



# I. SCHOOL INFORMATION AND COVER PAGE (To be Completed By All Charter Schools)

Created: 07/03/2015

Last updated: 07/28/2015

Please be advised that you will need to complete this task first (including signatures) before all of the other tasks assigned to you by your authorizer are visible on your task page. While completing this task, please ensure that you select the correct authorizer or you may not be assigned the correct tasks.

## Page 1

### 1. SCHOOL NAME AND AUTHORIZER

(Select name from the drop down menu)

NEW DAWN CHS (REGENTS) 331500861016

### 2. CHARTER AUTHORIZER

(For technical reasons, please re-select authorizer name from the drop down menu).

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	347-505-9101	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](http://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. FINAL VERIFIED BEDS ENROLLMENT FOR THE 2014-15 School Year as reported to Department's Office of Information and Reporting Services (via the NYC DOE for charter schools in NYC) in August.**

273

**9. GRADES SERVED IN SCHOOL YEAR 2014-15**

Check all that apply

Grades Served	9, 10, 11, 12
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**10. DOES THE SCHOOL CONTRACT WITH A CHARTER OR EDUCATIONAL MANAGEMENT ORGANIZATION?**

	Yes/No	Name of CMO/EMO
	No	

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**11. FACILITIES**

Will the School maintain or operate multiple sites?

No, just one site.
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**12. SCHOOL SITES**

Please list the sites where the school will operate in 2015-16.

	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	347-505-9102	BROOKLYN (TOTAL)	9-12	No	Rent/Lease
Site 2						
Site 3						

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

Name	Work Phone	Alternate Phone	Email Address
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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	Sara M. Asmussen	[REDACTED]	[REDACTED]	[REDACTED]

**13. Are the School sites co-located?**

No

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**14. Were there any revisions to the school’s charter during the 2014-2015 school year? (Please include both those that required authorizer approval and those that did not require authorizer approval).**

Yes

**14a. Summary of Charter Revisions**

	Category (Select Best Description)	Specific Revision (150 word limit)	Date Approved by BOT (if applicable)	Date Approved by Authorizer (if applicable)
1	Change in Maximum Approved Enrollment	We plan on growing to 500 but do not have a facility which allows for this yet. We are desperately looking for a site and we were turned down for co-location by the DOE. There was no approval at this point although the Charter Office was notified. This year we were able to enroll 383 and were supposed to be at 400. There is no way this site will hold 500 students which is what we should be at for the 2015-2016 school year.		
2				
3				
4				
5				

**15. Name and Position of Individual(s) Who Completed the 2014-15 Annual Report.**

Sara M. Asmussen, Executive Director

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 stylist on your mobile device to sign your name).

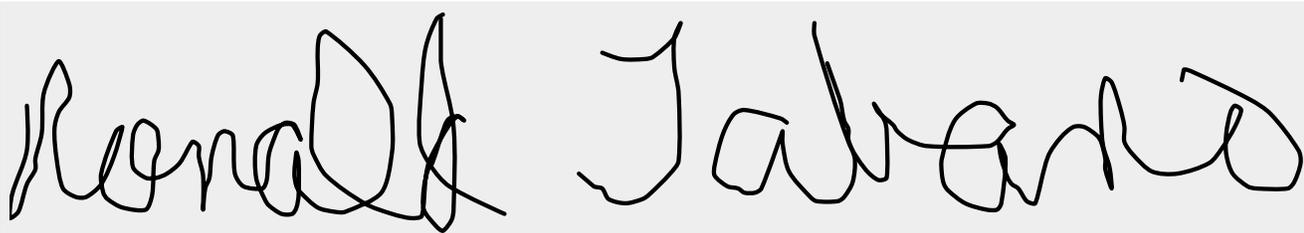
Responses Selected:

Yes

Signature, Head of Charter School

A handwritten signature in black ink on a light gray background. The signature reads "Debra J. Cismesser" in a cursive, flowing script.

Signature, President of the Board of Trustees

A handwritten signature in black ink on a light gray background. The signature reads "Ronald Jabardo" in a cursive, flowing script.

Thank you.

 **Appendix A: Link to the New York State School Report Card**

Created: 07/03/2015  
Last updated: 07/26/2015

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Page 1

**Charter School Name:**

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**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?  
instid=800000071079&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscompleters=1&hsnoncompleters=1&postgradcompleters=1&naep=1&cohort=1&](http://data.nysed.gov/reportcard.php?instid=800000071079&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscompleters=1&hsnoncompleters=1&postgradcompleters=1&naep=1&cohort=1&)



# Appendix A: Progress Toward Goals

Created: 07/26/2015  
Last updated: 10/29/2015

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Charter School Name:

## 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/>) which captures school-level enrollment and demographic information, staff qualifications, electronic student records, and attendance rates, as prescribed by New York State statute (8 NYCRR 119.3).

(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?>

[instid=800000071079&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscmpleters=1&hsnoncompleters=1&postgradcompleters=1&naep=1&cohort=1&re](http://data.nysed.gov/reportcard.php?instid=800000071079&year=2014&createreport=1&enrollment=1&freelunch=1&attendance=1&teacherqual=1&teacherturnover=1&staffcounts=1&hscmpleters=1&hsnoncompleters=1&postgradcompleters=1&naep=1&cohort=1&re)

## 2. APPENDIX A: PROGRESS TOWARD CHARTER GOALS

The following tables reflect formatting in the online portal required for Board of Regents-authorized charter schools and NYCDOE-authorized charter schools only. Schools should list Progress Toward Charter Goals by August 1, 2015. If the goals are based on student performance data that the school will not have access to before August 1, 2015 (e.g., the NYS Assessment results), explain this in the "2014-2015 Progress Toward Attainment of Goal" column. The information can be updated when available. **Appendix A must be fully completed no later than November 1, 2015.**

### 2a. ACADEMIC STUDENT PERFORMANCE GOALS

#### 2014-15 Progress Toward Attainment of Academic Goals

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	2014-2015 Progress Toward Attainment of Goal - Met, Partially Met, or Not Met	If Not Met, Describe Efforts School Will Take
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) on the NYSED ELA Regents Exam (including Common Core)*  *Going forward, only the ELA Common Core will be administered.	NYSED ELA Comprehensive Regents Exam  NYSED ELA Common Core Regents Exam*  *New Dawn only administers the ELA Common Core June 2015 forward.	The following proficiency rates were achieved (students passing/students taking the test):  August 2014 (Comprehensive): 31.8% (Common Core): 75% Total Together: 59.1%  2014-2015 School year  January 2015 (Comprehensive): 50% (Common Core): 77.4% Total Together: 75.6%  June 2015 Common Core: 83%  August 2015 Common Core: 80%  All three administrations: Comprehensive: 50% Common Core: 80% Total Together: 79.2%	Goal was met with the Common Core. Moving forward we no longer administer the Comprehensive ELA.  The new teachers were able to increase the ELA Common Core proficiency rate in June 2014 from 33% to 80% by August 2015.

Academic Goal 2	<p>(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)*</p> <p>* Going forward, only the Algebra Common Core will be administered.</p>	<p>NYSED Integrated Algebra Regents Exam</p> <p>NYSED Algebra Common Core Regents Exam*</p> <p>*New Dawn only administers the Algebra Common Core January 2015 forward.</p>	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>August 2014 (Integrated): 8.3% (Common Core): 15.4% Total Together: 10%</p> <p>2014-2015 School year</p> <p>January 2015 Common Core: 30.6%</p> <p>June 2015 Common Core: 25.5%</p> <p>August 2015 Common Core: 8.6%</p> <p>All three administrations Common Core: 22%</p>	<p>The goal was not met.</p> <p>Both math teachers resigned after the August Regents, which were very low. Much lower than these same teachers had attained the prior January and June. The incoming teachers were able to double the pass rate by January to 30.6%. Unfortunately, one of the teachers had a family issue and left in May right before the June Regents which clearly had an impact.</p> <p>While the scores did increase, they are still well below our benchmark. Embedded professional development continued throughout the year through Metamorphosis. For the 2015-2016 year we will be moving to NTN to provide embedded PD in the math classrooms. The newest math teacher has already had a full week with a NTN coach who modeled instruction and helped plan lessons. The other person continues to work in one day a week for the entire day to come with all math teachers including the SPED push in teacher.</p> <p>Math teachers will also participate in Project Reflect, TERC: Using Data to Inform Instruction, and consult with Paula Bevan from The Danielson Group to reinforce questioning and rigor in instruction.</p> <p>AIR will be consulting with the Principal of the school to strengthen the core curriculum (Engage NY) over the summer and ensure that teachers are aligning their lesson plans to the modules.</p> <p>We believe that these interventions will increase our Regents pass rates significantly.</p> <p>We will be looking at our summer semester instruction next year since scores dropped significantly in August for two years.</p>
Academic Goal 3	<p>(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)</p>	<p>NYSED Living Environment Regents Exam</p>	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>August 2014: 70%</p> <p>2014-2015 School year</p> <p>January 2015: 44.4%</p> <p>June 2015: 70.6%</p> <p>August 2015: 52.9%</p> <p>All three administrations: 56.4%</p>	<p>Goal not met.</p> <p>The Living Environment results are very close to our benchmark during a couple of semesters.</p> <p>The science teacher will continue to participate in PD. During the current school year he became a certified PLC Coach and will be participating in the upcoming year's Project Reflect and Peer Review to strengthen his own instructional skills.</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	<p>(Benchmark 1) Regents Goal 4: Each year 75% of students who take the NYSED U.S. History &amp; Government Regents will score at 65 or above (general education students) or 55 or above (special education students)</p>	<p>NYSED U.S. History &amp; Government Regents Exam</p>	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>August 2014: 66.7%</p> <p>2014-2015 School year</p> <p>January 2015: 52.4%</p> <p>June 2015: 73.6%</p> <p>August 2015: 66.7%</p> <p>All three administrations: 64.5%</p>	<p>Goal not met.</p> <p>Again, the goal was almost reached in June 2015. The US History teacher from 2013-2014 left in June 2014 with a Regents pass rate of 25.6%. The new History teacher was able to increase proficiency rates to 66.7% by August 2014. So while the goal was not met, the proficiency level of the students greatly increased, just missing the 75% goal by 1.4% in June 2015.</p> <p>PD will continue as stated above.</p> <p>We believe the goal will be met next year.</p>
Academic Goal 5	<p>(Benchmark 1) Regents Goal 5: Each year 75% of students who take the NYSED Global History &amp; Geography Regents will score at 65 or above (general education students) or 55 or above (special education students)</p>	<p>NYSED Global History &amp; Geography Regents Exam</p>	<p>The following proficiency rates were achieved (students passing/students taking the test):</p> <p>August 2014: 51.7%</p> <p>2014-2015 School year</p> <p>January 2015: 42.5%</p> <p>June 2015: 46.8%</p> <p>August 2015: 56.8%</p> <p>All three administrations: 48.6%</p>	<p>Goal not met.</p> <p>The proficiency rate from June 2014 to August 2015 was increased from 28.3% to 51.7%. So there has been a large improvement, even though this teacher left. Two new Global Studies teachers got a proficiency rate of 42.5% there first time administering the test. There has been continuous improvement each semester.</p> <p>Based on the strong results attained in ELA, Ira Bolterman from ALL will increase his embedded PD with the Global Studies teachers. One of the ELA teachers is a certified PLC Coach and is heading the Peer Review/Project Reflect initiative and she will work close with the Global teachers as well.</p> <p>The Principal will be co-teaching a Regents class with one of the Global Studies teachers in the upcoming semester and the three of them will lesson plan together.</p> <p>These interventions will result in higher proficiency rates this coming year.</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	The following proficiency rates were achieved (students passing/students taking the test):  August 2014: Not administered  2014-2015 School Year  January 2015: 0%  June 2015: 0%  August 2014: Not administered	Goal not met.  For a variety of reasons, mostly based on the realities of how transfer schools operate, we will no longer be administering the Geometry Regents exam. Students are not with us long enough to pass the Algebra Regents, then take the necessary courses needed to take the Geometry Regents.  Since opening in 2012, after three years, only 36 students have taken the Geometry Regents Exam.
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	The following proficiency rates were achieved (students passing/students taking the test):  August 2014: Not administered  2014-2015 School Year  January 2015: 60%  June 2015: 60%  August 2015: Not Administered	Goal not met.  Very few students take the Earth Science Regents exam. In the three years we have been open, only a total of 36 students have taken it over 6 administrations which means that making the benchmark or not is 1 student. Therefore, while we will report the results, the benchmark will be dropped to 50% for this exam.  This is the first year the "freshman" class (students with fewer than 10 credits) have taken a Regents and they passed with a 60%. We feel this is a very high outcome for this group of students.
Academic Goal 8	Removed--NYC DOE no longer does the Progress Report the way in which this goal was written. No charter transfer schools were included in any report this year from the DOE.	Removed--NYC DOE no longer does the Progress Report the way in which this goal was written. No charter transfer schools were included in any report this year from the DOE.		

**2a1. Do have more academic goals to add?**

Yes

**2014-15 Progress Toward Attainment of Academic Goals**

	Academic Student Performance Goal	Measure Used to Evaluate Progress Toward Attainment of Goal	Measure Used to Evaluate Progress Toward Attainment of Goal - Met, Partially Met, Not Met	If Not Met, Describe Efforts School Will Take
Academic Goal 9	Removed--NYC DOE no longer does the Progress Report the way in which this goal was written. No charter transfer schools were included in any report this year from the DOE.			

Academic Goal 10	(Benchmark 1) Graduation Goal 10: 55% of the students in each cohort will graduate before they turn 21. Results will be presented in by 9th grade cohort years.	NYC DOE ATS Cohort Report School Records	<p>This data is very difficult to present in this space. In the following analysis there have been 573 students ever enrolled at New Dawn. All the students who transferred to other schools with information coming through ATS or who moved out of state and enrolled in another school were taken out of the analysis. This was 73 students over this three year period, leaving 498 students in the analysis.</p> <p>Since opening in September 2012, we have had 5 students in Cohort M, who were supposed to have graduated in June 2011. Of these five students 20% graduated, 20% are still in school and 60% dropped out.</p> <p>There were 21 students in Cohort N, who were supposed to graduate in June 2012. Of these 21 students, 38.1% graduated, 4.8% are still in school, and 57.1% dropped out.</p> <p>There were 83 students in Cohort O, who were supposed to graduate in June 2013. Of these 83 students, 42.2% graduated, 36.1% are still in school, and 21.7% dropped out.</p> <p>There were 136 students in Cohort P, who were supposed to graduate in June 2014. Of these 136 students, 34.6% graduated, 55.9% are still in school, and 9.6% dropped out.</p> <p>There were 105 students in Cohort Q, who were supposed to graduate in June 2015 (this year). Of these 105 students, 21% graduated, 77.1% are still in school, and 1.9% dropped out.</p> <p>There were 89 students in Cohort R, who are supposed to graduate in June 2016. Of these 89 students, 2.2% graduated, 97.8% are still in school, and 0% dropped out.</p> <p>There were 49 students in Cohort S, who are supposed to graduate in June 2017. Of these 49 students, 2% graduated, 98% are still in school, and 0% dropped out.</p> <p>There were 8 students in Cohort T, who are supposed to graduate in June 2018. Of these 8 students, 0% graduated, 100% are still in school, and 0% dropped out.</p> <p>There were 2 students in Cohort U, who are supposed to graduate in June 2019. Of these 2 students, 0% graduated, 100% are still in school, and 0% dropped out.</p> <p>Finally, if you look at the students 498 student for whom New Dawn is responsible, 164 have left the school and have outcomes. 116 of these students graduated, or 70.7%. The remaining 48 students (29.3%) were in fact drop outs.</p>	<p>The Goal was met if you look at students who have left the school.</p> <p>Cohort numbers constantly change as students enroll so it is a more effective picture of what is going on to look at the students who have left.</p> <p>NYS law stipulates that a student can attend school until the year of their 21st birthday. We have taken huge risks on older students and when they are successful we want them to count towards our numbers.</p>
Academic Goal 11				
Academic Goal 12				
Academic Goal 13				
Academic Goal 14				
Academic Goal 15				
Academic Goal 16				

**2a2. Do have more academic goals to add?**

No

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**2b. ORGANIZATIONAL GOALS**

**2014-15 Progress Toward Attainment of Organizational Goals**

	Organizational Goal	Measure Used to Evaluate Progress	2014-15 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
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: 2.7 Winter: 2.6 Spring: 2.9	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*  *Survey has changed since last year so additional questions were added.	This year 70% of the New Dawn parents responded, compared to 49% of parents who responded for the rest of the city's schools. This was up from the 52% of the parents who responded from New Dawn last year.  What percentage of parents were satisfied with:  Instructional Core: 100% Support for Students: 100% School Culture: 100% Trust: 99%  Of all the line item responses from parents 90% were positive overall.	The Goal was met.
Org Goal 3				
Org Goal 4				
Org Goal 5				

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

No

**2c. FINANCIAL GOALS**

**2014-15 Progress Toward Attainment of Financial Goals**

	Financial Goals	Measure Used to Evaluate Progress	2014-2015 Progress Toward Attainment	If Not Met, Describe Efforts School Will Take
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.	Updated in November.
Financial Goal 2	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 NYSED and the Board of Trustees for approval.	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.	Updated in November.
Financial Goal 4				
Financial Goal 5				



# Appendix B: Total Expenditures and Administrative Expenditures per Child

Created: 07/08/2015

Last updated: 07/26/2015

## Page 1

**Charter School Name:**

### **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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).

Line 1: Total Expenditures	3368023
Line 2: Year End Per Pupil Count	383
Line 3: Divide Line 1 by Line 2	8794

#### **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 2014-15 Schedule of Functional Expenses) and divide by the year end 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 20 of the 2014-15 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 2014-15 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 2014-15 Schedule of Functional Expenses) and divide by the year end per pupil count. (Integers Only. No dollar signs or commas).**

Line 1: Relevant Personnel Services Cost (Row)	261291
Line 2: Management and General Cost (Column)	512106
Line 3: Sum of Line 1 and Line 2	773397
Line 4: Year End Per Pupil Count	383
Line 5: Divide Line 3 by the Year End Per Pupil Count	2019

***Thank you.***



**Financial**

**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, 2015

Sara M. Asmussen, Ph.D.

