.

Note 3 - Restricted Cash

An escrow account has been established to meet the requirement of the Board of Regents of the State of New York. The purpose of this account is to ensure sufficient funds are available for an orderly dissolution or transition process in the event of termination of the charter or school closure.

Note 4 - Fixed Assets

At June 30, 2014, fixed assets consisted of the following:

Furniture and equipment	\$173,914
Leasehold improvements	<u>49,105</u>
Total fixed assets, cost	223,019
Less: accumulated depreciation	<u>(106,906)</u>
Furniture and equipment, net	<u>\$116,113</u>

Note 5 - Grant Receivable – New York City Department of Education

Grants receivable consists of the following:

Grants receivable from New York City at 6/30/13	\$32,870
Less: Adjustment per final reconciliation	<u>(3,206)</u>
Adjusted grants receivable from New York City at 6/30/13	29,664

Summary of fiscal year 6/30/14:

Funding based on allowable FTE's	\$3,890,933
Advances received – fiscal year 2013-2014	<u>(3,908,387)</u>
Amounts due to New York City for fiscal year 6/30/14	<u>(17,454)</u>

Grants receivable from New York City at 6/30/14	<u>\$12,210</u>
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Note 6 – Significant Concentrations

The School is dependent upon grants from NYCDOE to carry out its operations. For the year ending June 30, 2014, approximately 92% of the School's total public support and revenue was received from NYCDOE. If NYCDOE were to discontinue funding, this would have a severe economic impact on the School's ability to operate.

Note 7 - Commitments

The School occupies space in Brooklyn under a lease agreement. During the year ended June 30, 2014, an option was exercised which extends the lease to June 30, 2015. Future minimum rental payments under the extension are \$557,520.

Note 8 - 403(b) Plan

The School has a retirement plan under IRS Section 403(b). Employees are eligible to participate if they serve 1,000 hours for the year. All eligible employees may elect to defer a portion of their salary and contribute to this plan up to statutory amounts and, after 1 year of service, receive an employer base contribution equal to 50% of the salary reduction contributions made by the employee for the calendar year, not to exceed 3% of the employee's salary. In addition, the School can decide to give a discretionary based contribution. During the fiscal year ended June 30, 2014, the School contributed \$16,000 to the 403(b) plan. The following vesting periods apply:

<u>Period</u>	<u>Vesting Percentage</u>
Less than 2 years	0%
2 years	20%
3 years	40%
4 years	60%
5 years	80%
6 years or more	100%

**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING
AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

To the Board of Trustees of
New Dawn Charter High School

Report on the Financial Statements

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of New Dawn Charter High School (“the School”), which comprise the statement of financial position as of June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the year then ended and the related notes to the financial statements, and have issued our report thereon dated September 22, 2014.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the School’s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the School’s internal control. Accordingly, we do not express an opinion on the effectiveness of the School’s internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity’s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

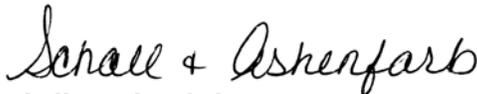
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the School's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.


Schall & Ashenfarb
Certified Public Accountants, LLC

September 22, 2014

**NEW DAWN CHARTER HIGH SCHOOL
SCHEDULE OF FINDINGS AND RESPONSES
JUNE 30, 2014**

Current Year:

None

Prior Year:

None

**INDEPENDENT ACCOUNTANT'S REPORT
ON APPLYING AGREED UPON PROCEDURES**

To the Board of Trustees of
New Dawn Charter High School

We have performed the procedures identified below, which were agreed to by the management of New Dawn Charter High School and the New York State Education Department solely to assist the specified parties in evaluating the School's assertion to New York State Education Department that it has maintained compliance with the requirements of the CSP grant and Federal and NYSED guidelines in managing CSP grant for the year ended June 30, 2014.

This agreed upon procedures engagement was performed in accordance with attestation standards established by the American Institute of Certified Public Accountants. The sufficiency of these procedures is solely the responsibility of the specific users of the report. Consequently, we make no representation regarding the sufficiency of the procedures described below whether for the purpose for which this report has been requested or for any other purpose.

The procedures we performed and our results are as follows:

Procedure #1: We obtained the detail of expenditures incurred for the period under review relating to the CSP grant from the Charter School's accounting software and reconciled it to the grant revenue recorded by the Charter School.

Results:

The expenses from the detail of expenditures that we obtained for the period under review reconciled to the grant revenue recorded in the books.

Procedure #2: We obtained the NYSED approved CSP grant award information, including the budget and any amendments, to determine if the revenue and expenditures recorded for the period appear reasonable.

Results:

Based on the NYSED approved SED grant award information reviewed, the revenue and expenditures recorded for the period appeared reasonable.

Procedure #3: We selected a sample of expenditures from the detail obtained in Procedure #1.

- a. Payroll – We selected 10 items or 10% of the total number of payroll items charged to the grant, whichever was less.

- b. Other expenses – We selected 10 items or 10% of the total number of other expense items charged to the grant, whichever was less.
- c. Using the above selected items, we:
 - i. Determined that the expenditure was in accordance with the purpose of the grant and that pre-opening expenditures were charged to pre-opening periods. (See non-regulatory guidance on the CSP grant at <http://www.p12.nysed.gov/psc/grants.html>).
 - ii. Determined that the expenditures fell into approved budget category.
 - iii. Determined that the expenditure was charged to the appropriated fiscal period.

Results:

We selected 10 items from payroll and 10 items of other expenses and determined that:

- i. The expenditures were in accordance with the purpose of the grant.
- ii. The expenditures fell into approved budget categories.
- iii. The expenditures were charged to the appropriate fiscal period.

Procedure #4: We obtained FS-25 form(s) submitted to NYSED during the period under review and performed the following:

- a. Traced expenditures selected in Procedure #3 to requests for reimbursement to determine that items requested for reimbursement had previously been expended or were expended within a month following the request for reimbursement. If any had not yet been requested for reimbursement, we inquired of responsible charter school officials as to the plan for requesting reimbursement, and determined if a receivable was recorded, if appropriate.
- b. For FS-25 forms included amounts on Line 4 (Cash Expenditures Anticipated During Next Month), we selected one FS-25 and determined whether funds were expended within 1 month following the date of the request.

Results:

- a. We traced all of the expenses selected in Procedure #3 to their corresponding FS-25 form submitted and determined that they all were either spent prior to or within one month following the request for reimbursement.
- b. We selected one FS-25 and noted that the total amount on Line 4 was \$38,655. We determined these funds were spent within one month following the date of the request.

We were not engaged to, and did not conduct an examination, the objective of which would be the expression of an opinion on New Dawn Charter High School's compliance with the requirements of the CSP grant. Accordingly, we do not express such an opinion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the use of New Dawn Charter High School and the New York State Education Department, and it is not intended to be and should not be used by anyone other than the specified parties.

Schall & Ashenfarb
Schall & Ashenfarb
Certified Public Accountants, LLC

October 29, 2014

New Dawn Charter High School

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,219,437	1,539,514	-	-	-	4,758,951
Total Expenses	3,185,043	1,441,604	-	-	-	4,626,647
Net Income	34,394	97,910	-	-	-	132,304
Actual Student Enrollment	228	72	-	-	-	-
Total Paid Student Enrollment	228	72	-	-	-	300

PROGRAM SERVICES

SUPPORT SERVICES

REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
-------------------	-------------------	-------	-------------	----------------------	-------

REVENUE

REVENUES FROM STATE SOURCES

Per Pupil Revenue

CY Per Pupil Rate

District of Location

\$13,527.00

School District 15 (NDCHS)

School District 3 (Enter Name)

School District 4 (Enter Name)

School District 5 (Enter Name)

-	-	-	-	-	-
3,084,156	973,944	-	-	-	4,058,100
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
3,084,156	973,944	-	-	-	4,058,100

Special Education Revenue

Grants

Stimulus

Other

Other State Revenue

-	490,050	-	-	-	490,050
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

\$10,890 per the conservatively estimated 45 students receiving 20-60% service

TOTAL REVENUE FROM STATE SOURCES

3,084,156	1,463,994	-	-	-	4,548,150
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REVENUE FROM FEDERAL FUNDING

IDEA Special Needs

Title I

Title Funding - Other

School Food Service (Free Lunch)

Grants

Charter School Program (CSP) Planning & Implementation

Other

Other Federal Revenue

-	75,520	-	-	-	75,520
127,500	-	-	-	-	127,500
7,781	-	-	-	-	7,781
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

\$1,280 X 59 students

Assumes 85% poverty rate at \$500 per pupil

Title II Staff Development

TOTAL REVENUE FROM FEDERAL SOURCES

135,281	75,520	-	-	-	210,801
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LOCAL and OTHER REVENUE

Contributions and Donations, Fundraising

Erate Reimbursement

Interest Income, Earnings on Investments,

NYC-DYCD (Department of Youth and Community Developmt.)

Food Service (Income from meals)

Text Book

Other Local Revenue

-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-
-	-	-	-	-	-

TOTAL REVENUE FROM LOCAL and OTHER SOURCES

-	-	-	-	-	-
---	---	---	---	---	---

TOTAL REVENUE

3,219,437	1,539,514	-	-	-	4,758,951
-----------	-----------	---	---	---	-----------

List exact titles and staff FTE's (Full time equivalent)

EXPENSES

ADMINISTRATIVE STAFF PERSONNEL COSTS

No. of Positions

Executive Management

Instructional Management

Deans, Directors & Coordinators

CFO / Director of Finance

Operation / Business Manager

Administrative Staff

1.00	111,720	35,280	-	-	147,000
1.00	87,780	27,720	-	-	115,500
3.00	127,870	120,380	-	-	248,250
-	-	-	-	-	-
2.00	91,770	28,980	-	-	120,750
1.00	22,800	7,200	-	-	30,000
8	441,940	219,560	-	-	661,500

Executive Director

Principal

SPED Coordinator, AP, Director of College Readiness & Community Relations

Director of Compliance, Office Manager

General Aide

TOTAL ADMINISTRATIVE STAFF

INSTRUCTIONAL PERSONNEL COSTS

Teachers - Regular

Teachers - SPED

Substitute Teachers

Teaching Assistants

Specialty Teachers

Aides

Therapists & Counselors

Other

9.00	432,562	136,598	-	-	569,160
3.00	-	201,000	-	-	201,000
-	27,451	8,669	-	-	36,120
-	-	-	-	-	-
3.00	142,880	45,120	-	-	188,000
1.00	21,736	6,864	-	-	28,600
3.00	111,720	100,280	-	-	212,000
2.00	70,110	22,140	-	-	92,250

2 Science, 2 math, 2 Global SS, 1 History, 2 ELA

12 days absent each teacher X 5 hours X \$43 an hour

ELL, PE, and Spanish/Music/Art Teachers

General Aide/Parent Coordinator

1 Social Worker, 1 Counselor, 1 AP for Student Support

2 Internship Associates

New Dawn Charter High School

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,219,437	1,539,514	-	-	-	4,758,951
Total Expenses	3,185,043	1,441,604	-	-	-	4,626,647
Net Income	34,394	97,910	-	-	-	132,304
Actual Student Enrollment	228	72	-	-	-	-
Total Paid Student Enrollment	228	72	-	-	-	300

