

**Board of Trustees Meeting**

**Location:** New Dawn Charter High School, 760 Dekalb Avenue, Brooklyn, New York 11216

**Date:** Tuesday, February 4, 2020

**Time:** 3:30 P.M.

**Board Members Present:** Mr. Ronald Tabano, Chairperson, Mr. Amit Bahl, Board Member, Ms. Jane Sun, Board Member, Ms. Katharine Urbati, Treasurer

**Board Members Absent:** Mr. Jonathon Carrington, Board Member,

**Staff Members/ Visitors Present:** Dr. Sara Asmussen, Executive Director, NDCS, Ms. Amanda Morton, Principal NDCHS, Ms. Lisa DiGaudio, Principal NDCHS II, Mr. Steve Ramkissoon, Director of Finance NDCS, Mr. Jose Obregon, Director of Operations, NDCS, Ms. Nazli Askins, Data Specialist

Mr. Tabano called the meeting to order at 3:30 P.M.

**I. Resolution:** Minutes from November 2019, December 2019, and January 2020 Board Meetings.

**Motion:** Ms. Jane Sun motioned to approve the November 2019 Board Minutes.

**Motion Seconded:** Mr. Amit Bahl seconded the motion.

**Vote:** The board unanimously voted to accept and approve the November 2019 board minutes.

**Motion:** Ms. Jane Sun motioned to approve the December 2019 Board Minutes.

**Motion Seconded:** Mr. Amit Bahl seconded the motion.

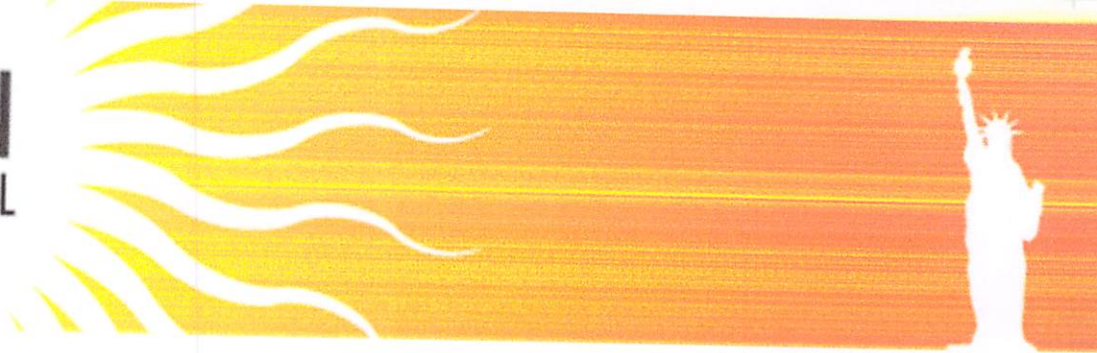
**Vote:** The board unanimously voted to accept and approve the December 2019 board minutes.

**Motion:** Ms. Jane Sun motioned to approve the January 2019 Board Minutes.

**Motion Seconded:** Ms. Katherine Urbati seconded the motion.

**Vote:** The board unanimously voted to accept and approve the January 2020 board minutes.

**II. Financials –** Steve Ramkissoon, Director of Finance, NDCHS.



Mr. Ramkissoon informed the board that both schools are financially on track. Mr. Ramkissoon also informed the board that he did not budget the Brooklyn school's depreciation of fixed assets or amortization since he did not know yet what the full building costs will be. Ms. Urbati, the board treasurer, stated that nothing in the financial report jumped out at her. Mr. Ramkissoon also added that, for accounting purposes, Ms. Nazli Askins, Data Specialist for NDCHS, will be slotted in the Business Manager position. Mr. Ramkissoon also confirmed that all aspiring teacher positions are now filled in Brooklyn. He also reported that the insurance costs are a little more than anticipated for the 242 Hoyt Street building.

For the Queens school, Mr. Ramkissoon informed the board that the school will be getting 3K reimbursed from the landlord offset custodial service costs as per the lease agreement. Overall, the school remains within budget. Mr. Ramkissoon also informed the board that the accounts payables is now up to date and under control. Mr. Tabano asked if paying invoices for both schools is a problem and if separate invoices are being produced. Mr. Ramkissoon replied that costs, invoicing, and payments were being kept separately and adequately managed. Dr. Asmussen asked Mr. Ramkissoon if Queens could now pay NDCHS for services rendered, Mr. Steve Ramkissoon answered that the Queens school is able to reimburse NDCHS for up to 50% for services provided.

In regard to Human Resources, Mr. Ramkissoon informed the board that there were three new hires for the Brooklyn school and there was a resignation submitted by the P.E. teacher in the Queens school. Mr. Tabano asked Mr. Ramkissoon to consolidate assets for the Brooklyn school and limit the number of active bank accounts on hand since there were too many.