CSD 15

SED

3

Private

9-12

9-12

320

500

2015

347-505-9102

Schall and Ashenfarb

David Ashenfarb

[dash@schallandashenfarb.com](mailto:dash@schallandashenfarb.com)

212-268-2800 X117

2015

New Dawn Charter High School2015

**FILL IN GRAY CELLS**

**New Dawn Charter High School**

STATEMENTS OF FINANCIAL POSITION

FOR THE YEARS ENDED JUNE 30,

	<u>2015</u>	<u>2014</u>
<b>ASSETS</b>		
<b>CURRENT ASSETS</b>		
Cash and cash equivalents	\$3,689,491	\$1,495,849
Grants and contracts receivable	70,000	201,333
Accounts receivables	-	-
Inventory	-	-
Prepaid Expenses	82,242	98,616
Contributions and other receivables	-	-
Other	<u>105,040</u>	<u>56,000</u>
<b>TOTAL CURRENT ASSETS</b>	\$3,946,773	\$1,851,798
<b>OTHER ASSETS</b>		
Investments	\$-	\$-
Property, Plant and Equipment, Net	56,331	116,113
Restricted Cash	<u>75,000</u>	<u>50,000</u>
<b>OTHER ASSETS</b>	\$131,331	\$166,113
<b>TOTAL ASSETS</b>	<u>\$4,078,104</u>	<u>\$2,017,911</u>
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT LIABILITIES</b>		
Accounts payable and accrued expenses	\$21,982	\$25,858
Accrued payroll and benefits	69,716	61,865
Refundable Advances	-	-
Dreferred Revenue	-	-
Current maturities of long-term debt	-	-
Short Term Debt - Bonds, Notes Payable	-	-
Other	<u>-</u>	<u>-</u>
<b>TOTAL CURRENT LIABILITIES</b>	\$91,698	\$87,723
<b>LONG-TERM DEBT, net current maturities</b>	\$-	\$-
<b>TOTAL LIABILITIES</b>	<u>\$91,698</u>	<u>\$87,723</u>
<b>NET ASSETS</b>		
Unrestricted	\$3,986,406	\$1,930,188
Temporarily restricted	<u>-</u>	<u>-</u>
<b>TOTAL NET ASSETS</b>	<u>\$3,986,406</u>	<u>\$1,930,188</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<u>\$4,078,104</u>	<u>\$2,017,911</u>

Check

-

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**FILL IN GRAY CELLS**

**New Dawn Charter High School**  
**STATEMENTS OF ACTIVITIES**  
**FOR THE YEARS ENDED JUNE 30,**

	2015			2014
	Unrestricted	Temporarily Restricted	Total	Total
<b>REVENUE, GAINS AND OTHER SUPPORT</b>				
State & Local Operating Revenue	\$5,222,961	\$-	\$5,222,961	\$3,890,933
Federal - Title and IDEA	163,819	-	163,819	142,916
Federal - Other	33,891	-	33,891	195,806
State and City Grants	-	-	-	-
Contributions and private grants	-	200	200	7,844
After school revenue	-	-	-	-
Other	1,861	-	1,861	25
Food Service/Child Nutrition Program	-	-	-	-
<b>TOTAL REVENUE, GAINS AND OTHER SUPPORT</b>	\$5,422,532	\$200	\$5,422,732	\$4,237,524
<b>EXPENSES</b>				
Program Services				
Regular Education	\$1,692,627	\$-	\$1,692,627	\$1,429,532
Special Education	901,998	-	901,998	943,139
Other Programs	-	-	-	-
Total Program Services	\$2,594,625	\$-	\$2,594,625	\$2,372,671
Supporting Services				
Management and general	\$773,397	\$-	\$773,397	\$550,113
Fundraising	-	-	-	-
<b>TOTAL OPERATING EXPENSES</b>	\$3,368,022	\$-	\$3,368,022	\$2,922,784
<b>SURPLUS / (DEFICIT) FROM SCHOOL OPERATIONS</b>	\$2,054,510	\$200	\$2,054,710	\$1,314,740
Contributions				
Foundations	\$-	\$-	\$-	\$-
Individuals	-	-	-	-
Corporations	-	-	-	-
Fundraising	-	-	-	-
Interest income	-	-	-	-
Miscellaneous income	-	-	-	-
Net assets released from restriction	-	-	-	-
<b>TOTAL SUPPORT AND OTHER REVENUE</b>	\$-	\$-	\$-	\$-
<b>CHANGE IN NET ASSETS</b>	\$2,054,510	\$200	\$2,054,710	\$1,314,740
NET ASSETS BEGINNING OF YEAR	\$1,903,188	\$-	\$1,903,188	\$615,448
PRIOR YEAR/PERIOD ADJUSTMENTS	-	-	-	-
<b>NET ASSETS - END OF YEAR</b>	\$3,957,698	\$200	\$3,957,898	\$1,930,188



## **Communication with Those Charged with Governance**

To the Board of Trustees of  
New Dawn Charter High School

We have audited the financial statements of New Dawn Charter High School (the "School"), as of June 30, 2015 and 2014, and have issued our report thereon dated October 19, 2015. Professional standards require that we provide you with the following information related to our audits.

### Our Responsibility under Generally Accepted Auditing Standards

As stated in our engagement letter dated May 18, 2015, our responsibility, as described by professional standards, is to plan and perform our audits to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with generally accepted accounting principles. Because of the concept of reasonable assurance and because we did not perform a detailed examination of all transactions, there is a risk that material errors, fraud, or other illegal acts may exist and not be detected by us. Our audits of the financial statements do not relieve you or management of your responsibilities.

### Planned Scope of Audit

We performed our audits according to the plan previously communicated to you in our engagement letter and subsequent conversations during the planning phase.

### Significant Accounting Policies

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by the School are described in Note 2 to the financial statements.

We noted no transactions entered into by the School during the years that was considered unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

### Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events

affecting them may differ significantly from those expected. The most sensitive estimates used in preparing the financial statements were as follows:

- The allocation of expenses into program, management and fundraising categories
- Estimate for collectability of government grants receivable
- Fixed asset depreciation methods and useful lives

We evaluated the key factors and assumptions used to develop the above estimates in determining that it was reasonable in relation to the financial statements taken as a whole. The disclosures in the financial statements are neutral, consistent and clear.

#### Significant Audit Adjustments

Professional standards require us to accumulate all known and likely misstatements identified during the audits, other than those that are trivial, and communicate them to the appropriate level of management. For purposes of this letter, professional standards define a significant audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. We did not make any significant audit adjustments, but have included all adjustments made as Exhibit C.

There were no un-booked (passed) adjustments.

#### Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audits.

#### Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

#### Issues Discussed Prior to Retention of Independent Auditors

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management prior to retention as the auditors. There were no specific matters of this nature discussed prior to our retention.

#### Difficulties Encountered in Performing the Audit

There were no significant difficulties encountered in performing the audits.

#### Management Representations

We have requested certain representations from management that are included in the management representation letter.

## Industry Updates

There are several new regulations that impact the nonprofit sector that we want you to be aware of. Some relate to changes that should be implemented as soon as possible and others that are still in the draft stage. To summarize:

### **Uniform Guidance on Federal Awards is in effect for 2015**

In late December 2013, the U.S. Office of Management and Budget (OMB) took a major step to issuing its long awaited final grant reform rules in a document entitled Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards. Final regulations were posted in the Federal Register on December 26, 2013. Many changes were made to cost principles and **they are effective for new federal awards issued in 2015**. The changes to the audit requirements are effective for those entities with a year end of December 31, 2015 and later. It is possible that nonprofit organizations can have grants that follow the older rules and the newer rules, in the same fiscal year. That makes understanding the new rules that much more important. The following describes some of the key areas of change:

#### *Streamlining of Related Circulars and Guidance*

The eight existing OMB Circulars have been combined into one document including Circular A-133 and the various Cost Principles. Additionally, the cost principles have been incorporated into a single document with limited variations by type of entity. This new document supersedes the following OMB Circulars:

- A-21, Cost Principles for Educational Institutions
- A-87, Cost Principles for State, Local, and Indian Tribal Governments
- A-89, Federal Domestic Assistance Program Information
- A-102, Awards and Cooperative Agreements with State and Local Governments
- A-110, Uniform Administrative Requirements for Awards and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations
- A-122, Cost Principles for Non-Profit Organizations
- A-133, Audits of States, Local Governments and Non-Profit Organizations
- It will also supersede those sections of A-50, Audit Follow-Up, related to Single Audits

#### *Procurement*

We are finding this to be the most difficult and time consuming new process to implement. That is because the guidance on procurement is more consistent with the older regulations that applied to states and local governments rather than nonprofit organizations. Therefore, major changes have been made to how nonprofits procure goods and services:

There are several new methods that must be followed:

- Micro purchases which applies to goods and services less than \$3,000 and does not require competitive quotes but does require attempts at equitable distribution to avoid all purchases from the same vendor.
- Small purchases which apply to goods and services below the Simplified Acquisition Threshold (\$150,000) and requires multiple rate quotes from qualified sources.
- Sealed bids when services are above the \$150,000 level and which are most applicable for construction.

- Competitive proposals to be used when sealed bids are not practical.

Documentation which includes the detail of the purchase transaction must be maintained that includes support of the procurement method used and the basis of the award and price.

#### *Indirect Costs*

A *de minimus* 10% rate is allowed for those organizations that do not have a negotiated rate with the federal government or cognizant agency. This applies to sub-recipients as well.

#### *Time and Effort Reporting*

A number of changes are included in the documents which provides for more flexibility for entities in how they document time and effort. The key is having a strong system of internal control to capture how employees perform tasks related to grants on an after-the fact basis. Budgets are still not permitted, although guidance has loosened to allow interim costs to be charged based on budgets if it is representative of best estimates and can be adjusted to reflect actual results periodically. Current systems that meet the old requirements of OMB Circular A-122 (timesheets) will still be permitted.

Auditors will make note of the following changes to the single audit:

#### *Single Audit Threshold for Audit Increased to \$750,000*

Entities that expend less than \$750,000 in federal awards would not be required to undergo a single audit. This would represent an increase from the current \$500,000 threshold for single audits which was established in 2003. Any entity that falls below the \$750,000 threshold must make records available for review or audit by appropriate officials of the Federal agency, pass-through entity, and the Government Accountability Office.

**For more information on this, please view an archived version of a webinar that we did on this topic that is saved on our website.**

#### **FASB issues exposure draft**

The Financial Accounting Standards Board (FASB) has issued an exposure draft that is being touted as a once in a generation project. This statement, once passed, will have a major impact on the display of financial statements for all nonprofit organizations. As with all new FASB statements, this is still in the public comment period and there will be changes to the final regulation, however the following summary represents some of the objectives of the new regulations:

- The streamlining of net assets classes to two; net assets that contain donor restrictions and net assets that do not contain donor restrictions. This will have a major impact on organizations with endowments as the financial statements will no longer have a permanently restricted class of net assets. There will also be a change to how underwater endowments will be treated.
- Making financial statements more comparable between different entities, a defined measure of operations will become standard.
- Disclosures on liquidity will become more prominent, which will include allowing management to self define what they consider to be assets available for expenditure.

- Creating a 4 step process to help determine when revenue should be recognized that is based on the deliverable of goods and services. This would apply to membership, tuition, program fees, but would exclude contributions.

We will keep you notified of when these new changes become finalized.

### **Internal Controls - COSO Updates Integrated Framework**

This new framework, which is recognized as the leading guidance for designing, implementing, and conducting a system of internal control, was updated to ensure its continued relevance. Nonprofits should begin utilizing the new framework in evaluating the effectiveness of its internal controls because this is an area their auditors will be focusing on.

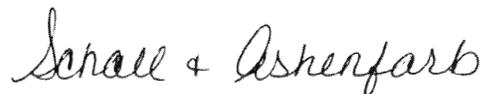
### **Board Governance**

- Overhead Myth - The three major watchdog groups have put out a call to action for donors to focus more on what a charity has done to meet its mission as opposed to how much money it spends on programmatic activity. We are seeing a shift of donations that are tied to achievement of milestones as opposed to funding general, non-specific areas.
- Nonprofit Revitalization Act - Became effective in 2014 and put what had previously been considered best practice into the nonprofit corporate law. The primary areas impact conflicts of interest (having policies that outline how a charity should review and approve transactions with board members, officers, their families and businesses and making sure that these transactions are in the best interest of the charity), monitoring of the independent audit, including establishing an audit committee of members of the board of directors (or having the full board of directors itself) that meet with the independent auditors regularly, establish whistleblower policies to provide employees with a method to report to the board any suspected fraud within the organization, and other administrative matters.

### Independence Issues

Schall & Ashenfarb, CPA's, LLC is not aware of any relationships that our firm, or any employees thereof, has with the School or any of its board members that, in our professional judgment may impair our independence.

This information is intended solely for the use of the board of trustees, finance committee and management of New Dawn Charter High School.



Schall & Ashenfarb  
Certified Public Accountants, LLC

October 19, 2015

## EXHIBIT 1



SCHALL  
& ASHENFARB  
*Certified Public Accountants, LLC*

IRA L. SCHALL, CPA  
DAVID C. ASHENFARB, CPA  
MICHAEL L. SCHALL, CPA

May 18, 2015

Ms. Sara Asmussen, Executive Director  
And To Those Charged With Governance  
New Dawn Charter High School  
111 Broadway, Suite 604  
New York, NY 10006

Dear Ms. Asmussen:

We are pleased to confirm our understanding of the services we are to provide for New Dawn Charter High School for the year ended June 30, 2015.

We will audit the statement of financial position of New Dawn Charter High School as of June 30, 2015, and the related statements of activities, functional expenses, and cash flows for the year then ended and the notes to the financial statements.

### **Audit Objectives**

The objective of our audit is the expression of an opinion about whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit will be conducted in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of your accounting records and other procedures we consider necessary to enable us to express such an opinion. If our opinion on the financial statements is other than unqualified, we will discuss the reasons with management in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed an opinion, we may decline to express an opinion or to issue a report as a result of this engagement.

We will also provide a report (which does not include an opinion) on internal control related to the financial statements and compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and compliance will include a statement that the report is intended solely for the information and use of the audit committee, management, and specific legislative or regulatory bodies and is not intended to be and should not be used by anyone other than these specified parties. If during our audit we become aware that New Dawn Charter High School is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing

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## EXHIBIT 1

standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

### Management Responsibilities

You are responsible for making all management decisions and performing all management functions; for designating an individual with suitable skill, knowledge, or experience to oversee the financial statement preparation and tax services and any other nonattest services we provide; and for evaluating the adequacy and results of those services and accepting responsibility for them.

**Management is responsible** for establishing and maintaining internal controls, including monitoring ongoing activities; for the selection and application of accounting principles; and for the fair presentation in the financial statements of financial position, changes in net assets, and cash flows in conformity with U. S. generally accepted accounting principles. **Management is responsible** for the basic financial statements and all accompanying information as well as all representations contained therein. **A partner will present the results of our audit to your audit committee or your board of directors (in person or by teleconference).**

**Management is responsible** for management decisions and functions. In accordance with *Government Auditing Standards*, you will be required to review and approve those financial statements prior to their issuance and have a responsibility to be in a position in fact and appearance to make an informed judgment on those financial statements. Further, you are required to designate a qualified management-level individual to be responsible and accountable for overseeing our services.

**Management is responsible** for making all financial records and related information available to us and for the accuracy and completeness of that information. **Management is also responsible** for providing us with (1) access to all information of which you are aware that is relevant to the preparation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the organization from whom we determine it necessary to obtain audit evidence. **Management's responsibilities include** adjusting the financial statements to correct material misstatements and for confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

If you use a financial consultant to review your books, prepare journal entries or prepare financial statements we will request certain representation from them as well. **Because of the importance of management's representations to an effective audit, failure of management or their financial consultants to provide representations to us in the form of a representation letter will cause our auditors opinion to be a "disclaimer" for a scope limitation.**

**You are responsible** for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the organization involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud or illegal acts could have a material effect on the financial statements. **Your responsibilities include** informing us of your knowledge of any allegations of fraud or suspected fraud affecting the Organization received in communications from employees, former employees, grantors, regulators, or others. In addition, **you are responsible** for identifying and ensuring that the Organization complies with applicable laws, regulations, contracts, agreements, and grants and

## EXHIBIT 1

for taking timely and appropriate steps to remedy any fraud, illegal acts, violations of contracts or grant agreements, or abuse that we may report.

**Management is responsible** for establishment and maintenance for tracking the status of audit findings and recommendations. **Management is also responsible** for identifying for us previous audits or other engagements or studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits or other engagements or studies. **The Organization is also responsible for providing** management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, and the timing and format related thereto.

### **Audit Procedures—General**

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to New Dawn Charter High School or to acts by management or employees acting on behalf of New Dawn Charter High School. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because an audit is designed to provide reasonable, but not absolute, assurance and because **we will not perform a detailed examination of all transactions**, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform you of any material errors and any fraudulent financial reporting or misappropriation of assets that come to our attention. We will also inform you of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors' is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, tests of the physical existence of inventories, and direct confirmation of receivables and certain assets and liabilities by correspondence with selected funding sources, creditors, and financial institutions. We will also request written representations from New Dawn Charter High School's attorneys as part of the engagement, and they may bill New Dawn Charter High School for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from management about the financial statements and related matters.

## EXHIBIT 1

### **Audit Procedures—Internal Control**

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under professional standards and *Government Auditing Standards*.

### **Audit Procedures—Compliance**

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of New Dawn Charter High School's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

### **Other Services**

We are always available to meet with you and other executives at various times throughout the year to discuss current business, operational, accounting, and auditing matters affecting your Organization. Whenever you feel such meetings are desirable, please let us know. We are also prepared to provide services to assist you in any of these areas. We will also be pleased, at your request, to attend your board of directors' meetings.

In addition to the audit services described above, you have requested that we provide the following non-attest services:

We will assist the Organization in preparing the financial statements and related footnote disclosures based on information in the trial balance and other information that comes to our attention during the course of the our engagement. It is critical that you have an understanding and agree with all information in the financial statements, since they are the entity's, and not the auditors'. We agree to review the financial statements with management in sufficient detail to enable you to gain this required understanding and agreement.

We will prepare the tax returns as outlined separately below.

### **Audit Administration and Other**

We understand that your employees will prepare all cash, accounts receivable, and other confirmations we request and will locate any documents selected by us for testing. Certain financial

## EXHIBIT 1

institutions may charge us for this and the cost will be passed on to you. We will send a template in Word format for use with confirmation requests.

David Ashenfarb is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign it. Please contact us to discuss a date that we can begin the audit and outline a plan for delivery of draft and final documents to you. Our audit engagement ends on delivery of financial reports; however, we are still available for routine conversations without charge until either party has officially terminated the relationship. Any follow-up services that might be required will be considered a new engagement.