		PROGRAM SERVICES			SUPPORT SERVICES			
		REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
TOTAL INSTRUCTIONAL	21	806,459	520,671	-	-	-	1,327,130	
NON-INSTRUCTIONAL PERSONNEL COSTS								
Nurse	-	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	-	
Security	-	-	-	-	-	-	-	
Other	1.00	22,800	7,200	-	-	-	30,000	General Aide
TOTAL NON-INSTRUCTIONAL	1	22,800	7,200	-	-	-	30,000	
SUBTOTAL PERSONNEL SERVICE COSTS	30	1,271,199	747,431	-	-	-	2,018,630	
PAYROLL TAXES AND BENEFITS								
Payroll Taxes		124,375	73,876	-	-	-	198,251	Assumes a 10% payroll tax cost
Fringe / Employee Benefits		249,771	147,977	-	-	-	397,748	Assumes 18% benefit rate plus potential 8 staff receiving incentive payments of \$5,000
Retirement / Pension		18,656	11,081	-	-	-	29,738	Assumes a 1.5% for pension costs
TOTAL PAYROLL TAXES AND BENEFITS		392,802	232,935	-	-	-	625,737	
TOTAL PERSONNEL SERVICE COSTS		1,664,001	980,366	-	-	-	2,644,367	
CONTRACTED SERVICES								
Accounting / Audit		64,600	20,400	-	-	-	85,000	\$20,000 for annual audit, \$5,000 for CSP, and \$60,000 for contracted accounting ser.
Legal		20,000	-	-	-	-	20,000	New building costs
Management Company Fee		-	-	-	-	-	-	
Nurse Services		-	-	-	-	-	-	
Food Service / School Lunch		3,040	960	-	-	-	4,000	Based on last year's costs
Payroll Services		5,320	1,680	-	-	-	7,000	Standard costs of payroll
Special Ed Services		-	-	-	-	-	-	
Titement Services (i.e. Title I)		-	-	-	-	-	-	
Other Purchased / Professional / Consulting		98,420	30,960	-	-	-	129,380	Contracted Security Services, Technology Services
TOTAL CONTRACTED SERVICES		191,380	54,000	-	-	-	245,380	
SCHOOL OPERATIONS								
Board Expenses		1,200	-	-	-	-	1,200	Estimated \$100 per month
Classroom / Teaching Supplies & Materials		30,400	9,600	-	-	-	40,000	\$2000/month for 10 mnths, \$12,000 for library materials, & \$8,000 classroom supplies
Special Ed Supplies & Materials		-	-	-	-	-	-	
Textbooks / Workbooks		45,600	18,000	-	-	-	63,600	\$200 per general ed student, \$250 per special ed student
Supplies & Materials other		22,800	7,200	-	-	-	30,000	Estimated \$100 per student
Equipment / Furniture		57,054	18,846	-	-	-	75,900	office/instructional equip=\$27,000, copiers & Phones leased = \$17,400; furniture = \$31,500
Telephone		12,312	3,888	-	-	-	16,200	Assumes \$1,350/month
Technology		51,832	16,368	-	-	-	68,200	Server, system, staff/student computers and laptops & laptop cart
Student Testing & Assessment		10,640	3,360	-	-	-	14,000	Estimated costs for testing for calculating student outcomes for HEDI scores
Field Trips		30,780	9,720	-	-	-	40,500	Assumes \$100 per student plus food and club supplies
Transportation (student)		-	-	-	-	-	-	
Student Services - other		-	-	-	-	-	-	
Office Expense		17,600	4,800	-	-	-	22,400	Estimated between \$1,500 and \$2,000 per month for supplies not budgeted elsewhere
Staff Development		7,600	2,400	-	-	-	10,000	Extra PD beyond the PICCS project PD
Staff Recruitment		5,500	-	-	-	-	5,500	
Student Recruitment / Marketing		5,500	-	-	-	-	5,500	
School Meals / Lunch		-	-	-	-	-	-	
Travel (Staff)		7,000	-	-	-	-	7,000	Travel, hotel, and conference fees
Fundraising		-	-	-	-	-	-	
Other		20,064	6,336	-	-	-	26,400	Internship stipends for students
TOTAL SCHOOL OPERATIONS		325,882	100,518	-	-	-	426,400	
FACILITY OPERATION & MAINTENANCE								
Insurance		30,400	9,600	-	-	-	40,000	
Janitorial		48,640	15,360	-	-	-	64,000	Sanitation & Cleaning supplies; custodial contract
Building and Land Rent / Lease		437,760	138,240	-	-	-	576,000	\$48,000 a month including the estimated additional taxes
Repairs & Maintenance		353,400	111,600	-	-	-	465,000	\$40,000 for general repairs as well as \$425,000 for moving expenses

New Dawn Charter High School

PROJECTED BUDGET FOR 2014-2015

July 1, 2014 to June 30, 2015

Assumptions

DESCRIPTION OF ASSUMPTIONS - Please note assumptions when applicable

Please Note: The student enrollment data is entered below in the Enrollment Section beginning in row 155. This will populate the data in row 10.

	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL
Total Revenue	3,219,437	1,539,514	-	-	-	4,758,951
Total Expenses	3,185,043	1,441,604	-	-	-	4,626,647
Net Income	34,394	97,910	-	-	-	132,304
Actual Student Enrollment	228	72	-	-	-	-
Total Paid Student Enrollment	228	72	-	-	-	300

	PROGRAM SERVICES			SUPPORT SERVICES			TOTAL
	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL		
Equipment / Furniture	7,500	-	-	-	-	7,500	Floor stripping equipment and hand truck
Security	27,360	8,640	-	-	-	36,000	Camera security
Utilities	54,720	17,280	-	-	-	72,000	\$6,000 a month
TOTAL FACILITY OPERATION & MAINTENANCE	959,780	300,720	-	-	-	1,260,500	
DEPRECIATION & AMORTIZATION	19,000	6,000	-	-	-	25,000	
DISSOLUTION ESCROW & RESERVES / CONTIGENCY	25,000	-	-	-	-	25,000	
TOTAL EXPENSES	3,185,043	1,441,604	-	-	-	4,626,647	
NET INCOME	34,394	97,910	-	-	-	132,304	

ENROLLMENT - *School Districts Are Linked To Above Entries*	REGULAR EDUCATION	SPECIAL EDUCATION	TOTAL ENROLLED
District of Location			-
School District 15 (NDCHS)	228	72	300
School District 3 (Enter Name)			-
School District 4 (Enter Name)			-
School District 5 (Enter Name)			-
TOTAL ENROLLMENT	228	72	300
REVENUE PER PUPIL	14,120	21,382	15,863
EXPENSES PER PUPIL	13,969	20,022	15,422

Appendix E: Disclosure of Financial Interest Form

Created Tuesday, July 22, 2014

Updated Monday, July 28, 2014

Page 1

331500861016 NEW DAWN CHS

An Appendix E: Disclosure of Financial Interest Form must be completed for each active Trustee who served on the charter school's Board of Trustees during the 2013-14 school year. Trustees are at times difficult to track down in the summer months. Trustees may complete and submit at their leisure (but before the deadline) their individual form at:

<http://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/>. Trustees may download and/or email their forms to you upon completion.

Trustees who are technologically advanced may complete the survey using their smartphones or other mobile devices by downloading the this bar code link to the survey <https://fluidsurveys.com/account/surveys/540612/publish/qrcode/>. (Make sure you have the bar code application reader on your phone).

If a Trustee is unable to complete the form by the deadline (i.e, out of the country), the school is responsible for submitting the information required on the form for that individual trustee.

Just send the links via email today to your Trustees requesting that they each complete their form as soon as possible.
Thank you.

Yes, each member of the school's Board of Trustees has received a link to the Disclosure of Financial Interest Form.

Yes

Thank you.

Appendix F: BOT Membership Table

Created Friday, July 18, 2014
Updated Tuesday, July 29, 2014

Page 1

331500861016 NEW DAWN CHS

1. Current Board Member Information

	Full Name of Individual Trustees	Position on Board (Officer or Rep).	Voting Member	Area of Expertise &/or Additional Role	Terms Served & Length (include date of election and expiration)	Committee affiliations
1	Ronald Tabano	Chair/President	Yes	Education	12/2012, no expiration	Executive Finance Education Facilities
2	Leslie Winters	Vice Chair/Vice President	Yes	Real Estate	12/2012, no expiration	Executive Facilities
3	George Crowley	Treasurer	Yes	Finances	12/2012, no expiration	Finance
4	Samir Souidi	Secretary	Yes	Technology	12/2012, no expiration	Education
5	Philip Weitzman	Member	Yes	Law	9/2013, no expiration	Facilities
6	Frank San Felice	Member	Yes	Education Policy	12/2012, resigned 2/2014	

2. Total Number of Members Joining Board during the 2013-14 school year

1

3. Total Number of Members Departing the Board during the 2013-14 school year

1

4. According to the School's by-laws, what is the maximum number of trustees that may comprise the governing board?

13

5. How many times did the Board meet during the 2013-14 school year?

10

6. How many times will the Board meet during the 2014-15 school year?

12

Thank you.

New Dawn Charter High School Board of Trustees Meeting

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

Date: July 23, 2013

Time: 2:00 p.m.

Minutes

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle Millan, Samir Souidi, Ron Tabano, Leslie Winter

Absent: Frank San Felice, Philip Weitzman

I. Welcome

Mr. Tabano called the meeting to order at 2:06 p.m. A quorum was present.

II. Resolution: Minutes from June 18, 2013

Mr. Tabano asked for any comments or edits from the June 2013 Board minutes. Mr. Tabano asked for a motion to accept the June minutes as written.

Motion: Mr. Winter moved that the minutes be approved as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

Mr. Tabano congratulated the school on its first graduating class. Dr. Asmussen stated that 27 students walked.

III. Resolution: Ordering Supplies

Dr. Asmussen stated that the school would be ordering classroom supplies in the following amounts: Math is \$5,700, History is \$8,400, Science is \$15,000, Music is \$2,100 and wanted the Board to be aware and ask any questions. Mr. Crowley asked how this ties into next year's budget. Dr. Asmussen stated that the numbers are well under what the budgets are for textbooks and supplies. Ms. DiGaudio stated that the biggest priority is the science supplies for lab. The supplies are to set up labs for all the science courses including Living Environment, Chemistry, Forensics and Anatomy and will cover all the materials they will need throughout the year.

The texts that were highly recommended for Social Studies are History Alive. It is common core connected. It is heavily laden with differentiation strategies. These are in Famis, which we can wait on, once the funding comes in. For Math, Ms. DiGaudio went with Pearson because it's one of the vendor's with the text.

Mr. Souidi asked if three bids are needed for the items that are over \$5,000. Dr. Asmussen stated that the bidding amounts were changed to \$10,000 and \$25,000. Mr. Crowley stated that he understands that the Math books were chosen because it was state; he asked if the books from the other vendors were the same price? Ms. DiGaudio stated that the prices from other vendors were in the same ballpark. Mr. Crowley suggested that Ms. DiGaudio print out those prices to serve as back-up. Mr. Crowley stated that if there is only one vendor that a memo should be attached to the Purchase Order stating that this is a sole source vendor and the items cannot be bought anywhere else.

Mr. Tabano everyone to take a look at the science supplies because a vote would be needed to approve the purchase. The entire order for the science supplies is from Carolina. Ms. DiGaudio stated that she went with Carolina because the supplies come in full-kit modules, whereas in other places, the materials would have to be purchased separately. Mr. Crowley asked that the supplies from the other companies be printed out and attached as back-up. Mr. Tabano asked for a motion to accept the \$15,000 Science supplies orders.

Motion: Mr. Crowley moved to accept the order.

Second: Mr. Leslie seconded the motion.

Vote: Unanimous.

IV. Resolution: Technology Plan

Dr. Asmussen asked the Board to look at the bid for technology prepared by RoundTable Technologies. Mr. Souidi stated that the price was good, but he had other concerns. Dr. Asmussen stated that the Finance Sub-committee will need to approve this because the items will be needed before the next Board Meeting, which will most likely be in September.

Dr. Asmussen stated that the server, which was donated, needs to be replaced. Routers are needed because the corners of the building do not get Wi-Fi. Mr. Souidi thought that the server was priced too high. He suggested that the school gets two servers: one for staff and one for students. Mr. Souidi also stated that student activity needs to be tracked.

Mr. Tabano asked Mr. Souidi what he thinks should be done with the technology plan. Mr. Souidi stated the best thing to do is to get another vendor to make suggestions about what the school needs.

Mr. Souidi asked why 88 licenses were needed for Microsoft software at \$55 each. Mr. Souidi thought that the price was too high and suggested the licenses should be obtained from CD-W or another non-profit company. Dr. Asmussen stated that educational institutions are no longer eligible for price discounts.

Mr. Winter asked about security for the laptops that is supposed to be wheeled around. Dr. Asmussen stated that a procedure was put into place where staff would have to sign out the laptops, count them and return them.

Mr. Souidi thought that the \$9,000 is too high for the infrastructure and network. Mr. Tabano asked Dr. Asmussen to get more bids and let Mr. Souidi review them, who can explain it to the Board. Mr. Tabano stated we will table the technology plan and bring it before the sub-committee.

V. Update on Reports

a.) Resolution: Moving Title from TAP to School Wide

Mr. Tabano stated that at a previous meeting that Art Prichard attended, there was a discussion about making the school a school wide title program, as opposed to targeted assisted because everybody gets services. Mr. Tabano asked for a motion for the school to go school wide, as opposed to targeted assisted.