#### **A. Resolution: Board Financials.**

**Motion:** Ms. Katherine Urbati motioned to approve the January 2020 financials.

**Motion Seconded:** Mr. Amit Bahl seconded the motion.

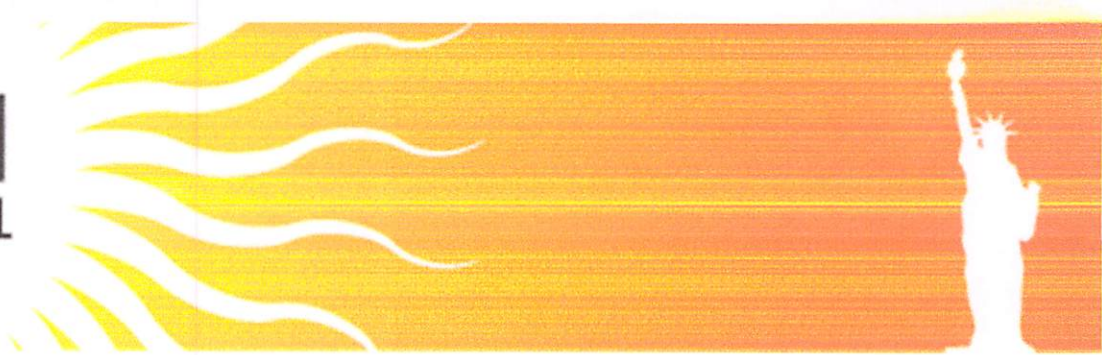
**Vote:** The board unanimously voted to accept and approve January 2020 financials.

### **III. Facilities.**

#### **A. Update on Queens space**

Mr. Obregon informed the board that there are no significant issues to report on the Queens space at this time. He also stated that he will continue to ask Barrone Management to schedule a walk-through of the Queens facilities that NDCHS II will be occupying next year in preparation for the move.





**B. Updates on Dekalb**

Mr. Jose Obregon reported that there are no significant issues neither at the temporary space in Brooklyn with the exception that the fire alarm is now operational and that the school will have to assume responsibility for daily monitoring.

**C. Updates on 242cHoyt Street**

Insofar as the 242 Hoyt Street building, Mr. Obregon stated that construction seems to be on track and is showing progress every week that he has visited thus far. Mr. Tabano asked Mr. Obregon if he noticed a large work crew on site. Mr. Obregon responded that, yes, a significant work crew is on site.

**IV. Staff Recruitment.**

**A. Staff Vacancies.** Dr. Lisa DiGaudio, Principal at NDCHS II, informed the board that she will be hiring a new College and Career Manager and a new P.E. teacher and already has two interviews scheduled. Mr. Tabano asked how many new hires will be needed for next school year. Mr. Ramkissoon replied that nine (9) new hires will be needed. Ms. DiGaudio further indicated that she will start the search in March.

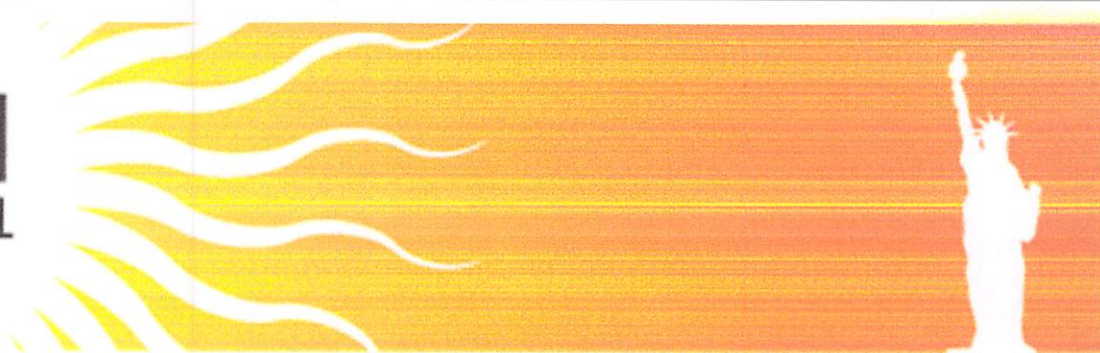
**B. Staff Vacancies.** For the Brooklyn school, Dr. Asmussen informed the board that the school will be looking for a culinary instructor. Further, Dr. Asmussen informed the board that Brooklyn hired Ms. Nydia Lugo, a long-term substitute teacher as an aspiring teacher. Ms. Lugo is a certified Global History teacher.

**V. Programmatic Updates.**

**A. Student Recruitment Efforts (NDCHS Brooklyn) – Ms. Amanda Morton,**  
Principal.

Ms. Morton reported that there are approximately 340-350 students at NDCHS and that there are still more students enrolling. Dr. Asmussen stated that the FTE is at 305.

**B. Student Recruitment Efforts (NDCHS Queens) – Dr. Lisa DiGaudio, Principal**



Dr. DiGaudio informed the board that there are 135 students enrolled at NDCHS II and that five (5) more students need to be entered to ATS. Dr. DiGaudio informed the board that her target enrollment is 160 students.

**C. Update on SAM Conference**

Dr. Asmussen informed the board that various staff members attended the annual SAM conference and that it was worth the effort. The conference focused on positivity and social/emotional learning. Dr. Asmussen stated that there will be focus on advisory teachers so that leadership can understand what their mindset is and their thought processes. The State of NY has also mandated that SEL be part of the education process. Dr. Asmussen also informed the board that there is an upcoming PBIS conference and both the SAM and PBIS conference complement each other. Mr. Tabano informed the board meeting attendees that an MSW will be available for both schools as well as a substance abuse counselor.

**VI. Regents Results and Graduation.**

**IV. Adjournment.**

The Board meeting was adjourned at 3:52 P.M.

**V. Executive Session**