We will provide copies of our reports to you; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of Schall & Ashenfarb, CPAs, LLC and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain audit documentation available to your funding source or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of Schall & Ashenfarb's personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the Government Regulator. The Regulator may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by the Government Regulator. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

### **E-mail Communication**

In connection with this engagement, we may communicate with you or others via e-mail. As e-mails can be intercepted, disclosed, used, and/or otherwise communicated by an unintended third party, or may not be delivered to each of the parties to whom they are directed, we cannot ensure that e-mails from us will be properly delivered and read only by the addressee. Therefore, we disclaim and waive any liability for interception or unintentional disclosure of e-mail transmissions, or for the unauthorized use or failed delivery of e-mails transmitted by us in connection with the performance of this engagement. In that regard, you agree that we shall have no liability for any loss or damage arising from the use of e-mail, including any punitive, consequential, incidental, direct, indirect, or special damages, such as loss of revenues or anticipated profits, or disclosure of confidential information.

### **Posting of Audit Report and Financial Statements on Your Web Site**

You agree that, if you plan to post an electronic version of the financial statements and audit report on your Web site, you will ensure that there are no differences in content between the electronic version of the financial statements and audit report on your Web site and the signed version of the financial statements and audit reports provided to management by us. You also agree to indemnify

## EXHIBIT 1

us from any and all claims that may arise from any differences between the electronic and signed copies.

### **Taxes**

As part of our engagement, we will also prepare the federal information return (Form 990). In order to prepare complete and accurate returns, we will require you to provide certain information about board governance policies, which may also include, but not be limited to, providing salary amounts for employees greater than \$100,000, contractors for professional services in excess of the same amount, names, addresses and dollar amounts of large contributors in excess of certain calculated amounts and other matters that are not generally covered during the audit. If the information is not provided to us timely, you will not hold us responsible for any penalties incurred for incomplete information.

We will send you an authorization form so that we can file your federal taxes electronically. If we do not receive the form back, or you prefer not to file electronically, we will send you hard copies to file. We will also send you electronic copies for your records unless we receive a specific request for hard copies.

### **Fee**

Our fee will be \$13,500. At the completion of the audit, we will provide electronic versions of the audited financial statements, management letter (if applicable) and communications with those charged with governance and 10 copies of the final report without charge. Any additional copies will cost \$5 per report. If applicable, we will charge you other out of pocket costs such as postage for confirmations, fees incurred for certain electronic bank confirmations and setting up conference calls through our phone center, etc. Our fee will be billed monthly and is payable upon receipt. Invoices that are unpaid 30 days past the invoice date are deemed delinquent and we reserve the right to charge interest at 1% per month (not to exceed the maximum amount permitted by law.) In the event any collection action is required to collect unpaid balances due to us, you agree to reimburse us for all our costs of collection, including without limitation attorney's fees.

A payment is required upon the signing of this letter in the amount of \$3,000. If we terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

If the School receives CSP funding, the grantor may require a separate "agreed upon procedures report". The terms of this engagement do not include additional services required to prepare a separate agreed upon procedures report. If such services are required, a separate agreement outlining the scope of work and related fees will be made at that time.

### **Independence**

Professional and certain regulatory standards require us to be independent, in both fact and appearance, with respect to your Organization in the performance of our services. Any discussions that you have with personnel of our Firm regarding employment could pose a threat to our independence. Therefore, we request that you inform us prior to any such discussions so that we can implement appropriate safeguards to maintain our independence.

## EXHIBIT 1

In order for us to remain independent, professional standards require us to maintain certain respective roles and relationships with you with respect to the non-attest services described above. Prior to performing such services in conjunction with our audit, management must acknowledge its acceptance of certain responsibilities.

We will not perform management functions or make management decisions on behalf of your Organization. However, we will provide advice and recommendations to assist management of the Organization in performing its functions and fulfilling its responsibilities.

We, in our professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as making management decisions or performing management functions. The Organization must make all decisions with regard to our recommendations. By signing this Agreement, you acknowledge your acceptance of these responsibilities.

*Government Auditing Standards* require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review report accompanies this letter.

We have attached a brief questionnaire that will help us plan the timing of the engagement to ensure you receive documents in your desired time frame. Please take a moment to fill that out.

We appreciate the opportunity to be of service to New Dawn Charter High School and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us along with the questionnaire referred to above.

Very truly yours,



Schall & Ashenfarb  
Certified Public Accountants, LLC

EXHIBIT 1

RESPONSE:

This letter correctly sets forth the understanding of New Dawn Charter High School for the year ended June 30, 2015.

Sara M. Asmusen  
Officer signature

Executive Director  
Title

June 10, 2015  
Date

# Lilling & Company LLP

Certified Public Accountants

## System Review Report

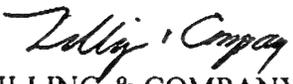
March 10, 2014

To the Partners of Schall & Ashenfarb CPAs, LLC and the Peer Review Committee of the New York Society of CPAs

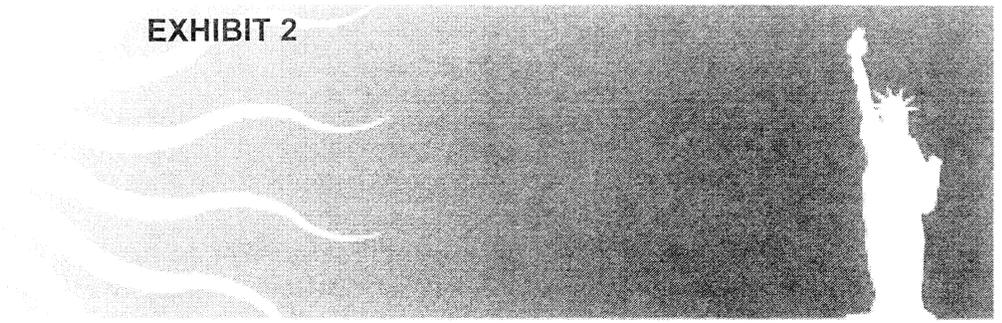
We have reviewed the system of quality control for the auditing practice of Schall & Ashenfarb CPAs, LLC (the firm) in effect for the year ended August 31, 2013. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary).

As required by the standards, engagements selected for review included engagements performed under *Government Auditing Standards* and an audit of an employee benefit plan.

In our opinion, the system of quality control for the auditing practice of Schall & Ashenfarb CPAs, LLC in effect for the year ended August 31, 2013, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Schall & Ashenfarb CPAs, LLC has received a peer review rating of *pass*.

  
LILLING & COMPANY LLP

# NEW DAWN CHARTER HIGH SCHOOL



October 19, 2015

Schall & Ashenfarb, CPA's, LLC  
307 Fifth Avenue, 15<sup>th</sup> Floor  
New York, NY 10016

This representation letter is provided in connection with your audits of the financial statements of New Dawn Charter High School, which comprise the statements of financial position as of June 30, 2015 and June 30, 2014, and the related statements of activities, functional expenses, and cash flows for the years then ended, and the related notes to the financial statements, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of October 19, 2015, the following representations made to you during your audits.

## **Financial Statements**

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated May 18, 2015, including our responsibility for the preparation and fair presentation of the financial statements.
2. The financial statements referred to above are fairly presented in conformity with U.S. GAAP.
3. We acknowledge our responsibility for 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.
4. We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
5. Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable. This specifically includes the methodology for the statement of functional expenses.

## EXHIBIT 2

6. There have been no related party relationships or transactions that are required to be accounted for or disclosed in accordance with the requirements of U.S. GAAP.
7. There are no events subsequent to the date of the financial statements which requires adjustment to or disclosure in the financial statements to be in accordance with the requirements of U.S. GAAP.
8. There were no uncorrected misstatements that are immaterial, both individually and in the aggregate, to the financial statements as a whole.
9. There were no known actual or possible litigation, claims, and assessments required to be accounted for and disclosed in accordance with U.S. GAAP.
10. Material concentrations, if applicable, have been appropriately disclosed in accordance with U.S. GAAP.
11. There were no guarantees, either written or oral, under which the organization is contingently liable, that are required to be recorded or disclosed in accordance with U.S. GAAP.

### **Non Attest Services**

In regard to the non-attest services provided by you, we have:

1. Assumed all management responsibilities.
2. Designated an individual with suitable skill, knowledge, or experience to oversee the services.
3. Evaluated the adequacy and results of the services performed.
4. Accepted responsibility for the results of the services.

As part of your audit, you prepared the draft financial statements and related notes. We have designated an individual with suitable skill, knowledge, or experience to oversee your services and have assumed all management responsibilities. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

### **Information Provided**

1. We have provided you with:
  - a) Access to all information, of which we are aware, that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, and other matters.
  - b) Additional information that you have requested from us for the purpose of the audits.
  - c) Unrestricted access to persons within the entity from whom you determined it necessary to obtain audit evidence.
2. All material transactions have been recorded in the accounting records and are reflected in the financial statements.

## EXHIBIT 2

3. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
4. We have no knowledge of any fraud or suspected fraud that affects the organization and involves:
  - a) Management,
  - b) Employees who have significant roles in internal control, or
  - c) Others where the fraud could have a material effect on the financial statements.
5. We have no knowledge of any allegations of fraud or suspected fraud affecting the organization's financial statements communicated by employees, former employees, grantors, regulators, or others.
6. We have no knowledge of any instances of noncompliance or suspected noncompliance with laws and regulations whose effects should be considered when preparing financial statements.
7. We are not aware of any pending or threatening litigation, claims, or assessments or unasserted claims or assessments that are required to be accrued or disclosed in the financial statements in accordance with U.S. GAAP.
8. We have disclosed to you the identity of the organization's related parties and all the related party relationships and transactions of which we are aware.
9. The organization has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
10. We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us; and we have identified and disclosed to you all laws, regulations and provisions of contracts and grant agreements that we believe have a direct and material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
11. New Dawn Charter High School is an exempt organization under Section 501(c)(3) of the Internal Revenue Code. Any activities of which we are aware that would jeopardize the Organization's tax-exempt status, and all activities subject to tax on unrelated business income or excise or other tax, have been disclosed to you and appropriately reported. All required filings with tax authorities are up-to-date.

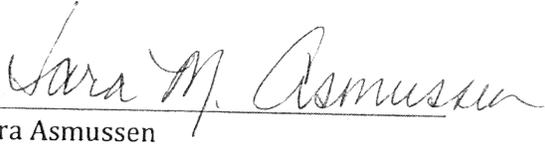
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Sara Asmussen  
Executive Director

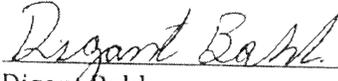
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Digant Bahl  
Accounting Consultant

EXHIBIT 2



Sara Asmussen  
Executive Director



Digant Bahl  
Accounting Consultant



Audited Financial Statements In Accordance  
With Government Auditing Standards

June 30, 2015

# NEW DAWN CHARTER HIGH SCHOOL

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## 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, 2015 and June 30, 2014, and the related statements of activities, functional expenses and cash flows for the years 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 audits. We conducted our audits 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 audits 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.

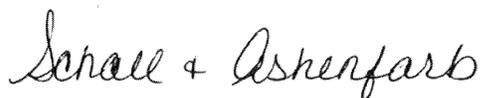
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

## 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, 2015 and June 30, 2014, and the changes in its net assets and its cash flows for the years 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 October 19, 2015 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

October 19, 2015

**NEW DAWN CHARTER HIGH SCHOOL  
STATEMENT OF FINANCIAL POSITION  
AT JUNE 30, 2015 AND 2014**

	<u>6/30/15</u>	<u>6/30/14</u>
<b>Assets</b>		
Cash and cash equivalents	\$3,718,748	\$1,495,849
Restricted cash (Note 3)	75,000	50,000
Grant receivable - New York City (Note 5)	121,971	12,210
Government grants receivable	115,760	189,123
Prepaid expenses	57,220	98,616
Fixed assets, net (Note 4)	78,254	116,113
Security deposit	<u>105,040</u>	<u>56,000</u>
 Total assets	 <u><u>\$4,271,993</u></u>	 <u><u>\$2,017,911</u></u>
<b>Liabilities and Net Assets</b>		
<b>Liabilities:</b>		
Accounts payable and accrued expenses	<u>\$87,708</u>	<u>\$87,723</u>
Total liabilities	<u>87,708</u>	<u>87,723</u>
<b>Net Assets:</b>		
Unrestricted	<u>4,184,285</u>	<u>1,930,188</u>
Total net assets	<u>4,184,285</u>	<u>1,930,188</u>
 Total liabilities and net assets	 <u><u>\$4,271,993</u></u>	 <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 YEARS ENDED JUNE 30, 2015 AND 2014**

	<u>6/30/15</u>	<u>6/30/14</u>
<b>Unrestricted:</b>		
<b>Public Support and Revenue:</b>		
Public school district: (Note 5)		
Revenue - resident student enrollment	\$4,197,005	\$3,115,363
Revenue - students with special education services	1,147,926	775,570
Subtotal public school district revenue	<u>5,344,931</u>	<u>3,890,933</u>
Government grants	265,971	338,722
Contributions	200	7,844
Interest and other income	11,656	25
Settlement income	<u>34,200</u>	<u>0</u>
Total public support and revenue	<u>5,656,958</u>	<u>4,237,524</u>
<b>Expenses:</b>		
Program services:		
Regular education	1,453,759	1,429,532
Special education	1,281,051	943,139
Total program services	<u>2,734,810</u>	<u>2,372,671</u>
Supporting services:		
Management and general	<u>668,051</u>	<u>550,113</u>
Total expenses	<u>3,402,861</u>	<u>2,922,784</u>
Change in net assets	2,254,097	1,314,740
Net assets - beginning	<u>1,930,188</u>	<u>615,448</u>
Net assets - ending	<u><u>\$4,184,285</u></u>	<u><u>\$1,930,188</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, 2015**

(With comparative totals for the year ended June 30, 2014)

	Program Services			Supporting Services	Total Expenses 6/30/15	Total Expenses 6/30/14
	Regular Education	Special Education	Total	Management and General		
Salaries	\$778,993	\$693,981	\$1,472,974	\$280,712	\$1,753,686	\$1,410,519
Employee benefits and payroll taxes	185,618	165,362	350,980	66,887	417,867	316,709
<b>Total personnel costs</b>	<b>964,611</b>	<b>859,343</b>	<b>1,823,954</b>	<b>347,599</b>	<b>2,171,553</b>	<b>1,727,228</b>
Professional fees	39,676	32,733	72,409	152,733	225,142	251,396
Professional development	6,625	3,834	10,459		10,459	3,973
Student and staff recruitment			0	4,730	4,730	3,480
Curriculum and classroom expenses	20,268	11,730	31,998		31,998	48,577
Food services	365	211	576		576	413
Supplies and materials	9,391	5,435	14,826		14,826	21,321
Occupancy and facility costs	284,032	253,035	537,067	102,351	639,418	617,327
Travel and conferences	794	708	1,502	287	1,789	2,868
Postage, printing and copying	5,627	5,013	10,640	2,028	12,668	9,693
Insurance	13,416	11,951	25,367	4,834	30,201	31,432
Information technology	43,414	38,674	82,088	15,643	97,731	39,161
Repairs and maintenance	41,493	36,962	78,455	14,951	93,406	86,126
Depreciation	24,047	21,422	45,469	8,665	54,134	65,694
Other			0	14,230	14,230	14,095
<b>Total other than personnel costs</b>	<b>489,148</b>	<b>421,708</b>	<b>910,856</b>	<b>320,452</b>	<b>1,231,308</b>	<b>1,195,556</b>
<b>Total expenses</b>	<b>\$1,453,759</b>	<b>\$1,281,051</b>	<b>\$2,734,810</b>	<b>\$668,051</b>	<b>\$3,402,861</b>	<b>\$2,922,784</b>

*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 6/30/14
	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><u>\$1,429,532</u></u>	<u><u>\$943,139</u></u>	<u><u>\$2,372,671</u></u>	<u><u>\$550,113</u></u>	<u><u>\$2,922,784</u></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 YEARS ENDED JUNE 30, 2015 AND 2014**

	<u>6/30/15</u>	<u>6/30/14</u>
<b>Cash Flows from Operating Activities:</b>		
Change in net assets	\$2,254,097	\$1,314,740
Adjustments to reconcile change in net assets to net cash provided by operating activities:		
Depreciation	54,134	65,694
Changes in assets and liabilities:		
Restricted cash	(25,000)	(25,000)
Grant receivable - New York City	(109,761)	20,660
Government grants receivable	73,363	58,685
Prepaid expenses	41,396	(22,782)
Security deposit	(49,040)	0
Accounts payable and accrued expenses	(15)	(20,929)
Deferred rent	0	(15,541)
Total adjustments	<u>(14,923)</u>	<u>60,787</u>
Net cash provided by operating activities	<u>2,239,174</u>	<u>1,375,527</u>
<b>Cash Flows from Investing Activities:</b>		
Purchase of equipment	<u>(16,275)</u>	<u>(58,496)</u>
Net cash used for investing activities	<u>(16,275)</u>	<u>(58,496)</u>
Net increase in cash and cash equivalents	2,222,899	1,317,031
Cash and cash equivalents - beginning	<u>1,495,849</u>	<u>178,818</u>
Cash and cash equivalents - ending	<u><u>\$3,718,748</u></u>	<u><u>\$1,495,849</u></u>
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, 2015 AND 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.

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, 2015 or 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, 2015 or 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 to 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 discounted rate. Conditional contributions 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 financial statements. 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 October 19, 2015, 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**

Fixed assets consisted of the following:

	<u>6/30/15</u>	<u>6/30/14</u>
Furniture and equipment	\$190,189	\$173,914
Leasehold improvements	<u>49,105</u>	<u>49,105</u>
Total fixed assets - cost	239,294	223,019
Less: accumulated depreciation	<u>(161,040)</u>	<u>(106,906)</u>
Total fixed assets, net	<u>\$78,254</u>	<u>\$116,113</u>

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

Grants receivable consists of the following:

	<u>6/30/15</u>	<u>6/30/14</u>
Beginning grants receivable from New York City	\$12,210	\$32,870
Funding based on allowable FTE's	5,344,931	3,890,933
Advances received	<u>(5,235,170)</u>	<u>(3,911,593)</u>
Grants receivable from New York City	<u>\$121,971</u>	<u>\$12,210</u>

**Note 6 – Significant Concentrations**

The School is dependent upon grants from the New York City Department of Education (“NYCDOE”) to carry out its operations. Approximately 96% and 92% of the School’s total public support and revenue was received from NYCDOE for the years ended June 30, 2015 and 2014, respectively. 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, 2015, the lease was extended to June 30, 2016. Future minimum rental payments under the extension are \$630,240.

**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. The School contributed \$10,000 and \$16,000 to the 403(b) plan during the fiscal years ended June 30, 2015 and 2014, respectively. 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, 2015, 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 October 19, 2015.