Motion: Mr. Winter moved to make the school a school wide title program.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

b.) DYCD Grant

Dr. Asmussen stated that all the DYCD money came in, in one lump sum. She stated that the money would be used to purchase the laptops, desktops, and the science equipment. Mr. Tabano asked how much came in. Dr. Asmussen stated \$122,000, although it should have been \$129,000; she will look into what happened to the other \$7,000. Dr. Asmussen stated that the school will also purchase books and bookshelves for the library. She stated that the money can be used for anything that doesn't have to be supported year after year. Mr. Tabano asked what is the timeframe to make the purchases. Dr. Asmussen stated August 31st.

c.) CSP Grant

Dr. Asmussen stated that it will be a continuation of what we have now. The grant is from the state. \$280,000 was used last year and there is \$211,000 to be used this year. About \$40,000 will be rolled over to next year. The grant will include: Dr. Asmussen's time for building development, Ms. DiGaudio's time for PD, and Ms. Novik's time for some of the TERC. Also included are legal fees, accounting, expediter and an architect, in addition to staff and student recruitment fees. Mr. Winter asked if the rollover is in writing. Dr. Asmussen stated that rollover is legal. Mr. Winter suggested that Dr. Asmussen drop them a note thanking them for the rollover, so that it is solidified.

d) Annual report

Dr. Asmussen asked if everyone received an e-mail to complete the survey review by July 31st; which is part of the annual report.

Dr. Asmussen explained there are five regents' goals, in which 75% of the students will be proficient at 65% and above. The Board reviewed the results which state that the school did not meet any of the goals. However, the school has put several practices in place that will impact next year's results.

e) November Audit

The accounts have brought in a team of three. Mr. Crowley was asked to sit with the accountants and go through everything to assure it meets the criteria. Mr. Crowley asked that he is given a few weeks' notice.

VI. Building Updates

a) New Hires

- Two Math Teachers: one teaches Calculus and Geometry and the other teaches Algebra and Geometry.
- Two science teachers have been hired. One will teach Chemistry and Forensics and the other will teach Living Environment and Anatomy.
- A Special Ed teacher.
- An English teacher.
- A Social Studies teacher.
- Also coming on board is an Internship Coordinator, an Intern and an Aide.
- The Spanish teacher is coming on full time.

There is room in the budget for 2 more positions. Dr. Asmussen stated that the school can do with one guidance counselor, but she would like to hire someone who is good at scheduling.

Mr. Winter asked why a teacher would want to come to a transfer school. He stated that this is a difficult environment to teach in and he asked what the appeal was. Ms. DiGaudio stated that it is a combination of finding a job and getting experience, in addition to, there are teachers who are just interested in working with this population.

Dr. Asmussen wants to hire a part-time Certified Social Work Supervisor to supervise the Social Worker.

b) Cleaning and Repairs

All floors have been stripped and waxed; the company did a really good job.

Dr. Asmussen would prefer to go with a cleaning company; in the process of getting more bids. The cleaning company will provide most of the cleaning products. The company will provide a custodian who will work the hours of 11am – 8pm.

c) Green Team Energy Review

Con Ed team came to the school and did an assessment of the building. They estimate the school could save approx. \$1,000 a month. The Green Team came in and changed a few lights in the Board Room. Dr. Asmussen asked if anyone could see a difference in the lights. The total installation cost is \$20,000; however, Con Ed will pay \$14,000 of that. Mr. Crowley asked how long the school would have to be a customer if Con Ed pays the \$14,000. Mr. Tabano suggested looking at the Con Ed bill for July since the building was closed for most of the month to see the difference.

VII. Internship Program

There are currently 180 slots in 40 organizations. Mr. Tabano stated there is a nice cross section of positions available.

There will be orientation for one week in August. Parents are asked to come in to agree upon the manuals, rules, etc.

The stipend will come from CSP.

Mr. Tabano asked how soon the school will send the new students out to internships. He suggested that they stay in house for the first month to receive training.

Mr. Souidi asked if the students are covered under the worker's comp insurance. Dr. Asmussen said that she will send Mr. Paden to Wildcat to get information on how they handle this type of situation.

VIII. Student Orientation

New Student Orientation will be held the week of August 12th and the week after, there will be orientation for the returning students.

IX. Financial Report

a) 2013-2014 Budget

The Budget was discussed. Dr. Asmussen stated she has several questions to ask the accountants in order to clean-up the loose-ends.

Mr. Crowley stated that the depreciation is not calculated correctly. He stated that he will give Dr. Asmussen a formula to use.

In order to submit the completed budget to the state, the board must vote on it. Mr. Tabano asked Dr. Asmussen to make the changes necessary to complete the budget.

Motion: Mr. Crowley moved to accept the budget, subject to the discussed changes.

Second: Mr. Leslie seconded the motion.

Vote: Unanimous

b)Financial Report

c) Pension Costs

Dr. Asmussen asked Mr. Crowley if the Pension is a once a year payout or is it paid monthly if the school is matching the pension. Mr. Crowley stated that most of the time it is paid out annually.

X. Principal Report

a) Graduation

The school had its first graduation, which was great. Kevin Powell was the guest speaker and he was well received. Two students performed.

b) Summer Professional Development

There will be 4 weeks of intensive training based on levels. The first week of training, which starts on 7/29/13, will focus on data. There will be a TERC session happening at the school through PICCS. They will be mirroring the TERC training. Afterwards, they will go into curriculum planning and classroom management.

Also from PICCS, a trainer will come in for 2 days to review evidence based claims, through an Advance Literacy Program.

The meeting was adjourned at 3:44pm to go into Executive Session.

XI. Executive Session

Issues discussed: facilities

Returned from Executive Session at 3:52pm.

XII. New Business

Dr. Asmussen looked into the credit accumulation, which will be a goal. It will be 3 credits each semester. Dr. Asmussen looked at a group of students who received zero credit accumulation in the Fall and/or Spring. She reviewed their attendance and the reasons why. This shows that there are real reasons why students do not get their credits. Mr. Souidi asked for an update of the list for next semester.

XIII. Adjournment

Mr. Tabano asked if there was any other business.

Since there was no other business, Mr. Tabano requested a motion for adjournment.

Motion: Mr. Crowley moved that the meeting be adjourned.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

The meeting ended at 4:04 p.m. The next meeting will be held on Tuesday August 27, 2013 at New Dawn Charter High School at 3:00 p.m.

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

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

Date: August 27, 2013

Time: 3:00 p.m.

Minutes

Present: Lisa DiGaudio, Michelle Millan

Absent: Sara Asmussen, Frank San Felice, Samir Souidi, Ronald Tabano, Philip Weitzman, Leslie Winter

A quorum was not met so the meeting was not held.

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 7th 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 3rd 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.

New Dawn Charter High School Board of Trustees Meeting

Minutes

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

Date: October 22, 2013

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Zack Flory, Michelle D. Millán, Dumar Paden, Ron Tabano, Phillip Weitzman, Leslie Winter,

Absent: Frank San Felice, Samir Souidi

I. Resolution: minutes from September Meeting

Mr. Tabano called the meeting to order at 3:19 p.m. A quorum was present.

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

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

Second: Mr. Winter seconded the motion.

Vote: Unanimous

II. Electric Bill Update

The schools meter multiplier is 240, but Con Ed will not explain how they came to that number. Dr. Asmussen researched a four-story for profit company whose multiplier is 40. Dr. Asmussen requested the meter multiplier for the day care that was here. She is awaiting that information. She is going back to the attorney to get more information or if they can provide an explanation.

Mr. Tabano suggested that the school continues paying the monthly bill. Dr. Asmussen stated that she did send Con Ed a letter stating that we have disabled students in the building.

III. Student Status and Per Pupil Billing Report

We have 208 students at the end of September and 213 as of right now. We have 14 students who completed all the enrollment docs and we are waiting to see if they actually attend. There were a number of students who have transferred. We are continuing with ongoing enrollment until the 245 number is reached. There are 52% girls, 48% boys; 58% black, 33% Hispanic. We have 31.9% IEP students.

With 63 IEP students and the level is 1 IEP teacher per 36 students. With two Special Ed teachers and a SPED coordinator who pushes into classes we are still in compliance.

Tameka Jackson put together an attendance committee and developed a graph that shows the student's attendance for the past three weeks.

IV. Internship Program Update

a. Program Update

Mr. Paden stated that in September, the students were doing orientation during their off week. They would do mock interviews, learn how to speak to supervisors, review the importance of attendance, etc. They were also trying to get to know the new students to find out the best fit for them.

In October, students started going to their internships. They are still in the transition phase. Mr. Paden has been accompanying students to the worksite for the initial introduction.

During the orientation phase, some students were not showing up consistently. They have to continue to come in and work on their missing information. Mr. Asher has been working with students to create resumes in the computer lab.

Students who are in the medical fields need to make sure they have their immunizations up-to-date.

Mr. Paden stated that the school has 186 slots. There are 90 students who have been placed and doing their internships consistently. Mr. Paden is still doing outreach to gain more worksite slots. The medical centers are willing to take many of our students because they need the help. He has to make sure that he finds the right fit for a small business because he wants to assure that it's not a burden on the employer.

Mr. Paden distributed the program's policies and procedures and attendance form.

Contact is made with sites usually through e-mail.

A discussion was held about how Internships align with the academic program. Students are assigned a research essay on a topic in connection with internship. The essay portion will be broken into weekly assignments. Students will get a credit for attending the internship and a credit for the research project.

A discussion was held about how, who and when would students be evaluated. Even though there are regular check-ins, the formal evaluation will come at the end of the semester. Employers know that their evaluation will be a part of their grade. Mr. Winter suggested that the students evaluate their worksites. It may be useful to see if the school wants to use the site again.

Compliance Update

Dr. Asmussen received information from NYSED that we can use per pupil money to pay for stipends. Further, according to the attorney with the academic alignment, the

internship is not a job. The reasoning the state gave for the use of per pupil funding is that the Internship is a core part of the program; it is not a job, but a part of the educational program.

V. Principal's Report

Currently, the school is in the middle of Terra Nova testing to obtain baseline data for compensation. We are in the process of developing the non-tested subject baseline exams.

Teachers Dana Trakhtenberg and Katie Jarvis are working on the Reflect project which is a process whereby instruction is filmed and then rated on Danielson through Professional Learning Communities. To mirror this procedure and provide an example, Ms. DiGaudio is going to tape her class for a week. This video will then be used as a feedback forum for Principals on how to give feedback correctly to teachers. This video will also be used to show teachers what is expected of them.

The school will be hosting the PICCS conference on Election Day. This is a large conference of all the PICCS schools where common topics surrounding PICCS are discussed.

Seniors visited Columbia University today. Mr. Winter suggested that the school have the students evaluate their experience and ask them what they got out of it. LIU Brooklyn will be visiting the school. They will do a presentation. Later on this year they have agreed to do on-site admissions. Students will need to bring their essays, transcripts and SAT scores and they will receive a decision on whether they're accepted to the school.

The School will host the company, Teen Impact tomorrow, 10/23/13. They work with teens in a variety of ways with a focus on sex education. Mr. Suel, the Science Teacher, has a climate control group coming in on 10/29/13 to do a presentation.

VI. Compensation Update

a. Introduction of Teacher Committee Member

Dr. Asmussen introduced Mr. Zack Flory, Living Environment and Anatomy Teacher. Mr. Flory is on the compensation committee. Mr. Tabano, Dr. Asmussen and Mr. Flory will be doing a teleconference on 10/28/13 at 1:00 p.m. with the consultants from A.I.R. to start the process.

According to the School's charter, the salary schedule is already performance based. This year, returning teachers received incentives (bonuses), but they prefer salary increases. PICCS will provide the money for the increases through the TIF4 grant, but we have to figure out how to come up with the HEIDI score. Only one teacher last year would have received compensation based on how PICCS generates the score; 60 pts for classroom observations and 40 pts for student outcomes.

A discussion about the measurement of student outcomes was held. NYSED has demanded that any student who is in a regent's class must use the regents to measure growth. Dr. Asmussen stated that the regents is not a growth measuring assessment; it

is given once and never taken again. Using the Regents as a growth measure creates two problems: how do you get equity between your base test (not a Regents) and your growth test (Regents). The other issue is that only 18% of the classes at New Dawn are Regent's classes, leaving all the other classes to figure out a way to measure their growth that is equitable with Regents growth. The school is using Terra Nova right now which has shown to NOT be aligned with the Regents.