**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.

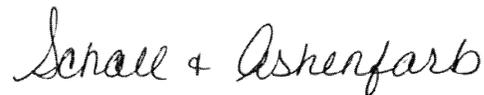
Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over financial reporting that might be material weaknesses or significant deficiencies. Given these limitations, during 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

October 19, 2015

**NEW DAWN CHARTER HIGH SCHOOL  
SCHEDULE OF FINDINGS AND RESPONSES  
JUNE 30, 2015**

Current Year:

None

Prior Year:

None



## Observations and Recommendations

To Management of  
New Dawn Charter High School

As a result of our audit for the year ending June 30, 2015, we want to make observations and provide recommendations for areas of improvement as well as give feedback on comments made in the previous year:

### I – Current Year Recommendation

#### Operating Reserve Policy

During our review of the School's policies and procedures, we noted that the School does not currently have a written policy for operating reserves. The New York State Education Department has recently indicated that Schools should have a viable operating reserve with a board approved policy about the purpose and use of operating reserves. The purpose of the policy is to define and set goals for reserve funds, clearly describe authorization for use of reserves and outline requirements for reporting and monitoring. We recommend that the School consider adopting such a policy.

### II – Follow-up of Prior Year Comments

#### Accounting Software

Last year we recommended that the School consider switching accounting systems from Peachtree to another system that is more user friendly and provides more enhanced features with respect to the amount of historical data it contains.

***Follow-up for June 30, 2015:*** *The accounting software was not changed during the year. Since the accounting software remains functional, we will not repeat this comment in future years.*

#### Government Grant Revenue

During last year's audit, we noted that the accounting consultant tagged expenses related to government grant spending under specific "jobs" in the Peachtree accounting software. However, the Profit & Loss reports for each "job" were not reconciled to the grant income recognized in the books throughout the year. We recommended that the accounting consultant reconcile the activity in the accounting software to the government grant income recorded each month.

***Follow-up for June 30, 2015:*** *The job codes were reconciled to the revenue throughout the year.*

#### Monthly Closing of Books

During last year's audit, we noted that the accounting consultant did not close the books within the accounting software as part of the monthly closing process. We recommended using the "close" feature in the accounting software each month after the bank reconciliation is completed. This will help ensure that no transactions relating to prior months can be changed.

***Follow-up for June 30, 2015:*** Each month was closed out at the time the bank reconciliations are completed.

#### Recording Payroll Expenses

Last year, the School recorded non salary payments to contractors performing services as substitute teachers, interns, and other administrative help in the salary expense account. We recommended that non-payroll expenses be recorded in a separate general ledger account rather than in salary expense.

***Follow-up for June 30, 2015:*** We did not note any payments to outside organizations recorded in the salary expense account during the year.

#### Cash Management

In the prior year, we noted that the School maintained bank balances that exceeded the FDIC insurance level. We recommend that the cash flow needs be reviewed and a policy created that would help reduce risk and maximize investment earnings.

***Follow-up for June 30, 2015:*** The School opened multiple new bank accounts to minimize risks. Due to the timing of the payments from the DOE, one account was over the FDIC limit at year end.

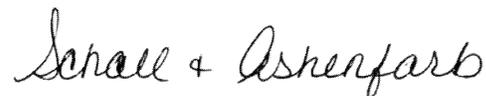
### **III – Nonprofit Revitalization Act**

#### Conflicts of Interest Policies

The NPRA requires every nonprofit corporation to adopt a conflicts of interest policy (CIP). Last year, we had an opportunity to review your CIP and made several recommendations to changes that should be considered so the policy would be in compliance with the NPRA.

***Update for the year ended June 30, 2015:*** On July 28, 2015, the board approved an updated policy.

This communication is intended solely for the information and use of management, the board of trustees, and others within the organization, and is not intended to be and should not be used by anyone other than these specified parties.



Schall & Ashenfarb  
Certified Public Accountants, LLC

October 19, 2015

# New York State Education Department

## Request for Proposals to Establish Charter Schools Authorized by the Board of Regents

### 2015-16 Budget & Cash Flow Template

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#### **General Instructions and Notes for New Application Budgets and Cash Flows Templates**

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<b>1</b>	Complete ALL SIX columns in <b>BLUE</b>
<b>2</b>	Enter information into the <b>GRAY</b> cells
<b>3</b>	Cells containing <b>RED</b> triangles in the upper right corner in columns B through G contain guidance on that particular item
<b>4</b>	Funding by School District information for all NYS School district is located on the State Aid website at <a href="https://stateaid.nysed.gov/charter/">https://stateaid.nysed.gov/charter/</a> . Refer to this website for per-pupil tuition funding for all school districts. Rows may be inserted in the worksheet to accomodate additional districts if necessary.
<b>5</b>	The Assumptions column should be completed for all revenue and expense items unless the item is self-explanatory. Where applicable, please reference the page number or section in the application narrative that indicates the assumption being made. For instance, student enrollment would reference the applicable page number in Section I, C of the application narrative.

**New Dawn Charter High School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							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	3,301,745	1,565,506	-	-	-	4,867,251	
Total Expenses	3,251,627	1,465,589	-	-	-	4,717,216	
Net Income	50,118	99,917	-	-	-	150,035	
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**

	CY Per Pupil Rate	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	
Per Pupil Revenue								
<b>District of Location</b>								
School District 15 New Dawn Charter High School	\$13,888.00	3,166,464	999,936	-	-	-	4,166,400	
School District 3 (Enter Name)		-	-	-	-	-	-	
School District 4 (Enter Name)		-	-	-	-	-	-	
School District 5 (Enter Name)		-	-	-	-	-	-	
		<b>3,166,464</b>	<b>999,936</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,166,400</b>	
Special Education Revenue		-	490,050	-	-	-	490,050	\$10,890 per the conservatively estimated 45 students receiving 20-60% services
Grants								
Stimulus		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other State Revenue		-	-	-	-	-	-	
<b>TOTAL REVENUE FROM STATE SOURCES</b>		<b>3,166,464</b>	<b>1,489,986</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,656,450</b>	

**REVENUE FROM FEDERAL FUNDING**

IDEA Special Needs		-	75,520	-	-	-	75,520	\$1,260 X 59 students
Title I		127,500	-	-	-	-	127,500	Assumes an 85% poverty rate at \$500 per pupil
Title Funding - Other		7,781	-	-	-	-	7,781	Title II Staff Development
School Food Service (Free Lunch)		-	-	-	-	-	-	
Grants								
Charter School Program (CSP) Planning & Implementation		-	-	-	-	-	-	
Other		-	-	-	-	-	-	
Other Federal Revenue		-	-	-	-	-	-	
<b>TOTAL REVENUE FROM FEDERAL SOURCES</b>		<b>135,281</b>	<b>75,520</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>210,801</b>	

**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		-	-	-	-	-	-	
<b>TOTAL REVENUE FROM LOCAL and OTHER SOURCES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	

**TOTAL REVENUE**

		<b>3,301,745</b>	<b>1,565,506</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,867,251</b>	
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**EXPENSES**

**ADMINISTRATIVE STAFF PERSONNEL COSTS**

	No. of Positions	REGULAR EDUCATION	SPECIAL EDUCATION	OTHER	FUNDRAISING	MANAGEMENT & GENERAL	TOTAL	List exact titles and staff FTE's ( Full time equivalent)
Executive Management	1.00	114,513	36,162	-	-	-	150,675	
Instructional Management	1.00	89,584	28,290	-	-	-	117,874	
Deans, Directors & Coordinators	4.00	197,282	140,632	-	-	-	337,914	SPED Coord., Dir. Of School & Community Relations, 2 Aps
CFO / Director of Finance	-	-	-	-	-	-	-	
Operation / Business Manager	2.00	96,440	30,455	-	-	-	126,895	Dir. Of Compliance, Office Manager & HR
Administrative Staff	0.50	9,360	-	-	-	-	9,360	
<b>TOTAL ADMINISTRATIVE STAFF</b>	<b>9</b>	<b>507,179</b>	<b>235,539</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>742,718</b>	

**INSTRUCTIONAL PERSONNEL COSTS**

Teachers - Regular	9.00	426,950	134,826	-	-	-	561,776	2 Science, 2 Math, 2 Global, 1 History, 2 ELA
Teachers - SPED	4.00	-	255,303	-	-	-	255,303	
Substitute Teachers	-	27,451	8,670	-	-	-	36,121	12 days absent each teacher x 5 hours x \$43 an hour
Aspiring Teachers	2.00	38,000	12,000	-	-	-	50,000	\$37,500 reimbursement through PICCS

New Dawn Charter High School

PROJECTED BUDGET FOR 2015-2016

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							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	3,301,745	1,565,506	-	-	-	4,867,251	
Total Expenses	3,251,627	1,465,589	-	-	-	4,717,216	
Net Income	50,118	99,917	-	-	-	150,035	
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	
Specialty Teachers	2.00	98,487	31,101	-	-	129,588	PE, Spanish/Music Teachers
Aides	2.00	43,624	13,776	-	-	57,400	School Aide and Parent Coordinator
Therapists & Counselors	3.00	136,399	43,073	-	-	179,472	1 Social Worker; 1 Guidance Counselor; 1 Counselor
Other	2.00	73,077	23,077	-	-	96,154	Internship Coordinators
<b>TOTAL INSTRUCTIONAL</b>	<b>24</b>	<b>843,988</b>	<b>521,826</b>	<b>-</b>	<b>-</b>	<b>1,365,814</b>	
<b>NON-INSTRUCTIONAL PERSONNEL COSTS</b>							
Nurse	-	-	-	-	-	-	
Librarian	-	-	-	-	-	-	
Custodian	-	-	-	-	-	-	
Security	-	-	-	-	-	-	
Other	-	-	-	-	-	-	
<b>TOTAL NON-INSTRUCTIONAL</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	
<b>SUBTOTAL PERSONNEL SERVICE COSTS</b>	<b>33</b>	<b>1,351,167</b>	<b>757,365</b>	<b>-</b>	<b>-</b>	<b>2,108,532</b>	
<b>PAYROLL TAXES AND BENEFITS</b>							
Payroll Taxes		132,372	74,870	-	-	207,242	Assumes a 10% payroll tax cost
Fringe / Employee Benefits		266,584	149,765	-	-	416,349	Assumes an 18% benefit rate + \$45,000 in bonuses
Retirement / Pension		19,715	11,230	-	-	30,945	Assumes a 1.5% rate for pension costs
<b>TOTAL PAYROLL TAXES AND BENEFITS</b>		<b>418,671</b>	<b>235,865</b>	<b>-</b>	<b>-</b>	<b>654,536</b>	
<b>TOTAL PERSONNEL SERVICE COSTS</b>		<b>1,769,838</b>	<b>993,230</b>	<b>-</b>	<b>-</b>	<b>2,763,068</b>	
<b>CONTRACTED SERVICES</b>							
Accounting / Audit		60,800	19,200	-	-	80,000	\$20,000 for audit; \$60,000 for ongoing accounting services
Legal		45,600	14,400	-	-	60,000	Lease, land use, employment
Management Company Fee		-	-	-	-	-	
Nurse Services		-	-	-	-	-	
Food Service / School Lunch		760	240	-	-	1,000	Based on 2014-2015 costs
Payroll Services		15,591	3,697	-	-	19,288	Standard cost of ADP payroll and HR services
Special Ed Services		-	-	-	-	-	
Titlement Services (i.e. Title I)		-	-	-	-	-	
Other Purchased / Professional / Consulting		115,800	25,200	-	-	141,000	\$36,000 Technology Services, \$20,000 ed consultants, \$85,000 Security/Custodial
<b>TOTAL CONTRACTED SERVICES</b>		<b>238,551</b>	<b>62,737</b>	<b>-</b>	<b>-</b>	<b>301,288</b>	
<b>SCHOOL OPERATIONS</b>							
Board Expenses		600	-	-	-	600	Estimated \$50 a month
Classroom / Teaching Supplies & Materials		11,400	3,600	-	-	15,000	Based on 2014-2015 costs
Special Ed Supplies & Materials		-	-	-	-	-	
Textbooks / Workbooks		11,400	3,600	-	-	15,000	Based on 2014-2015 costs
Supplies & Materials other		7,600	2,400	-	-	10,000	Based on 2014-2015 costs
Equipment / Furniture		34,960	11,040	-	-	46,000	Camera/Router replacement, copiers, replacement furniture
Telephone		18,240	5,760	-	-	24,000	Based on 2014-2015 costs
Technology		53,200	16,800	-	-	70,000	Based on 2014-2015 costs
Student Testing & Assessment		13,270	4,190	-	-	17,460	Testing software plus Naviance
Field Trips		22,800	7,200	-	-	30,000	College Trips, camping trips, etc.
Transportation (student)		-	-	-	-	-	
Student Services - other		15,580	4,920	-	-	20,500	Special events, foods, and senior activities
Office Expense		9,880	3,120	-	-	13,000	
Staff Development		10,108	3,192	-	-	13,300	
Staff Recruitment		5,500	-	-	-	5,500	
Student Recruitment / Marketing		3,000	-	-	-	3,000	
School Meals / Lunch		-	-	-	-	-	
Travel (Staff)		13,000	-	-	-	13,000	Travel, lodging, food & conference fees
Fundraising		-	-	-	-	-	

**New Dawn Charter High School**

**PROJECTED BUDGET FOR 2015-2016**

PROJECTED BUDGET FOR 2015-2016							Assumptions
July 1, 2015 to June 30, 2016							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.							
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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	
Other	82,080	25,920	-	-	-	108,000	Internship stipends
<b>TOTAL SCHOOL OPERATIONS</b>	<b>312,618</b>	<b>91,742</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>404,360</b>	
<b>FACILITY OPERATION &amp; MAINTENANCE</b>							
Insurance	30,400	9,600	-	-	-	40,000	Based on 2014-2015 costs plus increases
Janitorial	48,640	15,360	-	-	-	64,000	Supplies for cleaning; crew costs
Building and Land Rent / Lease	474,240	149,760	-	-	-	624,000	\$52,000 per month plus taxes
Repairs & Maintenance	106,400	57,600	-	-	-	164,000	General Repairs plus \$150,000 in moving costs
Equipment / Furniture	5,700	1,800	-	-	-	7,500	Cleaning equipment
Security	136,800	43,200	-	-	-	180,000	Security for new building
Utilities	109,440	34,560	-	-	-	144,000	\$12,000 per month
<b>TOTAL FACILITY OPERATION &amp; MAINTENANCE</b>	<b>911,620</b>	<b>311,880</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>1,223,500</b>	
DEPRECIATION & AMORTIZATION	19,000	6,000	-	-	-	25,000	
DISSOLUTION ESCROW & RESERVES / CONTINGENCY	-	-	-	-	-	-	
<b>TOTAL EXPENSES</b>	<b>3,251,627</b>	<b>1,465,589</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>4,717,216</b>	
<b>NET INCOME</b>	<b>50,118</b>	<b>99,917</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>150,035</b>	
<b>ENROLLMENT - *School Districts Are Linked To Above Entries*</b>	<b>REGULAR EDUCATION</b>	<b>SPECIAL EDUCATION</b>	<b>TOTAL ENROLLED</b>				
District of Location			-				
School District 15 New Dawn Charter High School			-				
School District 3 (Enter Name)			-				
School District 4 (Enter Name)			-				
School District 5 (Enter Name)			-				
<b>TOTAL ENROLLMENT</b>	<b>228</b>	<b>72</b>	<b>-</b>				
<b>REVENUE PER PUPIL</b>	<b>14,481</b>	<b>21,743</b>	<b>-</b>				
<b>EXPENSES PER PUPIL</b>	<b>14,262</b>	<b>20,355</b>	<b>-</b>				



# Audited Financial Statement Checklist

Last updated: 07/03/2015

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	Not Applicable

**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 E: Disclosure of Financial Interest Form

Last updated: 10/29/2015

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Page 1

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All trustees who served on an education corporation governing one or more charter schools during the 2014-2015 school year must complete the form in Appendix E (Disclosure of Financial Interest Form). [The Disclosure of Financial Interest Forms are due on November 1, 2015. A link to a safe and secure form that each Trustee must complete by the November 1, 2015 deadline will be provide here by September 1, 2015 or sooner.](#)

ALL charter schools or merged education corporations must complete the Board of Trustees Membership Table within the online portal in Appendix F (Board of Trustees Membership Table). The Board of Trustees Membership Table must be submitted by August 1, 2015.

Regents-authorized charter schools must upload a complete set of board of trustee Meeting Minutes from July 2014-June 2015 into Appendix G (Board Minutes). Board of Trustee Meeting Minutes must be submitted by August 1, 2015.

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

Yes

Thank you.



# Appendix F: BOT Membership Table

Last updated: 07/26/2015

## Page 1

### 1. Current Board Member Information

	Trustee Name	Email Address	Committee Affiliation(s)	Voting Member? (Y/N)	Area of Expertise, and/or Additional Role and School (parent, staff member, etc.)	Number of Terms Served and Length of Each (Include election date and term expiration)
1	Ronald Tabano	[REDACTED]	Chair/Board President	Yes	Urban Education & Internship Programs	Terms are NOT limited as per ByLaws; Founding Board member 2011
2	Leslie Winter	[REDACTED]	Vice Chair/Vice President	Yes	Real Estate & Board membership	Terms are NOT limited as per ByLaws; Founding Board member 2011
3	Samir Souidi	[REDACTED]	Secretary	Yes	Technology & Urban Education	Terms are NOT limited as per ByLaws; Founding Board member 2011
4	George Crowley	[REDACTED]	Treasurer	Yes	Accounting	Terms are NOT limited as per ByLaws; Founding Board member 2011
5	Phillip Weitzman, Ph.D.	[REDACTED]	Trustee/Member	Yes	Legal	Terms are NOT limited as per ByLaws; Joined Board in April 2013
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20						

**2. Total Number of Members Joining Board during the 2014-15 school year**

0

**3. Total Number of Members Departing the Board during the 2014-15 school year**

0

**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 2014-15 school year?**

12

**6. How many times will the Board meet during the 2015-16 school year?**

12

**Thank you.**

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

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

**Date:** July 22, 2014

**Time:** 3:04 p.m.

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

**Absent:** Leslie Winter

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

**I. Resolution: Minutes from June 22, 2014 Meeting**

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

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

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

**Vote:** Unanimous

**II. Introduction of New Staff**

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

**III. Reports**

**a. Annual Report**

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

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

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

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

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

**b. Consolidated Application**

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

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

**c. NYC Progress Report**

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

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

**IV. Resolution: Copier Update**

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

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

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

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

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

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

**Vote:** Unanimous.

**V. Resolution: Student Tracker for High School**

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

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

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

The cost is \$425 per year.

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

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

**VI. Facilities Report**

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

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

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

**VII. Con Ed Green Team Report**

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

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

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

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

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

**Vote:** Unanimous.

**VIII. Financial Report**

**a. Finances**

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

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

**b. Audit Update**

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

**c. Bank of America Report**

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

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

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

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

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

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

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

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

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

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

**IX. Principal's Report**

**a. Summer School Report**

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

**b. June Regents pass rate**

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

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

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

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

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

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

**X. New Business**

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

**XI. Adjournment**

**Motion:** Mr. Crowley motioned to adjourn the meeting.

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

**Vote:** Unanimous

Meeting ended at 4:43 p.m.

The next meeting is scheduled for Tuesday, August 26, 2014 at 3:00 p.m. at New Dawn Charter High School. In the event there is not a quorum for the August 26 meeting, the September meeting will be moved up to September 9<sup>th</sup>.

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

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

**Date:** August 26, 2014

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

**Present:**

Quorum was not met so meeting was rescheduled for September 9, 2014, to be held at New Dawn Charter High School at 3 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:** September 9, 2014

**Time:** 3:10 p.m.

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

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

**Absent:** Samir Souidi

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

**I. Resolution: Minutes from July 22, 2014 Meeting**

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

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

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

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

**Vote:** Unanimous

**II. Graduates**

**a. Graduation Outcomes**

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

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

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

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

**b. Resolution: Student Tracker for High School**

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

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

**Vote:** Unanimous.

**III. Resolution: Computer and Cart bids**

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

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

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

**Vote:** Unanimous.

**IV. Health Insurance Subcommittee**

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

## **V. Facilities Report**

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

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

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

## **VI. Staffing Update**

### **a. New Staff**

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

### **b. Resolution: HEDI Salary Increase Scale**

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

### **c. Culture Building Updates/Staff Initiatives**

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

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

## **VII. Update on Con Ed and Green Team**

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

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

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

**VIII. Financial Report**

**a. Finances**

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

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

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

**b. Audit Update**

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

**c. Resolution: Update FDIC**

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

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

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

**Vote:** Unanimous.

**IX. Principal's Report**

**a. August Regents pass rate**

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

[REDACTED] The alignment of the teaching

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

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

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

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

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

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

**b. Enrollment**

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

**X. Executive Session**

**XI. New Business**

**XII. Adjournment**

**Motion:** Mr. Crowley motioned to adjourn the meeting.

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

**Vote:** Unanimous

Meeting ended at 4:43 p.m.

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

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

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

**Date:** October 28, 2014

**Time:** 3:02 p.m.

**BoT Present:** Samir Souidi, Ronald Tabano, Leslie Winter

**Staff Presenters Present:** Sara Asmussen, Lisa DiGaudio, Tameka Jackson, Michelle D. Millán

**Guests Present:** Treanna Bryant, Zach Flory, Jen Maiorini, Tommy Martone, Lindsey Mihaljevic, Jessica Morales, Alejandro Quintero, Eleni Salony, Joseph Sanders, Mariah Smith, Sandy Spazioni, Jimmy Walters

**Absent:** George Crowley, Phillip Wietzman

Meeting came to order at 3:02 p.m. A quorum was present.

**I. Introduction of Sub-Committee Members & Teachers**

Eleni Salony, Lindsey Mihaljevic and Jessica Morales are members of the Health Insurance Sub-Committee. Zachary Flory is on the SLO and Compensation committees and Zach is also Lisa DiGaudio's SAM. Joseph Sanders is on the TERC committee, which uses data to improve instruction.

**II. Resolution: Minutes from September 9, 2014 Meeting**

Mr. Tabano asked the Board members if they had any questions or corrections on the minutes from the last meeting.

**Motion:** Mr. Souidi motioned to accept the minutes as written.

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

**Vote:** Unanimous

**III. Internet Issues**

The school has been without internet services for over a week. Ms. Jackson explained that there were two different issues. NDCHS pays Windstream, who outsources to BOB. Today, BOB called and questioned what hardware the school was using and found out that Windstream had not installed the correct hardware. Windstream also changed the school's IP address and didn't notify the school. Mr. Souidi suggested that the school invest in a backup internet system. Ms.

Jackson has already received some bids from XO (10mb for \$500/mo), Earthlink (5-10mb for \$1200) and Verizon.

Dr. Asmussen stated that Ms. Inessa Novik has been working with E-Rate Consultant to switch vendors.

#### **IV. Facilities Report**

##### **a. Con Ed and Green Team Status (DOB)**

Dr. Weitzman had previously asked if the Department of Buildings needed to sign-off on the lights that were installed in the school. Yes, they are supposed to. The school has all the paperwork available for when they do come out. The Con Ed Green Team stated that they have no control over when the DoB will do the inspection but they have filed the necessary paperwork.

##### **b. Fire Department Inspection**

The school had a Fire Department Inspection. The building is not in compliance with 2013 Standards but is grandfathered until 2017. The Chief had inspected this building when NDCHS opened; therefore, FDNY does not want to cite the owners. They are going to wait until the school moves out; in 2017 everything needs to be retrofitted. The school is good for another year with the fire department.

##### **c. Occupancy Limits**

Previously, Mr. Winter had raised concern regarding the building's occupancy limits; Dr. Asmussen looked into it and the building is good for 380 people and we are well within these limits on a daily basis.

##### **d. Charter School Facilities Technical Assistance**

This is a federal program that helps charter schools locate facilities. The school is going to move forward with them; they are only going to provide technical assistance. They can't provide architects or expeditors, but they can assist with how to budget a move, how you set up a building, health and safety issues. This is provided at no cost.

##### **e. Resolution: Extension on Lease**

NDCHS has to be out of the building by July 2016. Mr. Tabano pointed out that the escrow had increased, however, it's fair. Mr. Tabano asked if there are any questions/issues regarding the lease.

**Motion:** Mr. Soudi motioned to accept the lease.

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

**Vote:** Unanimous

**V. Staffing Update**

All the staff have been hired. Ms. Jessica Morales was the last to be hired as the Internship Coordinator. Positions that have been filled were two Math Teachers; Mr. Todd Garippa, who had been the school's tutor, is staying on as the Algebra Teacher; Mr. Joseph Sanders is the Geometry teacher. Jimmy Walters was moved from Special Ed to U.S. History. Tommy Martone and Moses Lewis were hired as Global History Teachers. Eleni Salony was hired as an ELA Teacher. Lindsey Mihaljevic and Sandy Spaziani were hired as Special Ed Teachers. Ms. Treanna Bryant is an Aspiring Teacher, who is in the process of getting her Special Ed Certification and Ms. Mariah Smith, is also an aspiring teacher looking to move into a counseling position. Jen Maiorini is the Health/Gym Teacher. Mr. Winter asked all the new teachers go give the Board some background information on themselves.

**VI. Financial Report**

**a. Finances**

Dr. Asmussen asked if anybody had any questions regarding the finances. Although Mr. Crowley is not here, he did review the documents. There is nothing outstanding, the school filed for their first per pupil billing, for approx. \$710,000.

**b. Resolution: Annual Audit**

Mr. Tabano asked if there were any questions regarding the annual audit. Dr. Asmussen stated according to the observation recommendations; everything was cleaned up from last year. The biggest problem the school had was using the school debit card. At the time, no bank would give the school a credit card because there was had no credit history; therefore a debit card had to be used for those vendors who would not accept a check or PO. At this time, NDCHS no longer uses the debit card.

According to the audit, there are no missing documentation; all POs, packing slips and receipts were accounted for. However, the school needs to obtain a software tracking system, which will make this easier. Ms. Michelle Millán has been looking at procurement systems that will do this.

The auditors did make recommendations for the conflict of interest policies. Dr. Asmussen signed-up with the State to write part of this policy, which will be shared with all Charter Schools. The first meeting is on November 5<sup>th</sup> at the Charter School Center.

**Motion:** Mr. Souidi motioned to accept the annual audit.

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

**Vote:** Unanimous

**c. Resolution: CSP Audit**

Dr. Asmussen asked if everyone had a chance to review the audit. Mr. Crowley reviewed the audit and was very satisfied with it.

**Motion:** Mr. Souidi motioned to accept the annual audit.

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

**Vote:** Unanimous

**d. FDIC Accounts**

Dr. Asmussen has opened five separate accounts, in the amount of \$250,000 each, so that the school's money is properly insured. She may have to open a sixth account. Dr. Weitzman had suggested that the school open accounts with a banks in the community.

**e. Resolution: Dissolution Escrow Account**

Every year the school has to deposit \$25,000 into a dissolution escrow account, in the event that the school is closed down. This is the last year that the school has to deposit \$25,000 into the dissolution account. As the time for the deposit is approaching, Dr. Asmussen asked the Board to vote on it now.

**Motion:** Mr. Winter motioned to move money into the Dissolution Escrow Account.

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

**Vote:** Unanimous

**VII. Student Data**

**a. Attendance**

Attendance is still low. The school is utilizing a new attendance system. There are a group of students who have more than 44 credits and attend school in order to take Regents prep classes. This attendance negatively impacts the school's overall attendance, but shouldn't because these students are coming in just to receive prep for their Regents. Ms. Jackson will group those students as "D" week. Dr. Asmussen believes that once these students are correctly categorized, attendance should jump up to 70%.

**b. Student Enrollment**

The school currently has 285 students. This year the school is required to have 300 students, but can go up to 330 (10% more) students. The school is actively enrolling students. Dr. Asmussen was unable to provide student demographics due to the internet being out for the week.

**VIII. Principal's Report**

**a. PD Plan for Year**

Staff has been doing a lot of work on refining questioning and thinking about building rigor through elevated questions. The first instructional rounds will be held, in house, the week of November 10<sup>th</sup>. Teams came up with the following interesting questions of which one will be chosen for the group Instructional Rounds:

**Group 1:** How can we assure that students are the driving learning force in the classroom?

**Group 2:** Engaging students and their learning.

**Group 3:** What types of situations are interfering with student learning? How are teachers and students responding?

**Group 4:** How can we eliminate student laziness? (Badly worded, but how to help students become more independent).

During the rounds, there will be peer observation and data collection. December 3<sup>rd</sup> & 4<sup>th</sup> the school will host PICCS instructional rounds, all the PICCS schools will be here, which will involve data collection; using this as a footprint to elevating rigor in the classroom.

**b. August Regents pass rate**

NDCHS had big successes, with the highest results received in most subject areas (except math). The school is moving to Common Core. Integrated Algebra will no longer be available as of January, the Comprehensive ELA will be phasing out also. Students have been doing very well with ELA Common Core and NDCHS will no longer offer Comprehensive ELA.

Mr. Souidi requested that actual numbers be used in the graphs. He feels knowing the number of students taking and passing the tests will be more helpful.

**IX. New Business**

Dr. Asmussen informed the Board that some maintenance work was done over the summer, did not receive Board approval. NDCHS utilized a current approved vendor, AC Interiors to come in to paint, replace ceiling tiles and strip and wax the floors.

**X. Executive Session**

**XI. Adjournment**

**Motion:** Mr. Winter motioned to adjourn the meeting.

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

**Vote:** Unanimous

Meeting ended at 4:43 p.m.

The next meeting is scheduled for Tuesday, November 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:** November 25, 2014

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

**Board Members Present:** George Crowley, Samir Souidi, Phillip Wietzman, Leslie Winter

**Staff Members Present:** Sara Asmussen, Michelle D. Millán

**Guests Present:** None

**Absent:** Lisa DiGaudio, Ronald Tabano

Meeting came to order at 3:18pm. A quorum was present

**I. Resolution: Minutes from October 28, 2014 Meeting**

Dr. Asmussen asked everyone if they read the minutes and have any questions. No one had any questions.

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

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

**Vote:** Unanimous

**II. Facilities Report**

**a. Charter School Facilities Technical Assistance**

NDCHS received the technical support grant. They will help with architecture, zoning. Dr. Weitzman asked the cost of this service. This is a federal grant and no cost to us.

**b. Update on New Location**

The Developer wants to charge \$27 per foot. They want the school to pay half the taxes. They also want \$648,000 down payment/security; this is about 6 months' worth of rent. This was requested in the event that the school is not renewed – this will allow them to find another tenant.

If we don't get the zoning, we have to pay the fee, which comes out the letter of credit. We do get the zoning, they pay the bill. This fee can be \$10,000 - \$15,000. The current zoning is a M1.

**III. Financial Report**

Mr. Crowley had two questions regarding the finances. First was concerning the fact revenue was down and he wanted to know if this was due to lower enrollment; second, was were the actual Facilities Operations costs so much lower than what was budgeted.

Dr. Asmussen stated that enrollment was down for the first billing invoice but that we expect this number to increase by the second invoice. And she will investigate the reason for the variance in the Facilities spending.

Mr. Souidi pointed out that some of the numbers are not adding up in the Financial Report. Mr. Crowley stated that formulas are incorrect. Dr. Asmussen will discuss the report with the accountants.

#### **IV. Student Data**

##### **a. Attendance**

NDCHS is still struggling with attendance. The better attenders are the C week students.

Mr. Souidi suggested that the school create a new week that engages the students in some other activity, for example, they are enrolled in college; they come to school once a week for regent's prep, etc. Mr. Souidi asked for a monthly breakdown which is included on the Student Status sheet.

This year the school instituted a new grading policy, where students' grades are aligned with NYS standards. The grades are based on whether the student has mastered the standards of the class. The school has done away with the participation grade; the unintended consequence of this change is that students now feel they do not have to come to school in order to get a good grade. However, grades are higher this year than they have been in the last two years.

##### **b. Student Enrollment**

Because of the amount of new students who have enrolled and are still enrolling, the exact number of students enrolled for September 2014 is unknown. Mr. Winter asked how the school will meet its enrollment numbers. Dr. Asmussen stated that the school will continue outreach to other schools and programs. The school is on track to have full enrollment by the spring semester.

Mr. Winter asked if the demographic sheet can include another column that gives last year's average of a given month for comparison. Mr. Souidi requested a graph. Dr. Weitzman asked for the number of students who are applying to college.

#### **V. Principal's Report**

Ms. DiGaudio was not in attendance to give a report. Dr. Asmussen stated that next week the school will have instructional rounds. Teachers from seven other schools will come in for the day and assess all the classrooms.

Mr. Winter asked how the school dealing with issues and avoiding teachers and administration going in different directions. Dr. Asmussen stated that communication with teachers is kept opened; there is back and forth communication, and meetings. NDCHS has continued with Friday culture building. Each administrator takes a period to walk through the building and sit in classes as a show of support.

Mr. Winter asked why there were no teachers in attendance at the Board Meeting. Dr. Asmussen explained that the teachers were all in the cafeteria preparing for the staff's Thanksgiving Party. Mr. Winter suggested that the staff be updated and informed of the topics discussed during this Board meeting.

Mr. Winter asked Dr. Asmussen to submit an outline of a generalized approach that the school will take so that the staff and administration continue with their positive working relationship.

**VI. New Business**

Mr. Crowley may be able to get skybox tickets for the St. John's/Tulane game at the Barclays Center. He asked the Board if this an appropriate gift to give to NDCHS students who are doing well. The Board agreed this is an appropriate gift. Mr. Crowley stated that he would also be at the game to chaperone.

**VII. Adjournment**

The Board adjourned at 4:15 p.m. to go into Executive Session.

**Motion:** Mr. Souidi motioned to adjourn the meeting.

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

**Vote:** Unanimous

The next meeting is scheduled for Tuesday, December 16, 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:** December 16, 2014

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

**Board Members Present:** Ron Tabano, George Crowley, Phillip Wietzman, Leslie Winter

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** None

**Absent:** Samir Souidi

Meeting came to order at 3:09 p.m. A quorum was present

**I. Resolution: Minutes from November 25, 2014 Meeting**

Mr. Tabano asked everyone if they read the minutes and have any questions. No one had any questions.

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

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

**Vote:** Unanimous.

**II. Facilities Report**

Mr. Singh was invited to attend today's board meeting, but he was unable to attend. Dr. Asmussen will go back and look at Bishop Ford High School, which was recently closed. The DOE was supposed to take it over, but they only took enough room for a pre-school.

Mr. Winter asked if it would be worthwhile to meet with David Umansky. Dr. Asmussen stated that she will keep all options open.

**III. Financial Report**

Mr. Crowley was satisfied with this month's financial report. Dr. Asmussen reported that the per-pupil billing was \$999,000. The total number was based on 284 students; 36% being special education students. Due to the amount of special education students, more special education teachers will need to be hired next year.

**IV. Human Resources Update**

Mr. Souidi, Ms. Millán, and Dr. Asmussen had webinars with two vendors, Paylocity and ADP to discuss options of having a more streamlined system HR/Payroll system.

## **V. Procurement Update**

Mr. Tabano asked for an update on the procurement system. Ms. Millán received bids from two vendors, WorkPlace and ExpenseWatch. Ms. Millán requested to contract with ExpenseWatch for a 60 day trial to get a better feel of the system. The board agreed.

## **VI. Student Data**

### **a. Attendance**

There were approx. 304 students that have come through NDCHS between admissions, transfers and discharges. Special Ed enrollment has gone up to 36%; capacity around special education needs to be assessed. Recently, several students have been coming from District 75.

Ms. Jackson and Dr. Asmussen are looking into other systems to track attendance. Mr. Tabano stated that WildCat is currently using a system in which the student enters their OSIS number on a keyboard. Once the student enters their OSIS the screen will light up green indicating that a correct number was entered, allowing the student to enter.

### **b. Student Enrollment**

284 students are currently enrolled. The school is slated to have 300 students. There are enough students on the waitlist to reach this amount during Spring 2015 enrollment.

Mr. Winter noted that there are 217 students placed in internships. He asked why there was a difference between the number of students (284) enrolled and the number placed in internship (217). Dr. Asmussen stated that approx. 44 students are enrolled in C week, who are students who come to school every day. Also, there are a number of students who are in college and not required to be in an internship and there are a number of students who have their own jobs, which they use for internship. Mr. Winter suggested that those students should be listed as being placed in an internship. Dr. Asmussen will further discuss this with Mr. Paden, the Internship Director.

## **VII. Principal's Report**

Ms. DiGaudio stated that instructional rounds were had on December 2<sup>nd</sup>. There were about 23-30 teachers from PICCS schools and they focused on, problem of practice: "how to encourage students to be responsible for their learning."

A lot of good data was received, including from last year's problem of practice, "how do we help students overcome frustrations to learning." They saw student's taking risks and diving in to subjects that are frustrating. This year the focus was on student initiated conversation in the classroom and more student-to-student talk. NDCHS has been using these questions to building PD for the school year.

Mr. Tabano thought that Dr. Asmussen and Ms. DiGaudio did a good job with their plan for next year, which was in response to a request by the Board to ensure that the culture of the school becomes stable. Mr. Tabano thought that the solutions in the plan were well thought out. Mr. Tabano acknowledged that some of the plan has already been implemented, i.e., mentors. Mr. Tabano also recognized the importance of having another layer of administration (Assistant Principals) between the Principal and Executive Director.