Mr. Tabano asked what the timeframe is for implementation. There will be the teleconference on Monday, 10/28/13 and after that we will develop a timeline from there. Mr. Tabano wanted clarification that PICCS will pay for salary increases, through the grant period, which is three years. The answer was yes, which was a shift from the first PICCS project. Under TIF4, PICCS will not be paying any incentives, only salary increases. The cap is \$5,000 for teachers. Mr. Tabano suggested that they do the webinar and Dr. Asmussen and Mr. Flory come back to the next Board Meeting with specific examples and how this will impact the staff.

Dr. Weitzman asked if Teacher Leaders get more money. She did this year, because of the extra responsibilities. This year, the teacher leaders have one less class.

VII. Financial Report

a. Resolution: Annual Audit.

The Finance Committee discussed the audit with the accountants. Mr. Crowley asked for some changes, which were completed. Dr. Asmussen asked whether or not the modifications were to Mr. Crowley's recommendations. He stated that we should accept the audit, as written.

Motion: Mr. Crowley moved to accept the report as finalized

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous.

b. Year to Date Finance Report

Mr. Crowley asked for the variances going forward. The Accounting Consultant, Digant Bahl, revised the budget and Dr. Asmussen asked if the Board should vote on every budget revision. Mr. Crowley stated we should always have to keep the original budget and then make minor revisions and update in another location.

Mr. Crowley stated the balance sheet needs to be reconciled with the audit financials because the opening asset is not the right one.

In reviewing the budget, Mr. Crowley indicated some questions that may come up, such as, three specialty teachers are budgeted, but we only have two. Dr. Asmussen said that we are hiring someone, who will be available in the coming month. Currently we are filling this position with a long-term substitute teacher through School Professionals.

This line item comes under the Substitute Teacher line item and not under Specialty Teacher. He also asked about the SPED teachers. Dr. Asmussen said there a budget for a third special education teacher in case we surpass the numbers of students with IEPs and can no longer serve all students. At this time, as stated above, we are in compliance and able to cover the needs of all students.

Dr. Asmussen stated we will be looking to hire another certified counselor or school social worker in the near future. More and more students in needs of counseling are continuing to enroll and we will be at our limit in this area eventually.

c. Resolution: Retirement Plan

Mr. Crowley stated that Vanguard has the best expenses ratio; however, the disadvantage is that they cannot handle loans. They cannot handle a vesting schedule; if the school is going to make a contribution for the teachers - it's all or nothing. They do not come to the premises to talk with staff about investments, everything is done over the phone or on the computer. Mr. Crowley stated that he does not know how we can have a plan that we can't borrow against. Mr. Tabano stated the bottom line is that it is not something that the staff can manage on their own; they need something where they can go and get information.

Dr. Weitzman asked if loans are permissible under 403(b) plans. Mr. Tabano said yes. Mr. Tabano stated that he was in favor of Mutual Life. Mr. Crowley and Dr. Weitzman were in agreement. Dr. Weitzman asked if we have discussed with the each of the providers if they allow retroactive contributions. Mr. Crowley stated that there are ways to assure that the contributions are placed in the account.

Mr. Winter wanted everybody to understand that a 25% - 33% goes to administrative fees, whereas with Vanguard, it is only about 5%. The trade-off is that the other company will provide services.

Motion: Mr. Crowley Moved to accept Mutual of America's Plan.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous

Mr. Crowley suggested that Dr. Asmussen contact the company to have representative come in with the package. Mr. Tabano suggested that they come in during the next Board meeting at 2:30 p.m. and there should also bring in reps from the staff.

d. Resolution: CSP Audit Engagement Letter

The auditors submitted an Audit Engagement Letter for signing for the new NYSED-mandated CSP Audit. Mr. Tabano asked for a motion to approve the Engagement letter.

Motion: Dr. Weitzman moved to accept the Audit Engagement Letter

Second: Mr. Crowley seconded the motion

Vote: Unanimous

e. Ameriflex Discussion

Ms. Millán has been looking into a Flexible Spending Accounts (FSAs) and commuter accounts for the school. This is service under which staff can contribute pre-tax money to manage their medical and transit costs. She contacted Magii, which suggested Ameriflex, who would handle, FSA, transit and dependent care. Paychex also handles FSA and commuter accounts, however, the difference between the two are that Ameriflex issues one card for all their services, while Paychex separates the two accounts with two debit cards. There are advantages on both sides. Staff will save money by contributing money pre-tax and the school will save money on payroll taxes. Ameriflex charges a one-time set-up fee of \$400, and an annual fee of \$175. The monthly fee is \$4.95 per person or \$75, whichever is more.

Mr. Tabano asked the basis of our interest in this? Ms. Millán stated it is a way for employees to save money on services they already use. Mr. Tabano asked if there is a sense that they are interested in this. Dr. Asmussen stated that employees are very interested, especially in the transit. Mr. Tabano asked about how Transit Check works and the costs involved with it. Mr. Tabano asked about staff's interest in FSA. If they are not, then Transit Check may be more beneficial and cost effective. For the next meeting, Mr. Tabano asked Ms. Millán to bring in the Transit Check information for comparison.

Meeting was adjourned at 4:30 p.m. to go into executive session. Mr. Tabano recused everyone for the rest of the meeting, except for the Board.

VIII. Executive Session

The next meeting will be held on Wednesday, November 20, 2013 at 2:30 p.m.

**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.

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

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

Date: December 17, 2013

Time: 3:00 p.m.

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

Absent: Samir Souidi

Meeting came to order at 3:12 p.m. A quorum was present

I. Resolution: Minutes from November Meeting

Mr. Crowley stated that during the last Board meeting, it was mentioned that Frank San Felice resigned from the board, but it's not reflected in the minutes. Mr. Tabano asked that that information be included in November's minutes.

Motion: Mr. Crowley motioned that the minutes be accepted, with the addition of the Frank San Felice's resignation.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

II. Student Status and Per Pupil Billing Report

A discussion was held about how per pupil billing worked. Unfortunately, the city has sent around a memo that a student who is arrested is an automatic dropout. This stat must be compared with other schools in the district. In the past a student who was arrested was tracked as an arrest.

III. Compensation Update

The Compensation Committee has not yet determined the recommendation for what the breakdown for salary increases should be for the differing levels of student performance outcomes. However, the school did complete 44 SLO's (Student Learning Objectives) and are starting to develop the corresponding assessments for next semester. Only 18% of students in

classes at New Dawn are in Regents classes, for those classes the Regents will be the post-test. The 44 assessments are aligned with the state standards.

a. SLO Development

Looked at each of the classes and developed an SLO for the class based on the NYSED learning standards (common core when available). Going to start this in January and test it. These assessments will be consistent across the school with the exception of Fitness Gram for PE.

b. Rubrics for Non-Teaching Staff

The Committee is also in the process of putting together observations for non-teaching staff. It will be in line with their job description but will result in 60 points so that it matches the calculation used for the teachers' HEDI scores. Mr. Tabano asked how a rubric for the Internship Coordinator, who teaches one class, would look. A discussion was held outlining how the rubrics will work.

Last year no staff received a salary increase based on student performance or classroom observations, so it is important that we get this correct.

IV. Social Worker Contract

Up to 33% of the students are special ed and need counseling and so we need to hire a new social worker. Rather than repeating our mistakes, we have decided to hire a temp rather than hire someone full time. This saves the school morning and allows us to evaluate a potential hire for next year. We have interviewed someone from an agency who we like very much. We have received a contract (sent out earlier) to hire this company. The school wants to hire the social worker for January and if it works out, keep her until the end of the semester.

A discussion was held about the contract and Mr. Tabano asked for a motion to allow Dr. Asmussen to sign the contract.

Motion: Dr. Weitzman moved that Dr. Asmussen sign the contract for the Social Worker.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

V. Financial

a. Year to Date Finance Report

Mr. Crowley stated that the Balance Sheet differs from October to November, they should be the same.

Expenses and Revenue. It's hard to compare because the budget shows the actual budget and not the actual vs the budget.

It was requested that the budget be submitted to the Board ahead of time, so that they can review it prior to the meeting.

Dr. Asmussen will have Mr. Bahl from NYC Accounting Solutions attend the next Board meeting to resolve these issues.

b. Escrow for Dissolution

Mr. Tabano requested a motion to put \$25,000 into the school's escrow account as required by State law.

Motion: Mr. Crowley made a motioned to put 25k in escrow.

Second: Dr. Weitzman seconded the motion.

Vote: Unanimous.

c. Credit Card Application

The auditors have requested several times that the school apply for a credit card rather than using the debit card. Our bank has finally agreed that we have enough of a bank history that they will now approve a credit card for the school. Cards will go to Dr. Asmussen for \$10,000, Ms. Millán for \$10,000; Ms. Jackson for \$5,000 and Ms. Novik for \$5,000. Anything above \$10,000 must be approved by the Board.

Mr. Crowley requested that the cash advance aspect be removed.

Mr. Tabano stated that cards usually give back bonuses and we should follow up on that. He also cautioned that administration alert the four card holders to the fact that they need to make sure that they do not pay taxes on any purchases.

Mr. Tabano requested a motion to allow the school to open up credit card accounts.

Motion: Mr. Crowley made a motioned to get four credit cards, pending the removal of the cash advance option.

Seconded: Mr. Winter seconded the motion.

Vote: Unanimous.

d. 990 and Tax Submission

This was just received today. The Board will have time to review and comment by the next Board meeting.

VI. Facilities Report

Dr. Asmussen and Mr. Tabano updated the Board about the facilities hunt which is ongoing.

Even though this was done prior to submitted the charter application, Mr. Tabano suggested that Dr. Asmussen go to the community board in the district and present the idea the school in the community again.

VII. Principal's Report

Ms. DiGaudio stated that they have started and revised many policies, one of which is the cell phone policy and the revised food policy. We are now mirroring the Chancellor's policy on cell phones with the exception that students are allowed to bring their phones to school but they must check them in at security. If they are caught with a cell phone in the building, the first time they must turn their phones in with security and sign a contract which states they understand the phone will be confiscated if this happens again. The new food policy came about because students were coming in late in the morning and after lunch and then expecting to eat during class. Students are not allowed in the building with food after 9 a.m. or after 1:10 p.m.

The Attendance and Discipline committees meet regularly to review problem students. The Attendance Committee members have done home visits.

Ms. DiGaudio presented an update on school wide PD, most of which is PICCS related. She also updated the Board on the success of the teacher peer groups and observations.

She also reported our ongoing struggles with maternity leave for students. During the coming semester we will be looking at ways to increase our use of our electronic sites to provide access from home for this group of students.

She reported that on January 14th, New Dawn will host the Instructional Rounds through PICCS. Inwood Charter School hosted the first one and it went very well. Approximately 30 people from different schools will come to New Dawn, observe classes, and then look at problems of practice for the school to work on.

Dr. Weitzman asked about grade inflation. Ms. DiGaudio explained that in actuality we have the opposite problem at New Dawn and at the end of the day what compensation was awarded on are student assessment outcomes. We continue to work on our grading policies and provide PD to ensure that teachers are consistent across the school with their grading practices.

While attendance, Regents results and number of honor students are all included on the Student Status report, Mr. Winter asked that the attendance be broken down by A, B and C weeks. School staff were asked to think about other outcomes that would allow the Board to understand how the school is doing.

VIII. New Business

Dr. Weitzman wanted to know if the board will replace the resigned board member and is the board looking to expand because there are not enough board members to represent the sub-committees, which are currently comprised of 1 or 2 members.

Mr. Winter asked what we would look for in a Board member. Mr. Tabano suggested someone who is good at fundraising.

Mr. Crowley suggested that we should first fill the open position and then look to expand.

IX. Adjournment

Since there was no other business, Mr. Tabano requested a motion to adjourn the meeting.

Motion: Mr. Crowley motioned to adjourn the meeting.

Second: Mr. Leslie seconded the motion.

Vote: Unanimous.

Meeting ended at 4:28p.m.

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

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

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

Date: January 28, 2014

Time: 3:00 p.m.

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

Absent:None

Meeting came to order at 3:05 p.m. A quorum was present

I. Resolution: Minutes from December Meeting

Mr. Tabano asked if everyone was able to read the minutes. He asked and if there was anything that needed to be revised or added to the minutes.