**VIII. New Business**

Mr. Crowley stated that during last board meeting, he wanted to give tickets to students to attend the Tulane game. However, Barclays didn't want to be involved with a high school, because they thought the alcohol signs in the booth were inappropriate. Mr. Crowley decided to give a donation to NDCHS to reward and stimulate students to come to school.

**IX. Executive Session**

**X. Adjournment**

The Board adjourned at 3:48pm to go into Executive Session.

**Motion:** Mr. Crowley motioned to adjourn the meeting.

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

**Vote:** Unanimous

The next meeting is scheduled for Tuesday, January 27, 2016 at 3:00 p.m. at New Dawn Charter High School

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

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

**Date:** January 27, 2015

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

Due to severe weather, the governor and mayor requested that everyone stay off the road. The Mayor closed all schools. Therefore, the New Dawn Board of Trustees meeting was rescheduled to February 10, 2015.

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

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

**Date:** February 10, 2015

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

**Board Members Present:** Ron Tabano, Samir Souidi, Leslie Winter

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** See attached Sign-In Sheet

**Absent:** George Crowley, Phillip Wietzman

Meeting came to order at 3:23 p.m. A quorum was present

**I. Call to Order**

**II. Resolution: Minutes from December 2014 Meeting**

Mr. Tabano asked if everyone had a chance to review the minutes. Everyone stated that they reviewed the minutes and had no questions.

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

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

**Vote:** Unanimous

**III. Facilities Report**

**a. Commissioner's Response to Co-Location Request**

Dr. Asmussen stated that last August the State recommended that NDCHS file for co-location. NDCHS received a rejection letter concerning the co-location request. Attached is a letter from James Merriman listing the schools whose applications were accepted for co-location. Schools whose applications were accepted went to Success Academy and Icahn. The law says that any schools that are expanding in grades will get facility relief.

**b. Resolution: Lawyer's Alliance Contract**

This was previously discussed and approved during Executive Session and now needs to be voted on.

**Motion:** Mr. Winter motioned to accept the Lawyer's Alliance Contract.

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

**Vote:** Unanimous

**c. Resolution: Appeal to City**

As the law states, any school that is expanding grades will get facility relief, NDCHS' response, as it was put out by the pro-bono lawyer, is that NDCHS is a transfer school and will grow to 500 students and should not be penalized because it's a transfer school. However, the attorney received a response denying NDCHS's request for facility relief. The attorney replied back that the point of the law is to help new and struggling charter schools and NDCHS falls under that category.

Mr. Souidi asked if this process is being done by other schools. Dr. Asmussen stated yes and that each school who received a facilities relief rejection letter, hired their own attorney. NDCHS was lucky to get a lawyer who would do this pro bono. The lawyer is supervised by someone at his own firm and by the Lawyer's Alliance.

Mr. Winter asked if it would be reasonable to file a class action suit (with other charter schools) and combine it as one big case. Dr. Asmussen stated that the schools are conferring with each other and the lawyers are also talking to each other regarding this case. Mr. Tabano stated each school may have a different argument, which is why the cases may not be able to be combined.

**d. Update on Space**

This will be discussed during Executive Session.

**IV. NYSED Oversight Visit Discussion**

Dr. Asmussen requested that the Board move the March Board meeting to March 10, 2015 at 2:45pm. After the meeting, the Board will then meet with the State from 3:30pm – 4:30pm. The State requested that all board members be present during this visit. Mr. Winter will not be in the country during that time.

Dr. Asmussen reviewed the protocol which outlines what the visit will entail.

**V. Policy and Procedure Updates**

**a. Resolution: Updated Safety Plan**

Dr. Asmussen stated that Dr. Weitzman felt there were some inconsistencies in the Safety Plan and requested that this be deferred until the next board meeting.

**b. Resolution: Updated Discipline Plan**

Dr. Asmussen reviewed the changes that were made to the Discipline Policy. Although it's a good plan, it was written before the school was open. The revised policy now deals with the realities of the school. For example, the school had a zero tolerance policy when it comes to absences and lateness. As a transfer school, it is difficult to send a student home who has not been regularly attending, therefore, the student is allowed to attend in hopes that they will remain in school. Dr. Asmussen looks at these students as works in progress.

Other major changes are that there is no in-school suspension and teachers are not allowed to kick students out of class. If a student is being problematic, the teacher can call security and security and/or administration will come to the class to deal with the student.

The revised policies are much clearer and more realistic than when the school opened.

Mr. Tabano requested a log of incidents that were reported, the nature of those incidents and their outcomes.

**Motion:** Mr. Souidi motioned to accept the revised Discipline Policy.

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

**Vote:** Unanimous

**VI. Financial Report**

There were no big cost changes and Mr. Crowley did not have questions regarding the report.

**VII. Student Data**

**a. Attendance**

Mr. Winter noted that there was an improvement in attendance. Mr. Winter asked what is being done to increase attendance. Dr. Asmussen stated that students get phone calls home; letters are sent home and home visits conducted. The school has also gotten PINS and ACS involved.

**b. Student Enrollment**

**VIII. Principal's Report**

Regents Exams: Mr. Souidi suggested a comparison of newly enrolled students who took the exam and their results and those students who were already enrolled in the school and their results.

**IX. New Business**

Mr. Tabano asked if there was any new business. There was no new business. The meeting temporarily adjourned at 4:33pm to go into Executive Session.

**X. Executive Session**

The general meeting was called back to order.

**XI. Resolution: Facility and Student Decisions made in Executive Session**

Mr. Tabano requested a motion concerning the student discussed in the Executive Session.

**Motion:** Mr. Souidi motioned to allow the student to return to New Dawn in the spring semester.

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

**Vote:** Unanimous

Mr. Tabano requested a motion concerning the hiring of the land use attorney.

**Motion:** Mr. Winter motioned to hire the land use attorney to begin work on obtaining a Special Permit in zoning to build out the new school.

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

**Vote:** Unanimous

**XII. Adjournment**

Meeting ended at 4:53 p.m.

The next meeting is scheduled for Tuesday, March 10, 2015 at 2:45 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 24, 2015

**Time:** 2:00 p.m.

**Board Members Present:** George Crowley, Ron Tabano, Phillip Wietzman, Leslie Winter, Samir Souidi (via Skype)

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** Alexandre Loubeyre

**I. Call to Order**

Meeting came to order at 2:14 p.m. A quorum was present.

**II. Resolution: Minutes from February 10, 2015 Meeting**

Mr. Tabano asked if everyone had a chance to review the minutes. Dr. Weitzman requested that the meeting minutes be completed soon after the meeting so that the board has the appropriate time to review it.

Mr. Crowley wanted to clarify that in a previous board meeting it was stated that Barclay's had a problem with our students attending the game. However, he clarified that it was Stoli (Stolichnaya Vodka), who rents the box, and it was them who thought it was not appropriate to have students in a box that advertises liquor.

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

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

**Vote:** Unanimous.

**III. Facilities Report**

**a. Appeal to City Rejection**

The appeal to the city was just received and rejected again by the NYSED. It doesn't seem that there is anything more that can be done about it, short of litigation. Lawyer's Alliance does not do litigation, but they are looking at other venues. At this point the

issue is dead, but it is on record. However, if anything ever comes of this, NDCHS may get funding through some other channel.

**b. Land Use Attorney Contract**

The contract is signed and paid. NDCHS is moving forward with the special zoning permit. Mr. Winter asked the cost of this. It is estimated between \$20,000 and \$25,000. The monies will be paid back through rent, if we get the permit. If not, NDCHS will be responsible for the funds.

Mr. Winter asked how the school is moving forward on the project. Dr. Asmussen replied that the lease has been reviewed by both attorneys. They started to put the package together for the zoning.

Dr. Asmussen submitted a bid to have the 2<sup>nd</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floor halls and doors painted.

**Motion:** Mr. Crowley motioned to accept the bid to paint the building.

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

**Vote:** Unanimous.

**IV. NYSED Oversight Visit Discussion**

NYSED has asked for a lot of information ahead of time, which Dr. Asmussen has been gathering and submitting.

Mr. Tabano asked Dr. Asmussen to discuss the project that she's working on with some other transfer schools. Dr. Asmussen explained that she had been working with four other transfer schools to look at the effectiveness of a transfer school. Right now they started looking at engagement. The schools have taken their data for the last two terms to compare attendance versus outcomes. Bill Clark, Director of the SED, is aware and very interested in the outcomes of this project.

**V. New Business**

Mr. Tabano asked if anyone had any new business to discuss. As no one had any new business, the meeting was adjourned at 2:42 p.m. to go into Executive Session.

**VI. Adjournment**

Meeting ended at 2:42 p.m.

**VII. Executive Session**

**VIII. General Meeting Called Back to Order**

The general meeting was called back to order at 4:30 p.m.

Dr. Wietzman had made some corrections to the District Level Safety Plan which had been presented at an early meeting. It was decided that if the changes were made, the Board would vote on whether or not to approve the Plan. Dr. Weitzman is to submit his edits to Dr. Asmussen for inclusion into the final document.

Mr. Tabano asked for a motion.

**Motion:** Mr. Winter motioned to accept the new District Level Safety Plan with Dr. Weitzman's revisions.

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

**Vote:** Unanimous.

#### **IX. Adjournment**

Mr. Tabano requested a motion for adjournment.

**Motion:** Mr. Crowley motioned to adjourn the meeting.

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

Meeting ended at 4:45 p.m.

The next meeting is scheduled for Tuesday, March 10, 2015 at 2:45 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:** March 10, 2015

**Time:** 2:45 p.m.

**Board Members Present:** George Crowley, Ron Tabano, Phillip Wietzman, Samir Souidi

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Absent:** Leslie Winter

**Guests Present:** None

**I. Call to Order**

Meeting came to order at 2:49 p.m. A quorum was present

**II. Resolution: Minutes from February 24, 2015 Meeting**

Mr. Tabano asked if everyone had a chance to review the minutes. Dr. Wietzman stated that during the last meeting under the facilities report, the appeal was to the city but the response was from the NYS Department of Education.

**Motion:** Dr. Weitzman motioned that the minutes be accepted with the above changes.

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

**Vote:** Unanimous

**III. Facilities Report**

The architect is designing the plans. NDCHS should be ready to move into the new building by September 2016.

**IV. Update on NYSED Oversight Visit**

The visit is going well. Many students didn't come early, but they did arrive later in the day. Tomorrow they will talk to teachers, students and parents.

**V. Financials**

Mr. Crowley stated that it didn't seem like the school is spending money on textbooks. Ms. DiGaudio stated that most of the school's textbooks are bought through FAMIS. The city

provides money to purchase textbooks. Ms. DiGaudio recently spent \$12,000 in books through FAMIS.

Mr. Crowley asked why the fringe benefits are so low. Dr. Asmussen stated that there are several workers who are currently under their parents' health insurance. Also, incentives are located in this line.

**VI. New Business**

Dr. Weitzman asked about attendance. Dr. Asmussen stated that attendance is much better; it's getting close to 70%.

Mr. Souidi asked about the graduation rate since the opening of the school. Dr. Asmussen stated that since the school's inception (428 students), 16% have graduated, 5% have dropped-out, 2% moved and 12% transferred. Ms. DiGaudio stated that there have been 68 graduates, 2 students aged out, 23 students dropped-out, 7 students moved, and 54 students transferred.

**VII. Executive Session**

**VIII. Adjournment**

Mr. Tabano requested a motion to adjourn the meeting.

**Motion:** Mr. Souidi motioned to adjourn the meeting.

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

**Vote:** Unanimous

Meeting ended at 3:34 p.m.

The next meeting is scheduled for Tuesday, April 28, 2015 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:** April 17, 2015

**Time:** 9:10 a.m.

**Board Members Present:** George Crowley, Samir Souidi (by phone), Ron Tabano, Phillip Wietzman, Leslie Winter

**Staff Members Present:** Sara Asmussen

**Guests Present:** Maria Groenvelde

## **I. Call to Order**

Meeting came to order at 9:10 a.m. A quorum was present

Mr. Tabano opened the meeting by stating that this was a special board meeting to discuss the lease for the new building specifically, so Board minutes from the prior meeting would be presented at the next Board meeting.

Mr. Tabano start the meeting by addressing the questions regarding the lack of architectural drawings. It was explained that this space is currently a small garage/warehouse and that there will be no plans until the lease is signed. The landlord did not want to spend significant amounts of money on drawings for a school that had no lease. Ms. Groenvelde explained the latest compromised was to escrow the first six months of rent with her law firm. Then once plans are approved, the money is released to the landlord.

This keeps the money safe, legally protects our interests in terms of having a building, and we know what the building will look like prior to releasing the money. If we do not agree with the plans, then the lease can be rewritten so that either party can walk away if we cannot agree on the plans.

Question: Does this delay the project?

This would not delay the project any longer than it has already been delayed since the lease already states that both parties must agree on deadlines and includes deadlines. If we cannot move in to meet the September 2016 date, the lease is then extended to July 2017. This is a great motivational factor for the landlord to get the work done as soon as possible.

Question: Do we have any contingency plans in the event this date is not met.

We do have penalties in the lease in the event we cannot move in. The landlord will move the school up to \$75,000 in the event we have to move twice.

Question: Do we have any ideas how much financing is available? Have we looked at the encumbrances? Does he have any equity in the building?

We have done the basic reviews and searches and there are no encumbrances. We do not know how much financing is available or if he has equity in the land since we do not own the building. He is very sure that he can get the financing and has said he would turn over the information about this to us once we sign the lease.

Question: How do we have so much faith in this project?

Mr. Tabano stated that at some point you do have to act on faith. We have done all our due diligence as far as the team, we have a good lease, and we just have to trust that the landlord will abide by the lease.

Question: How do we know that he is going to spend the \$648,000 for the first six months rent on our project?

We do not know what he is going to spend the money on. Once we have approved plans, it is his money to do with what he wishes. We will receive the first six months in the building without paying rent regardless of what he does with the money.

Question: the only promise we have is a 48,000 square foot school. And that is not much of a promise. Putting faith in a business person who specializes in international trade and has many real estate dealings mostly in Brooklyn could be misplaced because he has not given us much of a promise.

Mr. Tabano replied that we have been looking for a building for four years at this point, trusting the landlord for a couple more months will not going to make a difference. All the individuals who work with the landlord on his projects are well respected in their respective fields and there are no official complaints against any of them. This is not the landlord's first deal and not the first deal he has done with the group of people he has put together. And we can add the caveat to the lease that if the plans are not produced within a certain time, we can walk away from the project and we have not given any money.

In the mean time, we can continue to look for another building as well.

Question: The definition of substantial completion does not appear to meet ur needs. Have we not only considered the COO but the Public Assembly permit?

Yes, we can occupy the building as a school without the Public Assembly permit but you cannot assemble 75 people in a single space. There may be many permits that we do not have and we will have to get them at some point. We have spent weeks discussing with the owner, the "stakes in the ground" around substantial completion. This is all included in the lease.

The Board requested that our attorney triple check this. There was some disagreement between our law firm's land use attorney and member of the Board. There was an agreement that this would all be triple checked prior to the school moving anywhere.

Question: What are the cons if things go wrong.

There are a number of downsides for which we have contingency plans in place. The lease does protect our money although at the end of the day, anyone can violate a contract which if this were to happen we would have to go to court. Other than that, there is really none other than loss of time.

Question: Is there anything in the lease about date of occupancy?

Yes, there are stakes in the ground. Yes there are dates for move in.

Not only do we have to the certificate of occupancy but we must be able to move into the building and run a school with more 75 students. New Dawn will not pay rent on empty space.

At this point the list Dr. Weitzman provided concerning items that must be approved in the plans prior to opening was reviewed. Dr. Weitzman also had some lease drafting issues and duplications within the lease which he will review with the attorney. The issue is do we edit non-substantial issues or just the substantial issues that impact us. There are also a number of stray definitions, but they do not impact anything.

Question: Why does he want so much insurance?

New Dawn's current insurance carrier read the insurance section of the lease and the impact of insuring the building for is only a couple of thousand dollars. Further, our broker reported that \$15,000,000 was actually on the low side at this time.

It was reiterated that there would be a provision placed in the lease that the deposit would be put into escrow with our attorney until we have approved plans. Once plans are approved, the school would give the money to the owner. We also will get reassurances about the COO and Public Assembly permit.

**Motion:** Mr. Tabano motioned that the Board agree to sign the lease if we approve the plans as presented to us and that we are reassured that we can occupy the school with greater than 75 people as a school.

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

**Vote:** Unanimous.

Mr. Tabano thanked everyone for their input and stated that this is what a Board is supposed to do. We should not be rubber stamping everything but having these discussions. Mr. Tabano thanked Dr. Weitzman for the incredible amount of work he had done on the review of the lease.

Mr. Tabano requested a motion to end the meeting.

**Motion:** Mr. Crowley motion to end the meeting

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

**Vote:** Unanimous.

Meeting adjourned at 10:30 a.m.

Next meeting will be held at New Dawn at 3:00 p.m. on April 28, 2015

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

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

**Date:** April 28, 2015

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

**Board Members Present:** George Crowley, Ron Tabano, Phillip Weitzman, Leslie Winter

**Board Members Absent:** Samir Souidi

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Lindsey Mihaljevic, Michelle D. Millán, Scott Mimnaugh, Jessica Morales, Eleni Salony

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

**I. Resolution: Minutes from March Meeting**

Mr. Tabano asked if everyone reviewed the minutes.

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

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

**Vote:** Unanimous.

**II. Assistant Principal's Report**

**a. Induction Program**

Mr. Mimnaugh presented on the Induction Program for new teachers. The program is an initiative through PICCS for novice teachers that will take place over two years. There are four main areas of focus: online learning, e-mentoring program, on-site program and school specific induction plan. This is a professional development opportunity for novice teachers.

Mr. Tabano asked how the mentors were selected. Mentors were chosen for the teachers, with the main focus being content area. Ms. Morales, Internship Coordinator, shared her experience. She stated that they communicate over text and through an online discussion group; Ms. Morales asks questions and the mentor shares information. As there are other mentors and mentees in the group, Ms. Morales stated that she receives feedback from all involved.

Mr. Winter asked if this is voluntary. Mr. Mimnaugh replied that the school participates voluntarily; however, all new teachers must participate.

- b. **Deeper Learning Task Force** – This is a comprehensive initiative to improve SIE (School Improvement Engine); NDCHS participates in this through PICCS. The end product is a student that has full knowledge of content and who has passed all their regents exams. NDCHS has a deeper learning task force which is, at the moment, comprised of administrative staff.