Motion: Dr. Weitzman motioned that the minutes be accepted as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

II. Introduction of Digant Bahl

Dr. Asmussen explained that NDCHS hired Accounting Solutions a year ago to take over the fiscal department. Mr. Bahl was asked to come in to discuss and review the financials with the board and set-up what the board expects to see on a monthly basis.

Mr. Winter stated that he would like something simple to read each month, which gives a measure of how the school is doing. Mr. Bahl explained that he provides accounting services to NDCHS, as well as, 7-8 other charter schools who outsource their accounting to Accounting Solutions. He stated that he has about 10 full-time bookkeepers who work in the city. Mr. Bahl distributed a “dummy” budget and summary as a guide to review how to read the budget. Mr. Bahl stated that he doesn’t usually give out the full budget to the Board because it’s too much information. Therefore, he usually distributes a snapshot of what is happening with the school, which gives enough information for the Board to perform their governance duties. Mr. Bahl created the sheet, “Key Fiscal Factors,” which

captures all the details of P&L and Five Fiscal Factors. Mr. Bahl stated that he can provide this form every month for the Board Meeting.

Mr. Crowley stated that he would like a more detailed report of budget vs actual and year-to-date totals, where variances can be seen. Mr. Crowley stated that he would like to see the budget to date and the expenses to date. Mr. Tabano stated that in any particular month, he would like live data. Mr. Winter asked if it's possible to show last year's expenses in comparison to the present year's expenses. Mr. Bahl doesn't recommend this because enrollment numbers changes from year-to-year and the budgets aren't comparable.

Mr. Bahl committed to preparing the financials for the Board by the third Tuesday of the month in order to give the Board time to review it prior to the Board meeting.

Mr. Souidi requested that actual monthly data be presented for easy reading. He stated that it's easier for him to read actual numbers rather than percentages. Mr. Souidi also requested that the monthly expenses be provided because the Board makes financial decisions on a monthly basis.

A group of Teachers entered the meeting. Kate Connors, Health/PE Teacher, apologized for interrupting the meeting and stated that they wanted to see [Dr. Asmussen] at 3:30pm, no matter what. Ms. Connors stated that [the teachers] loved working [at New Dawn], working with the kids and that they're so invested in the school that they formed a union and want to collaborate and hope that [Dr. Asmussen] accept their letter of recognition. Ms. Connors asked Dr. Asmussen if she would voluntarily collaborate. Dr. Asmussen stated that she had nothing to say. The group thanked the Board for their time and exited the room. Mr. Tabano stated that the Board will proceed with the meeting and discuss the subject in Executive Session.

Mr. Souidi asked if the financial information is extracted from Peachtree (NDCHS's accounting software). Mr. Bahl stated that information is exported from Peachtree and placed into EXCEL worksheets. Mr. Souidi also stated that he would like visuals in the form of charts/graphs.

Mr. Tabano asked if anyone had anything else to request.

III. Financial

- a. Year to Date Finance Report
- b. Discussion concerning Board Packet
- c. Investment options

Dr. Asmussen stated that Bank of America pointed out that NDCHS have \$1.3 million in the bank and FDIC is \$250,000. Dr. Asmussen stated that it needs to be discussed what to do with this overage of money. Mr. Tabano suggested exploring other banks and ones who are reputable. Dr. Weitzman suggested that the school explore local banks,

like, Ponce DeLeon, banks with branches in the neighborhood and Chinese banks in Sunset Park.

d. Retirement Accounts & Flex Spending (commuter)

This was not discussed.

IV. Facilities Report

Dr. Asmussen stated that NDCHS is back at square one. Dr. Asmussen reached out to Industry City and Bush Terminal; she has not heard back from them. With the last deal, Dr. Asmussen received e-mails from the real estate agent that they could not get a residential zoning permit. This became confusing because it seems as though the developer was trying to get a school and apartment complex on the same lot. Mr. Winter asked is it worth looking into why the confusion; e-mails were sent out, but the real estate agent has not responded.

The school is now looking at Bush Terminal, which may work out because we're coming with our own contractor. This can happen much faster because it's raw space. As for the Army terminal, there isn't enough continuous space.

Mr. Winter asked if a phone call was made to the Economic Development organization. Dr. Asmussen has not. Mr. Winter stated that they may have an idea.

V. Principal's Report

The school is in the midst of Regents Exams. Living Environment is pretty good, which is an increase from last year. NDCHS is in the middle of scoring the other subjects. NDCHS is participating in instructional rounds. It's a collaboration of the PICCS principals that are visiting buildings and finding patterns of practice, which looks at how the building is operating from an outsider point of view. NDCHS's visit went well; there were some interesting things found, like more rigorous work is happening in non-regents classes.

32 students took the Living Environment test; it's projected that 62.5% passed.

Mr. Winter requested a sheet that summarizes the test results. Ms. DiGaudio stated that she will supply that information, in addition to graphs of last year's results in comparison to this year, for each of the tests.

Mr. Souidi asked how many students are taking the regents; 165 students are taking regents exams. Mr. Souidi asked how the teachers will be evaluated based on the tests. Ms. DiGaudio stated that the students take the regents in January and June; the teachers are evaluated on the Danielson framework for teaching. Ms. DiGaudio further stated that the NDCHS is developing student learning objectives (SLOs) and the students will be taking SLOs in March. The teacher evaluation is a combination is the Regents, SLOs and Danielson.

Based on the students who received first and second honors, Mr. Crowley requested data on how the for the rest of the students are doing. Dr. Asmussen stated that would be credit accumulation, which is being worked on.

NDCHS started out with 43 freshmen. Due several circumstances, NDCHS ended up with 34 freshmen, 16 of which who are moving to A/B week. This is a big indicator.

Mr. Tabano asked for an update on the Internship and credit accumulation based on it. There was a bump in the road with this; some students decided that they weren't going to do the internship and one student lost his internship. NDCHS is in the process of contacting those students and parents to come in to further explain the model of why they have to go to their internship or they have to transfer to another school.

Starting next semester NDCHS is getting a new attendance system, which will track students a lot better; attendance for A, B, C weeks, as well as job sites, will be easily tracked.

Mr. Winter asked what percentage of students has been hired by their intership. At this time none.

Mr. Souidi asked how many students there are by grade. There are percentages on the stat sheet, but Dr. Asmussen will put actual numbers on future reports.

Mr. Tabano stated that schools are continuously dropping students that cannot fit into the four year graduation rate. Many of these students need a few credits and one regent to graduate; this is not a bad thing for NDCHS.

VI. Board Recruitment Updates

At this time, there are no updates. Mr. Winter suggested that as per the previous discussion, once NDCHS look into local banks, we may want to invite managers, who also live in Sunset Park, to attend meetings and who may also be interested in being on the Board.

Motion: Mr. Winter motioned to adjourn the meeting to enter Executive Session.

Second: Mr. Souidi seconded the motion.

Vote: Unanimous

Meeting was adjourned at 3:49 p.m. to go into Executive Session.

Meeting returned from Executive Session at 4:08 p.m.

VII. New Business

There is no new business.

VIII. Adjournment

Motion: Mr. Crowley motioned to adjourn the meeting.

Second: Mr. Winters seconded the motion.

Vote: Unanimous

Meeting ended at 4:08 p.m.

The next meeting is scheduled for Tuesday, February 25, 2014 at 3:00 p.m. at New Dawn Charter High School.

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

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

Date: February 25, 2014

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Samir Souidi, Ronald Tabano, Leslie Winter, Phillip Weitzman, Dana Trakhtenberg, James Walters

Arrived after meeting started: Andrew Stoyanoff, Kathleen Desai, Kate Connors, Matt Linden

Left Early: Dana Trakhtenber

Absent: None

Meeting came to order at 3:06 p.m. A quorum was present

I. Resolution: Minutes from January Meeting

Mr. Tabano asked if everyone was able to read the minutes and if anyone had anything else to add.

Motion: Dr. Weitzman motioned that the minutes be accepted as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

II. Resolution: Minutes from January Meeting

Mr. Tabano asked if there was a motion about hiring the attorney.

Motion: Mr. Winter motioned to have Shelly represent NDCHS in proceedings going forward.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

III. NYSED Visit

The visit was canceled. Vickie Smith of the State Education Department was supposed to conduct the visit, but fell ill. The school wants to keep her as the lead person. Mr. Tabano

asked if the school was ready for the visit. Ms. DiGaudio said the school was ready, bulletin boards and rooms were completed.

IV. Financial

a. Year to Date Finance Report

Mr. Bahl was unable to attend the meeting. Mr. Crowley stated that footnote #2 on the Balance sheet is off by a month. Dr. Weitzman asked if the term, “net assets” is the correct terminology. Mr. Crowley stated that it should be revenue over expenses.

Mr. Souidi asked if a chart or graph can be included in the report because the formatting is difficult to read.

Mr. Winter asked about the differences between the columns of annual budget and projected budget. Dr. Asmussen stated that Mr. Bahl changed the budget according to his experience, but what was submitted was not changed. Dr. Weitzman suggested another column labeled “as submitted” be added.

Mr. Winter requested that percentages be added to the fiscal report.

Mr. Tabano asked for an update for ConEd. Dr. Asmussen stated that bill is in the public utilities commission; no response has been received yet. The school is currently paying the monthly agreement. There is \$30,000 in question; about \$5,000 of that is comprised of taxes and late fees.

Mr. Winter stated that the school is going to incur expenses when the school relocates. He asked if there is a breakdown of what the costs may be and why it’s not reflected in the budget. Dr. Asmussen stated that she will speak with movers to get an estimate for the move and set-up costs. Mr. Crowley stated that the school has reserved money for these costs in the budget. Mr. Tabano stated that the biggest expenses will be moving and setting up IT.

b. Investment Options

Dr. Asmussen has not been able to look into this yet; she will look into this within the next month.

Mr. Winter informed that money market accounts are assured up to \$10,000,000. Dr. Weitzman suggested the school stays with FDIC.

c. Retirement Accounts & Flex Spending (commuter)

These accounts have been all set-up. All but two staff signed-up for retirement account and about all but five signed up for the commuter account.

Mr. Winter asked Ms. Trakhtenberg and Mr. Walters if they signed up for the accounts and what were their feelings about it. Ms. Trakhtenberg stated that she was grateful for retirement plan, however, the presentation from Mutual of America wasn't informative and they didn't speak in a language that the staff understood. She also stated that she and other staff wished that the contribution from the school would have been a little higher. Mr. Walters stated that the commuter plan is great.

V. Facilities Report

Dr. Asmussen stated that she met socially the marketing person from Industry Cities. She will contact her and follow up with her response at the next Board meeting.

The minimum square footage required is 50,000. Preferably, the building should be one floor, but two floors is the max. Sunset Park goes as far 18th street.

VI. Principal's Report

a. Regents' results

The results were surprising and disappointing. Students did well on the writing pieces, as well as the DBQs in both Global and U.S. History. Students scored low on the multiple choice questions across the board. In order to address this, Regent Prep classes will be conducting low-key drills of five multiple choice questions and vocabulary practice. This will be done especially in the Global and U.S. classes because they are very content heavy.

In regards to the low test scores, Mr. Tabano stated that in some cases relatively new staff is part of the issue because you have to know and have experience with the test. He asked Ms. DiGaudio her plans to accelerate the experience so that when the tests are given in June that students do better. Ms. DiGaudio is incorporating the following five levels:

- Level 1: Regents classes will do five multiple choice questions in five minutes at the end of every class. Ms. DiGaudio meets with teachers every two weeks to discuss this data, so that they can look at it, relate it back to standards and see where the student's weaknesses are and time management skills.
- Level 2: Continue the work that is being done on writing. Based on the assessment, this is one of the things that worked, so it will continue.
- Level 3: Exam Replication. Every Regents level teacher is to give their students a regent's exam to take home and complete during their off-week. They'll be able to look at the data for those students who return it and put it into PerfPlus in addition to the five questions. This will build data which will be discussed in TERC.
- Level 4: Offering students afterschool intensive; having a day of just regent's prep.

- Level 5: Have significant push-ins from support staff organized by the Special Ed Coordinator. They've been conducting push-ins and pull-outs for those students who need the extra support.

Mr. Tabano asked how the plan is being received by the teachers. Ms. DiGaudio stated that everybody has high anxiety. There is a lot of stress. The HEIDI scores are involved and there is very strong accountability. Everybody worked really hard and the scores were very surprising and disappointing. The plan is to move forward and focus on the things that did work, like the writing.

b. Student Status

56% of the students have moved from "C" week to "A/B" week. Many of the junior class have been passing all their classes and will be eligible to graduate in June 2014 or January 2015.

c. Goals for Coming Year

Continue mapping work on the curriculum. Incorporating the modules for common core is a major initiative. Consultants from PICCS will be visiting in May.

Mr. Tabano asked Ms. DiGaudio about common core and the changes. The way common core was implemented was well handled at the State level but districts did not implement it as they should have and did not provide professional development around the common core. New Dawn has always used the Common Core in ELA and Math with corresponding professional development and will continue to implement more modules in other content areas as they are released by the State. It is a fight in many areas of the State. In Long Island they threatened to have the new Regent's that were up for election removed. The Governor is fighting back because tied into the common core is the teacher evaluations. He wants to make sure that testing and other measures are being used for the evaluation. His biggest concern is that we are not going to shy away from using test scores to evaluate teachers.

VII. New Business

Mr. Tabano asked if anybody had any new business; there was none.

Mr. Stoyanoff requested the board meeting be moved to 4:00pm so that teachers can attend. Board members stated that the designated time is based on their schedules and to ensure quorum it need to remain at the current time. Dr. Asmussen indicated that three teachers were given prep time during 8th period for the purpose of attending Board meetings. Mr. Tabano suggested that those three teachers can represent the rest of the teachers at the meeting.

VIII. Adjournment

Meeting ended at 4:11 p.m.

The next meeting is scheduled for Tuesday, March 25, 2014 at 3:00 p.m. at New Dawn Charter High School.

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

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

Date: March 25, 2014

Time: 3:00 p.m.

Minutes

Present: Sara Asmussen, Lisa DiGaudio

Absent: Samir Souidi, Ronald Tabano, Philip Weitzman, Leslie Winter, George Crowley

A quorum was not met so the meeting was not held.

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

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

Date: April 8, 2014

Time: 3:00 p.m.

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

Visitor sign in sheet attached.

Absent: None

Meeting came to order at 3:00 p.m. A quorum was present

I. Resolution: Minutes from February Meeting

Mr. Tabano asked if everyone was able to read the minutes and if anyone had anything else to add.

Motion: Dr. Weitzman motioned that the minutes be accepted as written.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

II. Compensation Committee Plan from November 2013

a. Career Ladder

The Compensation Committee consists of Dr. Asmussen, Zach Flory, Donna Lobato, Tameka Jackson and Inessa Novik. The committee presented at the November meeting. There are two issues that need to be discussed: compensation payouts and the Career Ladder. Compensation is being tabled at the moment; however the Career Ladder needs to be discussed. Mr. Tabano asked who is on the committee and how are the decisions made regarding teachers specific timeframes. The committee consists of two administrators and two teachers and Dr. Asmussen. The Principal is not on the committee because it's a conflict of interest. The committee took the PICCS model, and applied it to New Dawn's teaching staff. The first step is the Aspiring Teaching. NDCHS does not have any this year, but might get one for next year. This person may not be fully certified, but is working towards their certification. The second step is the Novice Teacher. Currently, NDCHS only has novice teachers. After two years, a discussion is

made to see if someone can move on to the third step be an Associate Teacher, which is a teacher who has had enough classroom observations and outcomes that they're on their way to becoming a Master Teacher. The committee has not fully discussed how many years someone could be an associate teacher. After that, there is the Master Teacher. This is someone who has gone through the other two ladders. The master teacher can take on leadership roles. As NDCHS only has novice teachers, they are allowed to take on leadership roles. Finally, a Teacher Leader is someone who has demonstrated they are a master teacher and they continue to be effective in the classroom. They have had three years of evaluations at the master teacher level and they have now become more of a classroom observer. The only person that is currently in that position is the Special Ed Coordinator who has 15 years of experience.

Mr. Tabano asked what the basis is for the eventual movement from novice teacher to associate teacher to master teacher. Advancement is based on evaluations, classroom observations and student outcomes – the HEIDI score. Mr. Tabano asked what other decisions were made by the committee regarding teachers. This is the only decisions that were made on the hierarchy.

Dr. Weitzman asked about the relationship between the ratings and the ranks. Teachers must score 75 and above to move from one ladder to the next. A score of 75 is considered minimally effective.

In regards to the three years that a teacher would need to move to the next ladder, Mr. Crowley asked about a teacher's experience prior to joining NDCHS. Dr. Asmussen stated that everyone is at the novice level because their experience ranges from student teaching to substitute teaching. Mr. Crowley asked where a teacher would be placed if they came with two years of experience from another school. Dr. Asmussen stated that they would still be placed as a novice teacher for the first year, but based on their HEIDI score they would be able to move on to be an associate teacher in their second year. However, if a teacher starts with five years of experience, they will probably be placed as an associate teacher.

The committee decided that a teacher has two years to remain a novice. If a teacher is not beyond the novice stage after two years their contract will not be renewed.

Dr. Weitzman requested that any further discussion on this topic be tabled until the Executive Session.

b. Salary Compensation

In light of the process the school is going through, it was agreed that this topic will be tabled for a later date.

III. NYSED Visit

Overall, NDCHS did very well with the visit, other than the Regent scores. There were some questions regarding the level of rigor in instruction in the classroom and the attendance problem. The school has two more chances to get the regent's score up (June and August). Ms. Jackson will later be discussing the school's attendance problem.

During the visit, it was made clear that next year is the renewal year and although the school is in year three this is when the clock starts ticking. At this point, everything should be focused on regent's scores and attendance.

Mr. Tabano stated that the Board was also disappointed and concerned with the Regent results and they will also be looking for improvement in June.

IV. Financial Report

Mr. Bahl would like to meet with Mr. Crowley and anyone else in order to review the budget format.

Mr. Tabano requested that Mr. Crowley meet with Mr. Bahl to discuss the financials and for Mr. Crowley to report back to the Board.

V. Facilities Report

Dr. Asmussen spoke to the person at Industry City and they do not want a high school. They are looking down the road for a college. Industry City suggested that NDCHS go to the section that is owned by the City – Dr. Asmussen has not figured out who to contact yet.

Dr. Asmussen met with Paul Llamas, who puts bond packages together so that you can build out your own space. He is more than willing to work with the school; however someone needs to be hired to run a capital campaign.

Dr. Weitzman asked if there is anything in the new legislation regarding space. Mr. Tabano stated that unless the school is expanding or adding a grade, there is no facilities relief. This was not a win for charter schools.

VI. Student Status

a. Attendance

Ms. Tameka Jackson presented on student's attendance.

At the end of March, NDCHS's attendance was at 45%. Ms. Jackson has surveyed students to find reasons why they are not coming school. The attached PowerPoint document lists the various reasons that students gave as their reasons for not coming. Part of the plan to increase attendance is to plan monthly/annual field trips, because students stated that they have no connection to the school. Therefore, if students feel

like they are a part of something they become more vested and come to school. Another plan is to have banquets and pizza parties for students who have done well, as they explained that they would like to be recognized for their accomplishments. Another plan, which is currently in place, is student contracts. Ms. Jackson and the attendance committee have met with students and/or parents regarding student expectations.

There is an upcoming field trip to Medieval Times for students who have made the Honor Roll.

Mr. Tabano asked that a breakdown of attendance be made according to credits. Based on his experience, those students who have 0-9 credits have the most problems with attendance – they are the more difficult population. He stated that students with higher credits have better attendance because they are close to graduation.

Dr. Weitzman asked Ms. DiGaudio expand upon a statement she made regarding a culture shift as to a reason why students are not attending school. Ms. DiGaudio stated that there is a combination of understanding our students and having the cultural intelligence to react to our students who are equally sensitive. She stated that some students don't come to class because they were told (heard) negative things. She stated that perception of what is said in correlation to what is heard is something that the school needs to focus on.

Mr. Winter asked how the attendance compared to last year. Dr. Asmussen stated that the numbers are much lower and she can gather that information for the Board. Mr. Winter also asked for comparative numbers from another new school, i.e., Urban Dove.

b. Internships

Mr. Dumar Paden presented on internships. NDCHS has been working with Brooklyn Community Services; a partnership was created with them. They have a work readiness program. They will take 24 students and train them intensively for 6 weeks. During the second 6 week period, they will place them in various sites in Brooklyn. They will also assist students in finding permanent employment opportunities. Students that have been targeted are those who are not doing well in their internship, which includes absences of 3 out of 5 days and those students who have been let go from their internship. This program helps them get back on their feet and start fresh.

There are 21 students who are in the training phase. These students are an at-risk group because they are still in the training phase because they constantly miss appointments. Mr. Asher has continued to increase internship sites and will continue to look for more sites over the summer.

c. College

A bulletin board was created on the first floor that highlights students who have been accepted to college. Thirty-six students have completed and applied to a CUNY school. Of those 36 students, 21 of them have paid the \$65 application fee. Thirteen students have received acceptances thus far and eight applications are under review.

NDCHS have established a partnership with Mercy College. Mercy understands the population and is an SAT optional school. The SATs have been a big barrier to the students of this population trying to get into a four year institution. Establishing this partnership with Mercy allows students to have an opportunity and become competitive by getting into a 4 year institution. According to statistics, students have a better chance of graduating from a 4 year institution versus going to a Community College.

Mr. Crowley asked if students are having difficulty paying for the application fees. Mr. Paden stated that the only application fee that students have to pay for is the CUNY application; students meet the financial fee waiver guidelines for private schools and SUNY schools. Mr. Paden stated that CUNY has allotted two fee waivers for NDCHS. The CUNY fee is already significantly discounted because students are able to apply to six schools for one fee. Three students have been accepted to Mercy College and plan to attend in the fall. Mr. Tabano suggested that NDCHS looks into getting a grant to pay for applications; there should not be a barrier for students to apply. Last year, NDCHS paid for two students applications.

College NOW: 30 students took the pre-college course that is taught by a CUNY adjunct professor, 70% of the students passed the class. Five students took college courses at Borough of Manhattan Community College; they all passed with at least a C grade. This year, 15 students took the SATs and 11 students took the PSAT. Mr. Paden has been doing outreach to students to take the SATs in June. Dr. Weitzman asked if students received SAT/PSAT prep classes for support. Mr. Paden stated that he receives PSAT support booklets from the College Board that he passes along to students so that they can prepare on their own. Last year the school offered a SAT prep course; attendance was not good, only one student showed up consistently. Mr. Crowley asked if there are outside sources that students can attend and the school pays for it. Mr. Tabano stated that there are free programs offered on Saturdays and online.

VII. Principal's Report

a. Regent's Prep Update

Every Regents class distributes 5 multiple choice test questions every day. This data is reviewed in TERC to review trends. According to Vickie Smith, the most important thing for the school to focus on is closing the gap by half between June and August. The

projections from each of the departments, except the Science Department, are above that projection.

Mr. Souidi asked if the Special Ed students can be separated. Mr. Winter asked to see the total number of students, per subject, who will be taking the tests.

b. Institutional Rounds – Peer Version

NDCHS has been involved in the Institutional Rounds; we started with the PICCS group. Peer groups observed each other's classes.

c. Summer School Proposal

The Board packet includes a plan for summer school, which incorporates professional development in addition to course offerings. We will be running two cohorts through the building. Only regent level courses will be offered to those students who have earned 25+ credits and need a regent's exam to graduate in January 2015. In addition, we will be offering music and phys ed and a study skills class for the freshmen. The design will be for the first marking period; one set of teachers will teach while the other set is in professional development and then flip it.

Mr. Winter asked if teachers will get a stipend for working the summer. Dr. Asmussen stated that teachers would not receive additional compensation as they receive a salary 10% above the UFT scale.

VIII. Albany Visits

Dr. Asmussen and Ms. DiGaudio went to Albany with a coalition. The school's reps, Felix Ortiz and Joan Milman would not meet with them at that time. Later, they received a call asking them to go back to Albany the next day at 9:30am and that the entire Brooklyn Delegation was going to meet with them. They did go back with seven other schools and the meeting went well. There were a lot of misconceptions about charter schools. The meeting did not result in anything for NDCHS, but they are willing to meet with them on a regular basis. Joan Milman was very supportive of New Dawn. Felix Ortiz represents Sunset Park and is not supportive of charter schools.

Mr. Crowley asked who was in charge of the school while the administrators were out of the building. Dr. Asmussen stated that Donna Lobato, Tameka Jackson and Dumar Paden were each in charge of a floor. Mr. Crowley stated that he would have preferred that one administrator remained on site.