- c. **Basketball**

The team had a 10-10 regular season. The team made it to the play-offs and the semi-finals (the final four). The team was also involved in a spring tournament through Aspirations. Dr. Weitzman asked about the players' attendance and how they are doing academically. Mr. Mimnaugh stated that the team is aware that if they want to play, they have to attend school. At the end of the season, there were eight players, three of which were on the honor roll. Mr. Tabano stated that PSAL has a rule that you can't play on a team if you are failing two or more subjects.

- d. **Student Status**

NDCHS enrolled 40 students in February for the Spring 2015 semester and 12 students graduated. The school is still struggling with attendance; this was recently assigned to Mariah Smith (who is currently an Aspiring Teacher) who will be taking on this task for the rest of the semester. Ms. Smith will be sitting at the front desk, taking attendance and dealing with the cell phone issue with the security guards. The school's Free and Reduced lunch has decreased because of the newly enrolled students. The Parent Coordinator is currently working and getting those documents completed to submit.

Dr. Weitzman asked about the difference between students who attend College Now and students in college. Dr. Asmussen explained that College NOW is the course students take at NDCHS that prepares them to go to college, i.e., BMCC. Those students who pass College NOW may move onto BMCC and take an actual college course.

Dr. Weitzman requested that the actual number of students who take the regents exams be documented on the demographics.

### III. **Insurance Committee Presentation**

- a. **Introduction of Guests**

Committee members introduced themselves; Lindsey Mihaljevic, Eleni Salony, Jessica Morales and Michelle D. Millan. The committee has been talking to a few brokers and listening to the various plans they offer.

- b. **Presentation of Charter School Trust**

The first presenters had to cancel. This was a Trust where a bunch of charter schools came together under a 501(C)3 in order to shop around to get better healthcare.

However, it later came to light that if someone used too much of the healthcare, the school can later be kicked out of the trust. New York State has said this is illegal because it leaves sick people exposed.

**c. Presentation of Liaison**

Dion Rumsey, Liaison and Florence DiLeo, Maagi called in for a webinar. Liaison has been in existence for 8 years. The portal gives employees personalized, individualized recommendation for health insurance. According to Liaison's plan, the employee is given a budget by their employer and the employee shops around for a plan that best fits them.

Dr. Asmussen asked if there is a per person cost for this system on top of premiums. Mr. Rumsey stated that the typical cost is \$8.00 per employee month (\$96/year). This will give the employee access to the portal year round, not just during open enrollment.

Dr. Weitzman asked if Liaison handles COBRA benefits. Mr. Rumsey replied that due to the size of the company, they charge \$1.00 per eligible employee.

**d. Next steps**

The committee is also looking for the current broker, Magii to present at the next board meeting along with another new vendor, Little Bird.

**IV. Updated Facilities Report**

The timeline is being redone right now; the document hasn't been signed yet. NDCHS had a moving company come in yesterday to obtain a 3<sup>rd</sup> bid.

**V. Financial Report**

Mr. Bahl suggested that a Finance Committee be developed in order to have more detailed discussions and there should be 2-3 meetings conducted during the year. Mr. Crowley stated that there is a Finance Committee and they meet with the outside auditors. Mr. Crowley stated that he reviews the financials in depth and raises questions as needed.

**a. Finances**

The accountants are projecting a surplus at the end of the year. Most of the surplus that is being projected is due to the Special Ed revenue. Mr. Crowley asked why real estate taxes have a negative balance. Mr. Bahl stated that in year 1 & 2 real estate taxes were paid and we received a refund back this year. Dr. Asmussen stated that there was an abatement built into the lease and the landlord received an abatement from the City of New, therefore, the landlord sent back the money.

**b. Comparisons**

Dr. Asmussen asked if anyone had questions regarding the differentials/comparisons that she e-mailed. Dr. Asmussen stated that as an all inclusion school all textbooks are

grouped together because students learn together (general ed and special ed). Mr. Bahl stated that the state has asked for ratios to assure that money is allocated correctly, so he suggested that the school has this information just in case they ask.

**c. Resolution: 990**

Mr. Tabano noted that the school's address is incorrect on page 6 of the 990 taxes. Mr. Bahl stated that he would make the revision.

**Motion:** Mr. Crowley motioned to accept the 990 Returns (with the edit of the school address).

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

**Vote:** Unanimous

**VI. New Business**

Mr. Tabano asked for any new business. Dr. Weitzman would like the following put on the next agenda: increasing the board of trustees and modernizing the bylaws.

**VII. Adjournment**

Mr. Tabano requested a motion to adjourn the meeting.

**Motion:** Dr. Weitzman motioned to adjourn the meeting.

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

**Vote:** Unanimous

Meeting adjourned at 4:42p.m.

The next meeting is scheduled for Tuesday, March 26, 2015 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:** May 26, 2015

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

**Board Members Present:** George Crowley, Samir Souidi, Ron Tabano, Phillip Wietzman, Leslie Winter

**Staff members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** Zach Flory, Lindsey Mihaljevic, Jessica Morales, Dumar Paden, Elani Salony, Mariah Smith

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

**I. Resolution: Minutes from April 17 Meeting**

Mr. Tabano asked if everyone reviewed the minutes and requested a motion.

**Motion:** Dr. Wietzman motioned to accept the April 17 minutes.

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

**Vote:** Unanimous

**II. Resolution: Minutes from April 28 Meeting**

Mr. Tabano asked if everyone reviewed the minutes and requested a motion.

**Motion:** Dr. Wietzman motioned to accept the April 28 minutes.

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

**Vote:** Unanimous

**III. ADP Presentation**

**a. Potential Resolution: ADP as HR provider**

Mr. Souidi stated that we have met with several providers regarding obtaining an HR system that will monitor the school's compliance regarding hiring and terminating employees. Mr. Souidi stated that he recommends ADP which he believes is the most simplistic and reliable system. Mr. Souidi stated that security was his biggest concern, which ADP has assured that data is encrypted and they don't share information.

Mr. Tabano requested a motion.

**Motion:** Mr. Souidi motioned to accept ADP as the HR and time clock provider.

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

**Vote:** Unanimous.

#### **IV. Health Insurance Subcommittee**

##### **a. ADP Presentation**

Joe Remsen, Senior District Manager, from ADP presented ADP's health and benefits. The two health options presented were Oxford and Aetna.

##### **b. Austin & Co Presentation**

Telephone presentation was made by Martha Mabeus, Account Executive. She discussed Oxford and Aetna as the two options to choose from.

##### **c. Magii Presentation**

Telephone presentation was made by Mark Gajowski, Wealth Manager & Founder. This is NDCHS's current benefits broker. Mr. Gajowski presented several health options available to the school.

##### **d. Subcommittee Summation**

Ms. Mihaljevic stated that the Committee recommends moving to ADP because they were more responsive and submitted information quickly. The committee initially was leaning toward Aetna, however, because Aetna's deductibles reset each year, the committee is now leaning towards Oxford.

##### **e. Resolution: Insurance for 2015-2016 (Executive Meeting)**

#### **V. Employee Handbook Policies and Procedures presented by Subcommittee**

##### **a. Personal days/sick days**

Ms. Salony, ELA Teacher, submitted a proposal to modify the amount of personal, sick and vacation days an employee receives. Currently, employees receive 12 sick days, 2 of which can be used for personal time per contract year. The request is to have 4 personal days, which will not roll over nor can be lumped together and 8 sick days, which will roll over to a maximum of 65 days. Dr. Asmussen questioned why the committee was submitting a proposal that would ultimately hurt them, because if this policy was in place now, three of the members who have been docked for the extra time used. Dr. Asmussen further stated that she believes that staff should be able to use their time whenever they want, as long as there is proper coverage. This will be further discussed in the Executive session.

##### **b. Vacation days**

The committee requested that all staff be allowed 25 vacation days in order to align with the school calendar.

##### **c. 2015-2016 Calendar**

This will be discussed in Executive session.

- d. **Resolution: Calendar (Executive Meeting)**
- e. **Resolution: Changes to the Policy (Executive Meeting)**

**VI. College Report and Student Status presented by Dumar Paden, Dir. Of School Partnerships & College Readiness**

**a. Graduation Outcomes and College Enrollment**

Mr. Paden submitted an outline of students who have enrolled in college and their current status of currently being enrolled or withdrawn. Mr. Souidi requested that this information be published on the school's website; he believes this is a good motivational tool for future students. Dr. Wietzman requested the amount of students who are in 2-year schools and 4-year schools.

**b. Resolution: Naviance System**

Mr. Paden gave a synopsis of the Naviance System. Naviance is a college and career readiness solution. Naviance will take functions that the school does and allow them to do it in a more streamlined and easier fashion. It contains several assessments that the student can complete. Each student will receive their own user name and password, whereas a student can enter personal data and the student will get recommendations based on what is a good fit for them. The system will allow the student to enter the system and see what classes/regents they need to complete in order to graduate. The system also contains an academic planning system, which will allow the student to track what they need to graduate. It will allow Mr. Paden to forward transcripts and recommendations electronically. SUNY participates in this system, however CUNY does not. Mr. Tabano stated that this would not be as applicable to NDCHS as many of the students would be applying to CUNY.

Mr. Souidi stated that this seems like a very good system, however, he prefers that the students have a more personal touch; and that students would be more successful with one-to-one counselling. Mr. Souidi also stated that this will be the school's third or fourth system that will share student data and he is concerned about the student's security. Mr. Paden stated that Naviance is a very reputable system that has been around for years. Mr. Paden also assured Mr. Souidi that this in no way replaces any personal touch, it will actually make it easier for staff to work more closely and efficiently with students in the school's Mentoring program.

Mr. Tabano asked about the cost of the system. The database costs \$4,960 – this includes a \$1,500 implementation fee. Training is a one-time fee for the first year. It can range from \$1,000 - \$5,000. There are some other additional items that come at an additional cost. Mr. Tabano asked if the Board members are ready to vote on the system or if they need more time to review it.

Mr. Winter asked Dr. Asmussen her feeling on the system. Dr. Asmussen stated that the school is need of an ILP (Individualized Learning Plan) system. The school has access to a system that is currently in use as our curriculum mapping tool, but can become extremely confusing, especially if staff forgets to update it. Therefore, the school is not using the ILP part of the PerfPlus system.

Dr. Wietzman asked which training package the school is looking at. Dr. Asmussen stated that she needs to review it more thoroughly.

Mr. Tabano asked that this issue be tabled until the June meeting so that the Board can have a complete picture of what they're voting on.

**VII. Internship Update presented by Dumar Paden**

Internship Coordinators are currently working with students completing their portfolios. The portfolios track the student's progress throughout the year.

NDCHS has a total of 54 internship sites. The program is looking for more diversified sites. The goal is to obtain another 50 sites.

Mr. Tabano asked about the plan for the summer. Some students will continue with their internships over the summer. Some students have been called for Summer Youth Employment, which they will able to use as credit.

**VIII. HEDI Compensation presented by Zach Flory, Science Teacher and member of the SLO & Compensation Committee**

Mr. Flory wanted to first define HEDI score. HEDI score is 100 points based on performance in two areas 60 points come from observations based on the Danielson rubric. The other 40 points comes from SLO testing (20 points), which are created by the teacher and Scantron tests which is a nationally normed measure (20 points).

**a. Career Lattice**

The following are the definitions that teachers can fall under at NDCHS. This is based on PICCS's definitions. Currently NDCHS teachers fall under two levels: aspiring teachers and novice teachers. As you go through the lattice, more experienced teachers receive more leadership opportunities, i.e., PLC coach, data coordinator and teacher leader.

Aspiring teachers are one year appointments. These are internship positions. These teachers work at NDCHS for one year and if they perform well, and New Dawn has the appropriate positions, aspiring teachers can move up to novice level the next year. Novice teachers focus 100% on instruction. If they perform at the effective level or better, in three years they can move into the next level, which is associate teacher – this is when teachers begin to get more leadership roles. If the teacher continues to perform at the effective level, in three years they can move up to the next level which is

master teacher. All teachers who enter NDCHS are novice teachers except for the two aspiring teachers.

**b. Requested HEDI Scale**

As a performance based school, it is proposed that there be percentage based increases based on teachers who are performing at the higher levels of the HEDI score. The idea is that a cost of living increase would be given to all teachers across the board; however, those who are performing at the effective level or higher would receive an additional bonus percentage to their salary at the end of the year. Those in the highly effective range, over 90 points, are proposed to receive a 3% raise. Those in the effective level, 85-90 points, will receive a 2.5% raise. Those with 80-84 points will receive a 2% raise. Those with 75-79 points will receive 1.5%. Those teachers who are at the developing level or ineffective level will not receive a performance based increase.

**c. Resolution: HEDI Salary Increase Scale (Executive Meeting)**

**d. Resolution: COLA Increase (Executive Meeting)**

**IX. Culture Building Updates presented by Zach Flory**

This year NDCHS has been focusing on developing a school culture during PD. A few weeks ago a survey was given to assess what type of culture exists within six areas. Based on the results, almost 80% of the answers fell in the upper three cultures which are considered the good cultures.

Mr. Winter asked that this assessment be given every year and year to year results be given to the board.

**X. Student Status presented by Mariah Smith, Aspiring Teacher**

Ms. Smith has been assigned a new project to help increase attendance. Currently, Ms. Smith, along with Mr. Asher, Ms. Fields and Mr. Wolf conducts home visits to students twice a week. During the summer, the school will be trying out several systems to see which works best with the school.

Over the summer, the focus will be on assuring all students have pictures and IDs. There have been situations when security is called about a student, however, if they don't know the student, they don't know who to search for.

Mr. Winter asked if successes are being monitored and/or measured. He wanted to know if attendance is being tracked to see if attendance is getting better after the home visit. Mr. Winter asked that data be collected and presented to the Board.

Mr. Souidi asked how students are being targeted for home visits; if the decision is based solely on attendance, referrals, etc. Ms. Smith stated that all aspects are reviewed.

**XI. Financial Report**

**a. Finances**

Dr. Asmussen stated that she received Mr. Crowley's comments, but has not reviewed it with the accountants yet.

Mr. Tabano requested a motion to approve the monthly financials.

**Motion:** Mr. Crowley motioned to accept the Financials.

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

**Vote:** Unanimous

**b. Proposed Budget for 2015-2016**

Dr. Asmussen discussed the budget for the upcoming year. Mr. Crowley noted that the costs for neither Naviance nor the HR aspects of ADP were included in the budget. Dr. Asmussen responded that these items had not yet been approved and thus she did not include them.

Mr. Tabano requested that this vote be tabled until the June meeting and that Dr. Asmussen include both these costs even though the Naviance system had not yet been approved.

**XII. Board Issues**

**a. New Board Member**

Esosa Ogbahan, a recommended new Board member, was unable to make today's meeting, but he will attend the next meeting in June. Dr. Asmussen stated that she has known him in the charter school world for years. He has been through the building process twice.

Mr. Souidi stated that as fundraising has been an issue, the Board should look into getting a finance person on the Board.

Dr. Wietzman stated that the Board would work more efficient if there were more Board members who could sit on committees.

**b. Resolution: New Board Member Approval**

This will be tabled until the next Board meeting, when the Board members can meet Mr. Ogbahan.

**c. Bylaws**

This will be discussed during the next Board meeting.

**d. June Board meeting date**

The next meeting scheduled during the school's graduation day. The meeting has been rescheduled for Thursday, June 18, 2015.

**XIII. Executive Session**—all these issues were discussed further in the Executive Session because they involved discussing individual staff members.

- a. **Insurance Carrier**
- b. **Changes to Policies and Procedures**
- c. **HEDI approval**
- d. **COLA Increase**
- e. **Facilities update**

**XIV. New Business**

**XV. Adjournment**

Mr. Tabano requested a motion to adjourn the meeting at 5:23pm in order to enter Executive Session.

**Motion:** Dr. Weitzman motioned to adjourn the meeting.

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

**Vote:** Unanimous.

Executive session was closed and the general meeting was called back to order at 5:50 p.m.

The Board decided to allow the Insurance Subcommittee (Ms.'s Salony—ELA Teacher, Mihaljevic—SPED Teacher, Morales—Internship Coordinator, and Millan—Office Manager) chose both the broker and the insurance plan. The determination was based on the fact the Subcommittee had done a very thorough job and that they had the necessary knowledge to make the decision. The Board will officially vote on both at the next meeting.

Mr. Tabano requested a motion regarding the Subcommittee's request to change the Personnel Policies and Procedures to reflect moving from two (2) personal days and ten (10) sick days to four (4) personal days and eight (8) sick days. Further, only sick days can be rolled over from year to year for up to 65 days which covers the Family Leave Act requirements.

**Motion:** Mr. Winters so moved.

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

**Vote:** Unanimous

There was no vote on the increase in vacation days for non-teaching staff. It was determined that this would remain at 20 days.

Mr. Tabano requested a motion to approve the HEDI salary increases and the Differentiated Teaching Level Framework. Dr. Weitzman and Mr. Crowley outlined the edits they would like to see within the body of the framework around COLA and teacher descriptions. This year the COLA is at a negative percent, so should not be used. It was discussed that the term "COLA" would be replaced with "Board discretion" in both the HEDI Salary Increase and the Employee Handbook.

**Motion:** Mr. Crowley moved that both be approved with the discussed changes.

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

**Vote:** Unanimous

A discussion about school-wide salary increases was discussed. Mr. Tabano asked for a motion.

**Motion:** Mr. Winters motioned that staff receive an increase of 2% this upcoming year.

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

**Vote:** Unanimous

Due to the state of the budget this year, the Board held a discussion about matching the 403(b) plan. Adding the match has always been at the discretion of the Board. Mr. Tabano requested a motion for matching.

**Motion:** Mr. Winter motioned that for all staff who have been at New Dawn for at least one year, their 403(b) be matched up to 3% based on what the individual staff invested for the 2015-2016 school year.

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

**Vote:** Unanimous.

Mr. Tabano then requested a motion to adjourn.

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

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

**Vote:** Unanimous.

The meeting was adjourned at 6:00 p.m.

The next meeting will be held on June 18, 2015 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 18, 2015

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

**Board Members Present:** George Crowley, Ron Tabano, Phillip Weitzman, Leslie Winter

**Board Members Absent:** Samir Souidi

**Quorum Present:** Yes, 4 out of 5 member present

**Staff Members Present:** Sara Asmussen, Lisa DiGaudio, Michelle D. Millán

**Guests Present:** Donna Lobato, Esosa Ogbahon (Skype)

Meeting came to order at 3:02pm. A quorum was present.

I. Resolution: Minutes from May Meeting

Mr. Tabano asked if everyone reviewed the minutes. Dr. Weitzman wanted to get clarification on the pension increase. It was voted to increase the matching contribution for the pension up to 3%. Dr. Weitzman's impression is that it wasn't just for next year, but it is continuing. However the minutes and Dr. Asmussen states that it just for next year. It was clarified by Mr. Tabano that the increase is just for next year and the Board has the Board votes on it every year.