IX. New Business

Mr. Tabano addressed a document that was received from the Public Employment Relations Board. He stated that a group of teachers have approached the school to form a union as part of the UFT. The Board respects their right to apply to petition and

be recognized as a union. Historically, the UFT will petition PERB and it is determined who will be a part of the collective bargaining group (teachers/staff). Once that's determined, then they will decide on how it's measured to get the votes. Once the majority of the members vote on it, then the UFT will be recognized by PERB as the bargaining unit for the teachers. At that time, NDCHS will bargain in good faith. The hope is to reach a collective bargaining agreement that is fair to the teachers, the Charter and the mission of the school. Mr. Tabano stated that it is important to be mindful that during the process, students shouldn't get caught in the middle, as it can be dangerous on both sides. Mr. Tabano does not believe that this is not a matter of discussion for the students and they should not be involved. Mr. Souidi asked if the Board needs to be present on April 30th for the PERB meeting. Mr. Tabano stated that it appears that they will meet in person, most likely at the Public Relations Employment Office and that the entire Board does not need to appear, but someone from the Board will be there along with legal counsel.

Ms. Connors, addressing the UFT representative, stated that it was her understanding that NDCHS can voluntarily recognize the union without going to PERB. The UFT representative stated that the school does not have to go to PERB and that there is no voting in New York as long as 80% agree to the union. She further explained that the only time you go through PERB is when the Board or school administrators refuse to voluntarily recognize.

Ms. Jarvis, ELL Teacher, addressed the Board and requested a voluntary negotiation date. Mr. Carlic, ELA Teacher, also addressed the Board to request a voluntary negotiation date. Mr. Tabano reiterated that the Board will go through the legal process of the Public Employment and Relations. Ms. Connors, Health Teacher, stated that she would like for the group to continue on with their personal statements. Mr. Tabano stated that he would allow another person to speak and that they would move to Executive Session. Ms. Trakhtenberg gave her personal statement. Mr. Tabano thanked the staff for their comments. Ms. Desai, Math Teacher, stated that legally, they each get two minutes of the Board meeting and that they would like to continue. Ms. Connors, Health Teacher, gave her personal statement. Mr. Linden, Spec Ed Teacher and Ms. Desai, Math Teacher, gave their personal statements.

Mr. Tabano stated that Board was going to go into Executive Session and asked all non-members to leave.

The Meeting ended at 4:50 p.m. to go into Executive Session

X. Adjournment

The next meeting is scheduled for Tuesday, May 27, 2014 at 3:00 p.m. at New Dawn Charter High School.

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

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

Date: June 4, 2014

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Ronald Tabano, Leslie Winter, Phillip Weitzman (Skype)

Absent: Samir Souidi

Meeting came to order at 3:05 p.m. A quorum was present

I. Resolution: Minutes from April Meeting

Mr. Tabano asked if everyone was able to read the minutes and if anyone had anything else to add.

Motion: Mr. Crowley motioned that the minutes be accepted as written.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

II. Resolution: Compensation Committee Plan from November 2013

a. Career Ladder

Last meeting, during Executive Session, detailed information was had about the career ladder and it needs to be voted on. Mr. Crowley asked that several changes be made, which Dr. Asmussen did. Mr. Tabano asked if Mr. Crowley was able to review those changes and if they are acceptable. One of the issues that Mr. Crowley had was about the raises. Dr. Asmussen stated that she took it out and only focused on the career ladder.

Motion: Mr. Crowley motioned to accept the Career Ladder

Second: Mr. Winter seconded the motion.

Vote: Unanimous

III. Federal Monitoring Visit

SED was monitored by their federal monitors from WestTec and they chose us to look at our CSP (Charter School Program) books. They were the ones who provided the money for the school to open up. They provided the money for the building, lockers, etc. As far as we know, the visit went fine. Because the monitoring was not about the school, they don't have to submit a report to the school.

Dr. Asmussen stated that she received the draft from Vicki for the oversight visit from the state and it was very good. It is in draft form right now, so it can't be shared. She will be finalizing it and sending it to the Board Members.

IV. Insurance

a. Health

There are several changes to the school's health insurance. The big difference is every plan now has a significant deductible for inpatient stays. Otherwise, everything remains the same. The plan is mapped to the school's current plan, to be as close as possible.

Dr. Asmussen suggested that the school stay with the similar plan even though it's slightly more expensive than the other plans. If we were to do this, everyone could keep their same doctors.

Mr. Tabano suggested that the school create a sub-committee that includes staff to review several plans and then come back to the board and make a suggestion for next year.

Motion: Mr. Crowley motioned to accept the suggested health plan.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

b. Liability

Austin & Co

The building insurance is due July 1st. Some of the increases have to do with the increase in students; that will continually go up as the school increases.

Mr. Winter questioned why is car insurance included in the quote when the school does not have a car. Mr. Crowley stated that that is included to cover staff that uses their personal vehicles on behalf of the school.

Mr. Crowley pointed out that Student Accident is currently at \$0.00 deductible. He asked what would happen if the deductible was increased by \$500. Dr. Asmussen will look into this.

Mr. Crowley stated that the school should get bids from other companies every few years. He suggested that it be done early, so that the school does not get into a bind.

Motion: Mr. Crowley motioned to accept the policies as is, with the one caveat that Dr. Asmussen will look into the \$500 deductible.

Second: Mr. Winter seconded the motion

Vote: Unanimous

V. Update on Collective Bargaining

New Dawn attorneys and UFT representatives went before PERB. New Dawn's lawyers brought up the fact that there is a suit being brought as to whether or not PERB has jurisdiction or NLRB (National Labor Relation Board) has jurisdiction. Attorneys for New Dawn filed a stipulation asking the judge to allow us to work directly with the UFT in determining the jurisdictional issue. It was recommended that we sit down and try to cooperate and come up with a resolution with what we want to do with this situation. The response from the UFT was to put the case on hold status. Since then, the Hyde Charter School decision was ruled on and it was concluded that the NLRB has jurisdiction over charter schools. For now, the school is in a holding pattern. Again, Mr. Tabano stated that New Dawn is willing to negotiate, but have to make sure that we're negotiating with the right body.

Dr. Weitzman asked how does this affect the timeline for possible recognition and negotiate. Mr. Tabano stated that we're currently on hold, the school never said that they're unwilling to negotiate, we're just on hold right now.

The UFT representative wanted to clarify the process that the school could recognize the staff, regardless if it's PERB or NLRB. Mr. Tabano stated that he understood that, but it's the school's position to run the current course.

Dr. Weitzman asked if anything has come up yet regarding the scope of the bargaining unit. Mr. Tabano stated that with the new ruling everything is in a state of flux.

VI. Financial Report

Mr. Crowley reviewed the report, and showed where there were mathematical errors. Mr. Crowley received the budget and he sent it back with some comments on it. Dr. Asmussen

stated they will look at the next year's budget during the next meeting. She also stated that she put in the budget close to half a million dollars for moving costs.

Mr. Crowley asked for a copy of the audited financial statements because there's some confusion with the wording.

VII. Principal's Report

a. Regent's Prep Update

The Common Core Regents was administered yesterday, June 3, 2014. This is the first time that the Common Core test is being administered. This test was to test the test. The official test will be administered next year. If students did not do well, it would not be held against them. The student's didn't seem overwhelmed, the test seemed fair.

Mr. Tabano asked Ms. Trakhtenberg what she thought about the test based on her experience. Ms. Trakhtenberg thought it was a legitimate English exam and she liked it much better than the old version. Mr. Tabano stated that the students had choices they could relate to.

The math test on the other hand, seemed long. Ms. DiGaudio stated that students stayed for the complete test.

b. Institutional Rounds – Peer Version

Closing out the instructional rounds, Ms. DiGaudio went to the final with PICCs and worked with Thomas Fowler Finn, who is one of the definitive voices on instructional rounds. This is something NDCHS will continue. Ms. DiGaudio met with Mr. Flory who is one of the leads at the school and they worked out a plan for the summer. Ms. DiGaudio stated that as observers, we tend to be evaluative on what the teacher is doing; this shifted the thinking into what the student is thinking. This will assure what is being taught is at grade level.

Attendance: Mr. Winter pointed out that April and May 2014 statistics did not include last year's attendance for a comparison. It's assumed that there's a huge drop in attendance. Dr. Asmussen stated that attendance was low and she will update that info for the next meeting. Mr. Winter asked what was going on with attendance. Dr. Asmussen stated that attendance has gone up a little, but not enough. A number of interventions have been put into place, for example, home visits and character development. Mr. Winter asked for the reason why attendance dropped suddenly in February. Mr. Winter asked Ms. Trakhtenberg if she had any ideas of why attendance dropped. Ms. Trakhtenberg stated that what's happening with the union is not helping with morale around the school. She stated she did not know if that's the only thing attributing to it because it didn't happen so quickly. She stated that there are several factors that go into a student's attendance. She stated that maybe what happened is that the teachers decided to create a union and there was an immediate schism

between Admin and the staff. Mr. Winter asked how that would play out with students. She stated that she did not know. Mr. Winter stated that he did not understand how the union formation and any administration and teachers difficulties are getting to the students. Ms. Trakhtenberg stated that it was not her opinion, but something that was cited to her as a possibility. She further stated there are a lot of things going on in the school that affects student attendance, i.e., regents, lack of accountability.

Mr. Crowley asked if the attendance is based both for attendance and internship. No, it's just classroom.

Mr. Crowley stated that May 2014 has 10 dropouts; he asked if that's something that should have been processed sooner. Dr. Asmussen stated that it should have been processed in January, but that is how long it takes the DOE to go through the papers and drop the student. Mr. Tabano stated that he's on a committee for charters to have the same rights on ATS as the DOE schools.

VIII. New Business

Relocation: Mr. Tabano stated that there is one possibility; NDCHS is waiting to hear back on this. Mr. Tabano and Dr. Asmussen will begin looking for a building over the summer. Mr. Tabano is also waiting to hear back from the Arch Bishop about the Catholic School. He also stated that they will go back to Bush Terminal. Mr. Crowley asked about the expected dated for the school to move. Dr. Asmussen stated by next summer. Mr. Tabano believes that that can also be a good possibility. Mr. Crowley asked when we need to approach the state for permission. Dr. Asmussen stated that she wrote a letter for next year stating that we're staying at this location.

Need to schedule a date for the next board meeting. The next board meeting is scheduled for June 17th.

The UFT organizer stated that several teachers wanted to address the board and asked if the Board could extend the meeting until the bell rings. Mr. Crowley suggested that the Board goes into Executive Session and come back to the regular meeting

The meeting was adjourned to go into Executive Session

IX. Executive Session

The meeting was called back to order at 4:14pm

Mr. Tabano asked for a motion to give teachers returning will be given a 2% raise.

Motion: Mr. Winter motioned to give the returning teachers a 2% raise.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous

The teachers distributed a list and the following read sections of the list: Kathleen Desai, Chelsea Rissner, Dana Trakhtenberg.

Mr. Tabano thanked everyone for their opinions.

X. Adjournment

The meeting ended at 4:21 p.m.

The next meeting is scheduled for Tuesday, June 17, 2014 at 3:00 p.m. at New Dawn Charter High School.

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

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

Date: June 17, 2014

Time: 3:00 p.m.

Present: Sara Asmussen, George Crowley, Lisa DiGaudio, Michelle D. Millán, Ronald Tabano, Leslie Winter, Phillip Weitzman (Skype), Digant Bahl (on telephone)

Absent: Samir Souidi

Meeting came to order at 3:05 p.m. A quorum was present

I. Resolution: Minutes from June 4, 2014 Meeting

Mr. Tabano asked if everyone was able to read the minutes and if anyone had anything else to add.

Mr. Crowley stated that the list the teacher's comments distributed during the last Board meeting should be attached to the minutes and be a matter of record. Mr. Tabano stated that the teachers did raise some questions and it should be a matter of record. Mr. Tabano requested that the document be attached to the last month's minutes.

Motion: Mr. Crowley motioned that the minutes be accepted as written, with the teacher's comments attached.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

Mr. Crowley pointed out that during the last meeting the Board voted on building insurance policy waiting to hear back about \$0 deductible being changed to \$500 for Student Accidents. Dr. Asmussen contacted the company who stated that the school would pay more with the deductible in the event there was ever an instance. Mr. Crowley stated he was in favor accepting the insurance as originally presented.