**Motion:** Dr. Weitzman motioned to accept the May minutes.

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

**Vote:** Unanimous

II. Health Insurance

a. **Resolution: Insurance Broker for 2015 – 2016**

A committee of teachers and Michelle D. Millan interviewed several brokers and reviewed plan options. During the last Board meeting, the Board decided to allow the committee to make the decision on behalf of the school. The committee chose ADP as the health broker. The majority of the staff voted to keep Oxford has the health carrier.

**Motion:** Dr. Weitzman motioned to accept the insurance committee's recommendation to accept ADP as the health broker.

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

**Vote:** Unanimous.

b. **Resolution: Insurance Carrier**

**Motion:** Dr. Weitzman motioned to accept the insurance committee's recommendation to accept Oxford as the health insurance carrier.

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

**Vote:** Unanimous.

**III. Employee Handbook Policies and Procedures**

a. **Resolution: Changes to the Policy**

Dr. Weitzman requested the following changes to be made:

- Paid sick leave: a doctor's note is now required on the third day.
- A statement will be added to everyone's hire letter stating that there will be no retaliation for use of paid sick leave.
- It was changed that employees work 35 or more hours.

**Motion:** Mr. Winter motioned to accept the changes to the handbook's policies and procedures.

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

**Vote:** Unanimous.

Mr. Winter motioned to accept the changes to the policy

**IV. College & Career Readiness Tracking System**

a. **Resolution: Naviance System**

The company put together a quote that calls for one on one training, who will be expected to turnkey and there will be a lot of webinars, all of which has reduced the cost.

**Motion:** Dr. Weitzman motioned to accept the Naviance System.

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

**Vote:** Unanimous.

**V. Current IEP Student Status & Regents Updates, presented by Donna Lobato, SPED Coordinator**

Donna Lobato stated that the IEP students did well in all subjects, except for math. Mr. Tabano stated that they have been phasing out the Integrated Algebra Regents and today was the last day it was being given. For now on all the regents will be Common Core Algebra. Across the board, it was a very difficult test.

Dr. Weitzman asked how is it determined when a student is ready to take a test. Ms. DiGaudio replied that it is based on course progression.

**VI. Financial Report**

**a. Finances**

The corrections that Mr. Crowley asked to be change were made. The security deposit for the new building was taken out and the funds for ADP and Naviance were put in the budget.

**b. Resolution: Proposed Budget for 2015 – 2016**

**Motion:** Mr. Crowley motioned to accept the Proposed Budget for 2015 – 2016.

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

**Vote:** Unanimous.

**VII. Board Issues**

**a. Resolution: New Board Member**

Mr. Tabano asked if there are any questions regarding accepting the Esosa Ogbahon as a new board member.

**Resolved:** The New Dawn Charter High School Board of Trustees, having conducted a thorough background check via a fingerprint scan as required and having discovered no State or federal criminal history, or having provided such history to SED if found, has voted to select Esosa Ogbahon as a final candidate to its Board of Trustees, with a term limit as per the Corporate Bylaws, pending approval by SED. The resolution approving Esosa Ogbahon is formally adopted upon SED's approval.

**Motion:** Dr. Weitzman motioned to accept Esosa Ogbahon as a new board member, effective the next board meeting.

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

**Vote:** Unanimous.

**b. Bylaws**

Dr. Weitzman stated that the membership of the board needs to be changed. Currently, it includes the Executive Director of the school and the representation of a parent. Dr.

Asmussen went to Lawyer's Alliance and found out that Board members are able to Skype and that Executive Directors can be on Boards; they just cannot be on the Audit Committee or the Chair of the Board.

Mr. Weitzman pointed out that there are there are two clauses on the amendments – on page 10, article 12, which states, “the majority of trustees may adopt, amend or repeal these bylaws” and article 3 amendments states that, “these bylaws may be amended by 2/3 majority. Dr. Weitzman believes one of these need to be adopted and he opted for the second one.

Mr. Crowley pointed out that on page 4 it states that the Board can have 10 meetings in a year and it should be 12.

Mr. Tabano stated that if there is anything else that needs to be revised, members should submit it to Dr. Asmussen and then they can vote on the revisions during the next board meeting.

**c. July Board meeting date**

Dr. Asmussen stated that the next board meeting is scheduled for Tuesday, July 28, 2015. Mr. Tabano requested the time be made earlier for the summer months. The Board agreed to meet at 1:30 p.m.

**VIII. New Business**

Graduation invitations were distributed. Graduation will be held at Roulette Intermedium at 509 Atlantic Avenue, Brooklyn at 1:00 p.m.

**IX. Adjournment**

**Motion:** Dr. Weitzman motioned to adjourn the meeting.

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

**Vote:** Unanimous.

The meeting was adjourned at 4:09 p.m.

The next meeting will be held on July 28, 2015 at 1:30 p.m. at New Dawn Charter High School.

## **Enrollment and Retention Efforts and Outcomes**

New Dawn Charter High School has put into place the recruitment plan as outlined in the charter.

**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. Now that we are entering our fourth year of operation, we have a steady pipeline of students coming from these schools. Third, recruitment continued with other civil service, CBO and health care facilities in the neighborhood. Finally current students, families, alumni and their families are our greatest recruiters, bring in many new students each semester.

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. Our biggest referral source for special education students comes from district high schools trying to place their struggling students or trying to find placements for students who have already dropped out.

To reach students with ELL<sup>1</sup> 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 have been 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.

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, but we have not been able to locate space in Sunset Park where we expect our percentage to be much higher. We significantly overreached our goal for students with disabilities. We have developed a very strong relationship with our local CSE.

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.

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<sup>1</sup> When referring to ‘ELL’, this includes all non-English language classifications such as LEP and ESL.



# Appendix I: Teacher and Administrator Attrition

Created: 07/03/2015

Last updated: 07/28/2015

Report changes in teacher and administrator staffing.

Page 1

**Charter School Name:**

## **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, 2014, the FTE for added staff from July 1, 2014 through June 30, 2015, and the FTE for any departed staff from July 1, 2014 through June 30, 2015 using the two tables provided.**

### **2013-14 Teacher Attrition Table**

	FTE Teachers on June 30, 2014	FTE Teachers Additions 7/1/14 – 6/30/15	FTE Teacher Departures 7/1/14 – 6/30/15
	13	12	11

### **2013-14 Administrator Position Attrition Table**

	FTE Administrator Positions On 6/30/2014	FTE Administrator Additions 7/1/14 – 6/30/15	FTE Administrator Departures 7/1/14 – 6/30/15
	6	1	0

**Thank you**



# Appendix J: Uncertified Teachers

Last updated: 07/26/2015

**"thirty per centum or 5 teachers, whichever is less"**

To comply with NYS Education Law Section 2854(3)(a-1), please report the (FTE) count of uncertified and certified teaching staff as of the last day of school for the 2014-15 school year.

Page 1

**Charter School Name:**

**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](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 2014-15?**

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

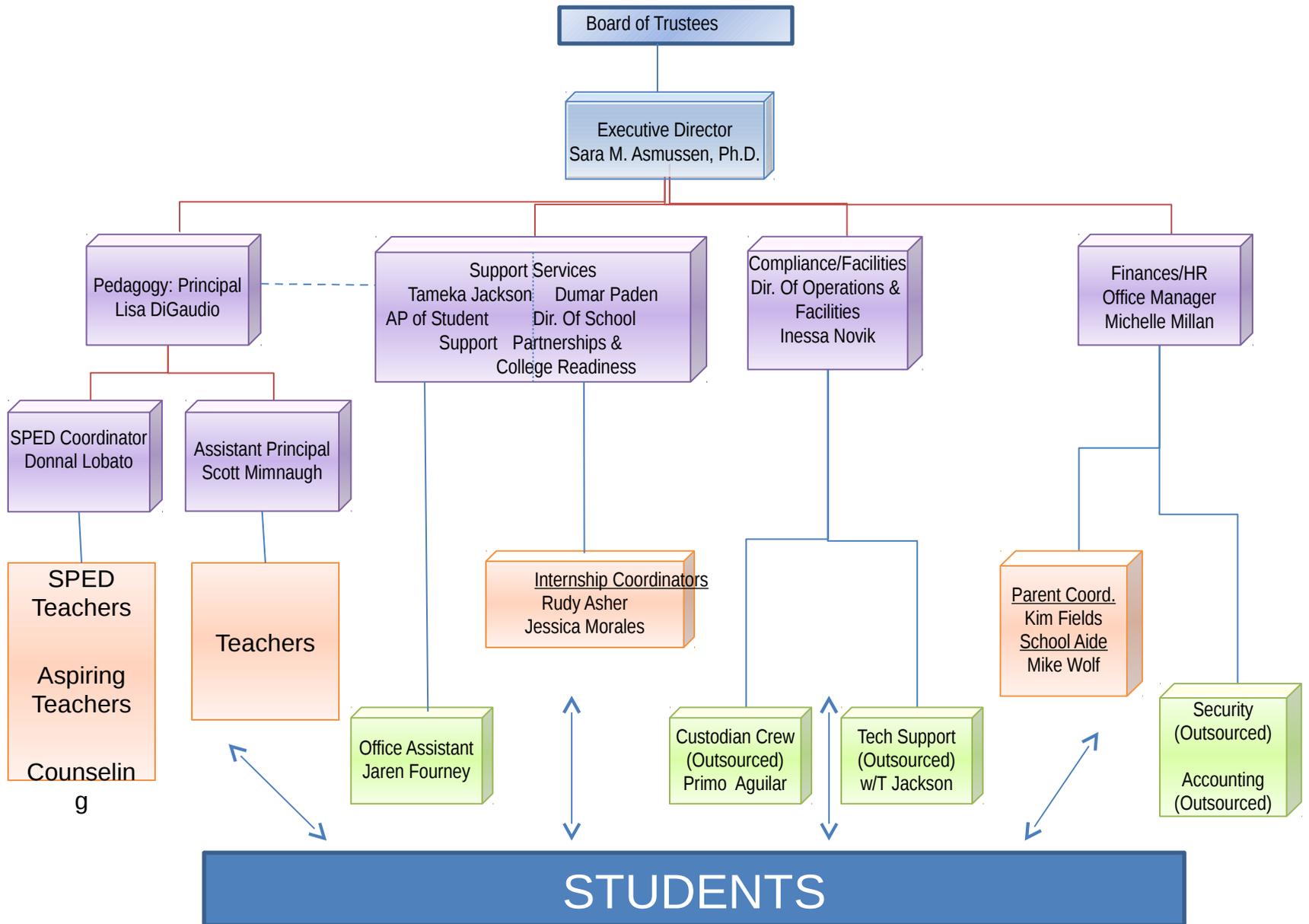
	FTE - (June 30, 2015)
(i) uncertified teachers with at least three years of elementary, middle or secondary classroom teaching experience	3
(ii) individuals who are tenured or tenure track college faculty	0
(iii) individuals with two years satisfactory experience through Teach for America	0
(iv) individuals who possess exceptional business, professional, artistic, athletic, or military experience	1
FTE count of uncertified teachers who do not fit into any of the four statutory categories	0
<b>Total</b>	<b>4.0</b>

**How many CERTIFIED Full-Time Equivalent Teachers were employed in the charter school as of the last day of school in 2014-15?**

11

**Thank you.**

# New Dawn Charter High School Org Chart



# Names

## Board of Trustees

Ronald Tabano    Philip Wietzman  
Leslie Winters    Samir Souidi  
George Crowley

## Special Education Teachers

Sandy Spaziani    Lindsey Mihaljevic

## Aspiring Teachers

Mariah Smith    Treanna Bryant

## Counseling

Chelsea Rissner, SW    TBH, Counselor

## Teachers

Taylor Carlic: ELA 1a, 1b, Writing, READ 180, & Regents Teacher

Zach Flory: Living Environment & Anatomy Teacher

Todd Garippa: Algebra Teacher

Moses Lewis: Global 3, 4 (Regents) & Economics Teacher

Jenn Maiorini: PE & Health Teacher

Tommy Martone, Global 1, 2 & Regents Teacher

Jorge Quintero: Art, Music, & Spanish Teacher

Eleni Salony: ELA 2a, 2b, & Regents Teacher

Joseph Sanders: Geometry, Algebra Regents, & Consumer Math Teacher

Serkan Suel: Earth Science & Forensics Teacher

Jimmy Walters: History & Civics Teacher

# **New Dawn Charter High School**

## **Mission and Key Design Elements**

**Mission Statement:** New Dawn Charter High School will provide over-aged and under-credited students 15 - 21 years of age, including those who are English Language Learners and those with special needs, the opportunity to return to school and obtain a high school diploma through a rigorous NYSED standards-based education program. Within the framework of the education program, three programs will be offered: 1) Interventions for those with fewer than 11 credits, and for those with 11 or more credits: 2) Internships in the community and 3) College enrollment.

**Key Design Elements** from the charter include:

- A literacy-rich general education program;
- A full inclusion special needs program;
- A full inclusion ELL program;
- An intensive 9<sup>th</sup> grade intervention program for students with fewer than 10 credits;
- Daily advisories to address social-emotional needs;
- Balanced instruction integrated into the workshop model;
- An internship program where students with more than 10 credits work in the community;
- A College NOW program in partnership with CUNY;
- A longer school year (214 days);
- A longer school day ( 9:00 a.m. – 3:55 p.m.);
- A daily common planning time and professional development
- Regularly embedded professional development in the classroom;
- A mentoring program for all students;
- A progressive Discipline Policy that allows students learning opportunities around behaviors;
- Digitalized curriculum and aligned lesson planning abilities;
- Use of TERC: Using Data to Inform Instruction;
- Staff compensation based on HEDI scores and student performance;
- Professional development in Danielson Classroom Observations, PLC Coaching, and Peer Review;
- Access to other schools for shared support; and
- Facilitative Leadership opportunities within the school.

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Monday, September 21, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/eee9a94c11013e11b9>

## 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

	First Name	Last Name
Trustee Name	samir	souidi

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEW DAWN CHS (REGENTS) 331500861016*

8. Select all positions you have held on the 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

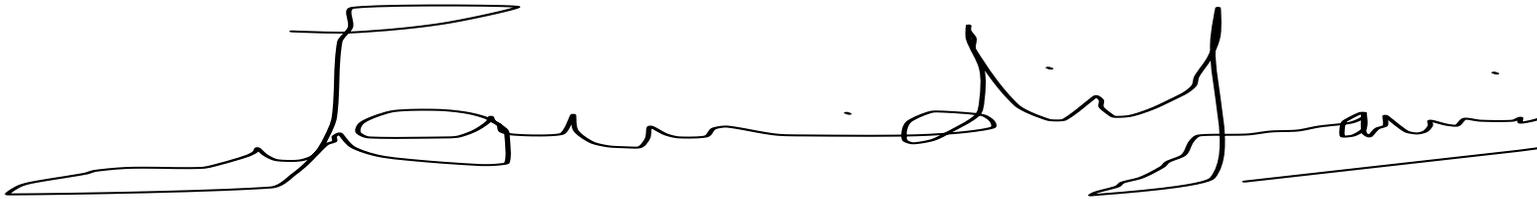
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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, appearing to read "John D. [unclear]". The signature is written in a cursive style with a horizontal line underneath.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 22, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/a11ea8f89f411d6c6b>

## 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

	First Name	Last Name
Trustee Name	Dorn	Winter

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEW DAWN CHS (REGENTS) 331500861016*

8. Select all positions you have held on the 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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 overlapping, horizontal strokes that are slightly wavy and extend across most of the width of the page.

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Tuesday, September 22, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/26ac6d22ba12d70af5>

## 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

	First Name	Last Name
Trustee Name	George	Crowley

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEW DAWN CHS (REGENTS) 331500861016*

8. Select all positions you have held on the 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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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



**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, October 28, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/67c0c604267fb570ac>

## 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

	First Name	Last Name
Trustee Name	Phillip	Weitzman

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEW DAWN CHS (REGENTS) 331500861016*

8. Select all positions you have held on the 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

11. 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

12. Are you a member, director, officer or employee of an organization formally partnered with a 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

Philip Westman

**Thank you.**

# Required Form: 2014-15 Appendix E - Trustee Disclosure of Financial Interest Form

Created Wednesday, November 04, 2015

<https://nysed.fluidsurveys.com/account/surveys/537586/responses/export//s/Regents-Appendix-E-BOT-Form/daf04dcb75955726d>

## 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

	First Name	Last Name
Trustee Name	ronald	tabano

### 2. \*Your Home Address:

2. *Your Home Address:   Street Address	[REDACTED]
2. *Your Home Address:   City/State	[REDACTED]
2. *Your Home Address:   Zip	[REDACTED]

### 3. \*Your Business Address

3. *Your Business Address   Street Address	[REDACTED]
3. *Your Business Address   City/State	[REDACTED]
3. *Your Business Address   Zip	[REDACTED]

### 4. \*Daytime Phone Number:

[REDACTED]

### 5. \*E-mail Address:

[REDACTED]

6. I am a Trustee of a parent education corporation listed below which governs one or more charter schools.

*No, I am not.*

7. Select the name of the education corporation that operates a single charter school.

*NEW DAWN CHS (REGENTS) 331500861016*

8. Select all positions you have held on the 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

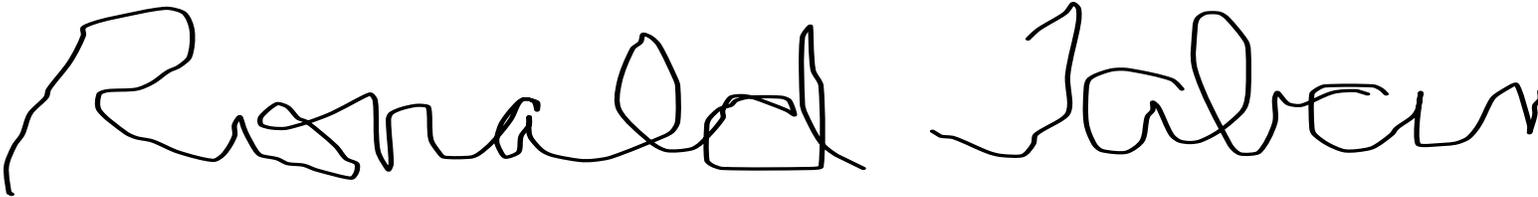
11. Have you or any of your immediate family members or any persons who live with you in your house had an interest in or engaged in a transaction with the charter school during the time you have served on the board, and in the six-month period prior to such service?

No

12. Are you a member, director, officer or employee of an organization formally partnered with a 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 that reads "Ronald J. Jaber". The signature is written in a cursive style with a large initial 'R' and 'J'.

**Thank you.**