II. Update on Collective Bargaining

Mr. Tabano stated that we received notice from PERB that the case was dismissed on their end because of the ruling that Hyde Leadership Academy brought before the NLRB. It is

now up to the UFT to bring the case to NLRB. Mr. Tabano stated that we will wait on the ruling of that and then we will proceed.

III. Facilities Update

Dr. Asmussen stated that there are several facilities issues under consideration:

1. **Building:** Dr. Asmussen reached out to the real estate company who are negotiating with the building owner now to see if NDCHS can get a fourth year renewal. They're pretty sure it will be approved; however, it will probably cost more money. The real estate company will handle those negotiations.
2. **Space:** still looking at the empty lot on 46th street. They also want to do the free and reduced affordable housing in addition to a school. There may be an option for NDCHS to buy the space down the road. The other options are Bishop Ford, which although they may sell it, the DOE has the first option to buy it. Our Lady of Perpetual Health is going to have space. The first issue is that we will be sharing in a basilica and the second issue is there's an elementary school already there. Dr. Asmussen will be spending the summer looking at the city owned Bush Terminal again.

Mr. Winter stated if using revenue bonds, this will be a long-term plan, which can be 8-10 months. It can also cost \$12-\$13 million to build out your own space.

IV. Financial Report

a. Board Pack

Mr. Crowley stated that item 14 of the budget, should be moved to restricted cash.

Mr. Winter asked where the accumulated money for relocation is listed in the budget. Mr. Crowley stated that the funds are in cash. Mr. Winter suggested that the reserved fund be separated. Mr. Winter stated that we should know how much of a reserved fund is needed and where we are. Mr. Bahl suggested that the funds be moved to a "Board designated reserve," in a separate bank account, so it's not with the regular operational funds.

Mr. Tabano stated that since the school needs to move and separate accounts due to the FDIC, a reserved account for relocation can be one of them. Mr. Crowley suggested that this needs to happen by June 30, 2014, or it will be written up in the financials.

Motion: Mr. Crowley motioned to accept the proposed budget.

Second: Mr. Winter seconded the motion.

Vote: Unanimous.

V. Principal's Report

a. Update on Regents Exams

Ms. DiGaudio stated that the Regents tests are underway. The common core algebra and ELA tests were administered. NDCHS did cross-scoring with Urban Dove Charter School, who share the same cohort of students.

b. Resolution: School Calendar

Ms. DiGaudio pointed out that the school calendar is in the Board packets. Mr. Tabano stated that the calendar includes the required number of days and holidays.

Motion: Mr. Winter motioned to accept the proposed calendar for the 2014-2015 school year.

Second: Mr. Crowley seconded the motion.

Vote: Unanimous.

VI. New Business

Mr. Tabano asked if there was any new business to discuss. There was no new business.

VII. Adjournment

Motion: Mr. Crowley motioned to adjourn the meeting.

Second: Mr. Winter seconded the motion.

Vote: Unanimous

After the meeting was adjourned, Ms. Trakhtenberg stated there were a few issues she wanted to discuss. Ms. Trakhtenberg thanked the Board for the 2% that was given during the last meeting and asked when the 2% will go into effect. Dr. Asmussen stated that it will go into effect as on July 1, 2014.

Ms. Trakhtenberg also stated that she noticed that she did not receive the 2% raise from the 2013-2014 school year, but a 1.5% raise. She asked if the 2% would be retroactive. Dr. Asmussen stated that it would not be retroactive. Mr. Tabano clarified that a cost of living adjustment in the amount of 1.5% was approved for 2013-2014. Mr. Crowley stated that any increases are subject to the board's discretion and approval. Ms. Trakhtenberg stated that the advertisement for new employees and the employee handbook states that employees would receive a 2% raise. Mr. Tabano asked that she present that information to the Board, in writing.

Lastly, Ms. Trakhtenberg asked the Board to voluntarily recognize the union. Mr. Tabano stated the Board will follow its current course.

Mr. Matthew Linden addressed and thanked the Board and administration for the opportunity to work at New Dawn. He stated that he is one of the four teachers who are not returning. He stated that there are several things that need to be worked on. Mr. Linden stated that as a member of the community, he is worried that there are things being said and there is no follow through in regards to the job applications and contracts. He is also worried about the students who need consistency.

Meeting ended at 3:27 p.m.

The next meeting is scheduled for Tuesday, July 22, 2014 at 3:00 p.m. at New Dawn Charter High School.

Enrollment and Retention Efforts

New Dawn Charter High School did put into place the recruitment plan as outlined in the charter, excerpts are included below.

Recruitment Plan: Need in the community was based on the large numbers of students who are in need of transfer schools, particularly for ELL students. New Dawn recruitment entailed a multi-pronged approach and included reaching out to schools in the community, community centers, group homes, businesses, parents, and any number of places where our target student population or their families congregate. We had individuals who spoke Spanish, Arabic, and Chinese speakers who have been outreaching to the community. Our materials were published in English, Spanish, Cantonese, and a Chinese regional dialect and Arabic. Through this we gained community support and spread the word about the services of the school.

Other recruitment efforts included advertising in the many local papers, including those published in languages other than English, as well as distributing fliers in locations where people in need will see them, in the languages appropriate to that area. Second, and our most effective, was to reach out to existing high schools which our students would have attended and they are committed to working with us. There was a focus on schools on the NYSED SURR list as well as school slated for closing. Third, recruitment continued with other civil service, CBO and health care facilities in the neighborhood. Finally we marketed the program to the community on the street.

In addition to its general recruitment efforts, New Dawn will employ a focused set of strategies and techniques to recruit students with disabilities at a rate comparable to or greater than the number enrolled in CSD 15 high schools. We know from our experience at Wildcat that our biggest referral source for special education students will come from district high schools trying to place their struggling students or trying to find placements for students who have already dropped out. Further recruitment efforts designed to interest special education students and their families include: (1) print advertisements that include specific information about the Special Education program, (2) special open-house sessions held in the community geared towards parents of Special Education students, and (3) one-on-one meetings with members of the staff with any parents of Special Education students who express interest in learning more about how New Dawn can meet the particular needs of their student.

To reach students with ELL¹ classifications, New Dawn staff will reach out to the ELL coordinators in CSD 15 high schools to identify students who are over-aged, under-credited and struggling or have already dropped out of high school. As discussed above, marketing and outreach materials will be distributed in areas of the community where non-English speaking individuals reside and congregate. Much of the community speaks Spanish, Chinese, or Arabic, and New Dawn will reach out, in those languages to CBOs, service providers and/or individuals that might work with students classified as ELL.

Below is a table with results taken from the Comparability Report and the NYC DOE Progress Report Data² supported by evidence from the NYC DOE web sites for each of the schools.³

¹ When referring to 'ELL', this includes all non-English language classifications such as LEP and ESL.

² NYC DOE's Progress Report results for all schools downloaded from <http://schools.nyc.gov/Accountability/tools/report/default.htm> on December 22, 2010.

³ Taken from a variety of web pages found at <http://schools.nyc.gov/default.htm>

	NYSED Comp. Report CSD 15	NYC DOE All 422 High Schools	NYC DOE Transfer High Schools	NYC DOE CSD High Schools 15*	NYC DOE Sunset Park High School	NYC DOE Wildcat	New Dawn Proposed	New Dawn Actual for 2013-2014
% F/R Lunch	71.3%	NA	NA	70.7%	60.0%	85.8%	85.0%	83.0%
ELL	15.6%	NA	11.0%	6.7%	10.0%	4.4%	15.0%	12.0%
Percent IEP	NA	14.4%	12.0%	17.3%	21.0%	24.3%	24.0%	32.6%

*Results for F/R Lunch and ELL were taken directly from the NYC DOE websites for each of the schools in the District.

Overall, we did very well with our recruitment goals. There was no problem recruiting free and reduced lunch students. We in fact have even more but several students did not complete their free and reduced lunch form. We have developed strategies for next year that we hope will “convince” these students and their families to complete their forms. Students with ELL statuses were under-enrolled based on our proposed number; however, we overenrolled when compared to District 15 high schools and Transfer High Schools throughout the city. The neighborhood we are currently in is not high in ELL numbers, once we move to Sunset Park, we expect this percentage to increase. For next year we have hired an AP who has extensive experience working with ELL populations. We significantly overreached our goal for students with disabilities. We have developed a very strong relationship with our local CSE. Many of our students with disabilities enrolled in the school with IEPs that had not been reviewed in years. At this point we have caught up on all the out of date IEPs.

Our strongest recruitment efforts are still based with counselors from other schools. The unfortunate reality is that schools are more than willing to have their students with disabilities and their struggling ELL students transfer to other schools. We have not yet been able to get a count on our incoming ELL numbers for 2013-2014 but we will continue with the same or higher percentage of IEP students.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 22, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/49870884a6fa8ae2e59a8bf4a163f9f59f102d0b/>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Ronald Tabano

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Chair/President

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Ronald Jabano

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Wednesday, July 23, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/948879f2480993a00fcb81e9afe461dd01ec1e05/>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

D. Leslie Winter

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

NYC Department of Education

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Vice Chair/Vice President
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

Page 2

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature consisting of several horizontal, overlapping strokes, with a distinct upward-pointing flourish at the end.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Monday, July 28, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/7a98fb5d900599b54b2f6c4e2704652a15e628f1/>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

samir Souidi

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Secretary
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

(No response)

13a. Identify each interest/transaction (and provide the requested information) that you or any of your immediate family members or any persons who live with you in your house held or engaged in with the charter school during the time you have served on the board, and in the six-month period prior to such service. If there has been no such financial interest or transaction, write None. Please note that if you answered Yes to Question 2-4 above, you need not disclose again your employment status, salary, etc.

Date(s) of Transactions	Nature of Financial Interest/Transaction	Steps Taken to Avoid Conflict of Interest (e.g., did not vote, did not participate in discussion)	Name of Person Holding Interest and Relationship to You
1			
2			
3			
4			
5			

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

(No response)

14a. Identify each individual, business, corporation, union association, firm, partnership, committee proprietorship, franchise holding company, joint stock company, business or real estate trust, non-profit organization, or other organization or group of people doing business with the school and in which such entity, during the time of your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or other relationship. If you are a member, director, officer or employee of an organization formally partnered with the school that is doing business with the school through a management or services agreement, please identify only the name of the organization, your position in the organization as well as the relationship between such organization and the school. If there was no financial interest, write None.

Organization Conducting Business with the School	Nature of Business Conducted	Approximate Value of the Business Conducted	Name of Trustee and/or Immediate Family Member with Interest	Steps Taken to Avoid Conflict of Interest
1				
2				
3				
4				
5				

Signature of Trustee

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/30ac0f90b3094848dd986108834ccf2408bd9d73>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Frank San Felice

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

(No response)

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

Frank Dan

Telia

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/5ae9bd99b4e5edf7ccabfd03b3de8fbd38d5fed4/>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

George J Crowley

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

-
- Treasurer
-

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several loops and a long horizontal stroke, extending across the width of the page.

Required Form: 2013-14 Appendix E - Disclosure of Financial Interest Form

Created Tuesday, July 29, 2014

<https://fluidsurveys.com/surveys/vickie-smith/appendix-e-trustee-disclosure-form/1080902d89bb1005163837ed2b52394a996c02ca>

Page 1

Please open the link to this form using **Google Chrome** as your browser. Doing so will allow you to input your signature on page 2 of the form. Thank you.

1. Trustee Name:

Phillip Weitzman

2. Charter School Name:

New Dawn Charter High School

3. Charter Authorizer:

Board of Regents

4. *Your Home Address:

4. *Your Home Address: | Street Address

4. *Your Home Address: | City/State

4. *Your Home Address: | Zip

5. *Your Business Address

5. *Your Business Address | Street Address

5. *Your Business Address | City/State

5. *Your Business Address | Zip

6. *Daytime Phone Number:

7. *E-mail Address:

8. Select all positions you held on Board:

(check all that apply)

• Other, please specify...: Member

9. Are you a trustee and also an employee of the school?

No

10. Are you a trustee and an employee or agent of the management company or institutional partner of the charter school?

No

13. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

14. Are you a member, director, officer or employee of an organization formally partnered with school that is doing business with the charter school and in which such entity, during your tenure as a trustee, you and/or your immediate family member or person living in your house had a financial interest or relationship?

No

Signature of Trustee

A handwritten signature in black ink, consisting of several stylized, connected letters and flourishes, extending across the width of the page.